

INSTITUTIONAL POLICIES & PROCEDURES

As policies of the Frank Lloyd Wright School of Architecture (the School) are revised, students are notified and provided updated materials. Questions regarding these or any other School policies should be directed to School staff.

ACADEMIC HONESTY

Academic Honesty and Integrity are critical components of the academic program at the Frank Lloyd Wright School of Architecture. Honest and ethical behavior is expected from every student in their academic coursework and any other work being presented as their own. Cheating, plagiarism, and theft of intellectual property, personal property, and/or misuse of School or Foundation Property are unacceptable and considered academic misconduct. Institutional response to academic misconduct includes disciplinary action with the possibility of Termination of Enrollment from the School. Students are expected to consult with advisors and instructors regarding proper guidelines for citation of sources. Academic misconduct includes but is not limited to the following actions:

- Claiming credit for the work of another individual without consent, or failure to include appropriate citation- this is plagiarism
- Fabrication of data presented as factual
- Modifying another's work or completing work for another student
- Modifying official school forms
- Assisting another student in committing academic misconduct

If an instructor suspects a student of academic misconduct, the instructor will contact the student and ask him or her to explain the work. If the instructor is not satisfied with the student's response, the instructor will present the concerns to members of the Core Faculty. Core Faculty will review the work and may further discuss concerns with the student. If Core Faculty members determine that academic misconduct has occurred, Core Faculty and the Dean will determine appropriate disciplinary actions. If Core Faculty members determine that academic misconduct has not occurred, no disciplinary action will be taken, and the student's academic record will remain in Good Standing.

ADJUSTMENTS TO REVIEW COMMITTEE RECOMMENDATIONS

A student may request an adjustment to Review Committee recommendations by asking the Education Office to arrange a meeting of his or her full committee. Individual members of Review Committees, faculty members, or School administrative staff may not alter Review Committee recommendations independently.

A Review Committee member may ask the Education Office to arrange a meeting of the full committee to address student academic progress. Any alterations to the existing recommendations will be communicated to the student and the Education Office.

ADMISSIONS PROCEDURES

Applicants must complete applications according to the Application Guidelines as listed in the Student Handbook. Applications are reviewed by the Director of Admissions and Student Services to determine if the applicant has submitted a complete application including application fee and three letters of recommendation from previous employers or instructors, and fulfilled prerequisite requirements. Prerequisite credit determination is based upon college-level course work completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). (Foreign institutions must be recognized by the Ministry of Education in that country, and international transcripts must be translated and evaluated by an independent, third party such as World Education Services.) Courses must be similar in nature, level, and content to the course prerequisites listed for admission. The School may grant entry to applicants with

one (1) outstanding prerequisite, provided the course is completed during the first year of enrollment at the School.

The Admissions Team, comprising Core Faculty and administrative staff, receives the application from the Director of Admissions and Student Services and determines if the application sufficiently documents academic achievement, work experience, and creative potential. The Admissions team reviews the initial portfolio for evidence of work that demonstrates aptitude and experience in creative endeavors and evidence of graphic, creative design, and drawing and drafting (hand and computer) skills.

The Admissions Team will determine if the applicant is eligible for a personal interview. Notification of approval for a personal interview will be made by email or telephone, followed by a confirmation letter. If response to the notification is not received within 15 days, the application will be considered withdrawn. Interviews are conducted either in-person or by telephone. The in-person interview at either of the campuses is recommended. Prior to departure from campus following an in-person interview, the applicant will have a final meeting with the Admissions Team to review the visit. Applicants will be notified of the Admission Team's decision following the interview, or in writing within two weeks of the interview.

See Evaluation of Prior Learning and Work Experience policy for information related to institutional acknowledgement of previous academic and/or professional experience.

ARCHITECTURAL PRACTICE REQUIREMENTS

M. Arch Program: 500 hours Architectural Practice (AP) experience, in the context of course work, studios, and professional internships. Professional internships or School sponsored Architectural Practice projects must constitute 200 or more hours to satisfy the AP requirement.

ASSESSMENT

By enrollment in the School, each student agrees to participate in the assessment process as outlined. (see: Core Curriculum)

ATTENDANCE

Each student participates full time in the program and must be present on campus except during specified free periods. Unless ill or excused for other reasons beyond the student's control, each student must be present at all scheduled activities and assignments during the day.

Each student is expected to participate in the formal occasions and social activities of the community as they are considered part of the overall program of learning. A calendar, published at the beginning of each term, lists the Taliesin Evenings as well as special occasions, lectures, symposia, and events. The weekly Education Schedule also lists classes, lectures and events. Other, unexpected opportunities may arise during the term for students to meet visiting scholars, architects, or persons of note; the bulletin board provides updates on all calendars and should be checked daily. The online School calendar is updated daily as well, and should be consulted frequently.

All students are required to be in residence at the campus where the School is conducting its programs. Following completion of one year, students may be considered for learning opportunities in the Wisconsin studios while the School is in session in Arizona and vice versa if the student is in Good Standing in the Learning Program, and learning opportunities at hand correspond to the learning needs of the student. The student must submit an Independent Study form to the Core Faculty or the Review Committee for approval. The student's Review Committee, or the Core Faculty must verify the need and the opportunities offered, and

approve the assignment to the other campus. The Education Office will communicate a final decision to the student.

In all cases: unauthorized or excessive absence may be considered grounds for Probation or Termination of Enrollment.

AUTOMOBILES & PARKING

Public transportation at or near either of the campuses is limited or nonexistent. Students who have vehicles are encouraged to bring them. Students are responsible for their own liability and property insurance on personally owned vehicles. Nonetheless, parking at the campuses is considered a privilege and may be revoked at any time. Students must provide a license plate, make, model information, and proof of current insurance on their vehicles to the Education Office. The Education Office will distribute a numbered parking pass that must be displayed in the student's vehicle at all times while enrolled, and parked on campus. This ensures that all vehicles parked onsite overnight are owned by staff, students, or residents. All passes must be returned to the Education Office prior to student graduation.

In Arizona, parking is provided in the back parking lot during the winter months and at night. Daytime parking during peak tour season is assigned to other areas; the Facilities Manager makes these assignments. Vehicles are not to be parked in the desert area containing tents and shelters, except for making deliveries. No overnight parking is allowed in the desert. In addition, no parking is allowed in the desert square area near the dining room.

In Wisconsin, general parking is available in the Orchard lot, at the Hillside lot, and in the Tany-Deri lot. Under certain circumstances, particularly deliveries, other identified parking spots are available to students. Specific places for parking elsewhere may be assigned by the Facilities Manager. Students pay no fees for parking at either of the campuses.

See Foundation Vehicle Use Policy for information regarding the use of Foundation vehicles, or personal vehicles for Foundation and School business.

CAMPUS SECURITY

All Schools participating in Title IV programs of the U.S. Department of Education are required to have the following policies in place and communicated via official School documents.

Campus Security Reporting Office

Students having questions, concerns, or needing to report incidents of crime, should contact the Office of Student Services. The School does not employ a campus police force, though a private security guard is employed at the Taliesin West campus. In cases of violence, personal injury caused by another person, or drug/ alcohol-related damage, students are encouraged to contact the security guard at Taliesin West, and dial 911 to summon police in Wisconsin.

The Campus Security Officer(s) are in charge of compiling crime reports and submitting such reports on an annual basis to the U.S. Department of Education.

Timely Warning Policy

In the event of any danger to our students, the Residence Life Manager will issue warnings to all students via telephone, text message, in person, email, and/or posting on the main board of the campus. These warnings include any crimes reported to the local police or Campus Security Office, especially those relating to the Clery Act.

Daily Crime Log

As the School does not employ a Campus Police Force, it is not required to maintain a daily crime log. However, the annual Crime Report is distributed to all students, faculty, and

employees via email. Prospective students and prospective employees may request and receive these reports.

Statistics from Local Police

The School must make a good-faith effort each year to collect crime statistics for all Clery Act crimes committed near our campuses. The Campus Security Officer(s) are in charge of this task and requests reports from the Scottsdale Police Department as well as the Spring Green Police Department each January.

Report to ED via Web-based Data Collection

Each fall (October 1 deadline) the School is required to submit a statistical report to the ED. The Campus Security Officer(s) handle this submission.

Annual Security Report

Annually on October 1, the School provides an Annual Security Report to all students, faculty, employees, and, by request, all prospective students and employees. This report contains disclosure of crime statistics for offenses including: murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes; Arrests: weapons possession, drug law, liquor law; Referrals: weapons possession, drug law, liquor law.

Procedures for Reporting Emergencies and Crimes

Students and employees should notify the Campus Security Reporting Office of any criminal incidents; if violence is involved, dial 911 and summon the local police immediately. The School will assist the victim in any way possible. Students should NOT engage intruders.

Students residing in rooms at Taliesin or Taliesin West should lock their doors from the inside whenever they are in their rooms. Locks on the outside of the doors are optional and available from Facilities on request. The men's and women's locker rooms at Taliesin West have keypad locks – students are encouraged to keep their valuables in these areas. Students residing in the tents or shelters at Taliesin West do so at their own risk; each student will have his/her cell phone on hand at all times in case of emergency. Students are advised not to store valuables in their tents/shelters.

Any victim of a crime of violence is encouraged to access professional assistance via counselors or pastoral professionals. All crime reports are considered confidential. The Office of Student Services will help you with this if requested.

Students entering the School are advised of the Campus Crime Policies upon arrival; information is also contained within the Student Handbook. An Orientation Program is provided shortly after student arrival on campus. Any student may access information regarding crime reports from the Scottsdale Police Department, the Spring Green Police Department, or the Iowa County Sheriff.

The Student Satisfaction System provides students with the means to file a complaint or appeal a disciplinary decision. In the case of an accuser and accused relating to a sex offense- each has the right to be notified of the outcome of a disciplinary proceeding and each has the right to have others present at the hearing.

CONDUCT

Rules of Conduct

The School expects all members of its community to act reasonably, maturely, and appropriately at all times, both on- and off-campus. The School claims off-campus jurisdiction when enforcing its disciplinary policy. Students may be accountable to both civil authorities and the School of acts that violate the law, or rules and policies outlined in the Handbook.

Disciplinary action will normally proceed during the pending period of criminal proceedings and will not be subject to challenge on grounds that criminal charges involving the same incident have been dismissed or reduced. The following actions and/ or violations constitute behavioral misconduct for which students may be penalized:

1. Actions that violate the human rights of any student or member of the School community; use of or threatened use of physical force or violence to restrict the freedom of action or movement of another; or the endangerment of the physical health, psychological health, emotional health, or safety of any person, including oneself.
2. Conduct, on- or off-campus, that is detrimental to the good of the School or that discredits the School. Such off-campus conduct includes but is not limited to: violent or aggressive behavior toward others, activities that are disruptive to the community and violate laws, falsifying documents such as transcripts, evaluations, or agreements, and/or damaging property. Such conduct on-campus includes, but is not limited to, behavior or language disrespectful of School staff, residents, or students.
3. Academic dishonesty.
4. Unauthorized taking or possession of School property or services, and/or the property or services of others, or failure to return borrowed equipment or materials.
5. Intentional damage to or destruction of property and/or the property of others on School grounds (including vandalism or tampering with fire alarms or extinguishers)
6. Underage possession and/or consumption of alcohol, consumption of alcoholic beverages during classes or in violation of the stated Studio Policy, excessive consumption of alcoholic beverages that result in irresponsible behavior, or continued excessive drinking.
7. Possession, use, or trafficking of illegal drugs and/or drug paraphernalia.
8. Possession or use of explosives, fireworks, firearms, knives with blades exceeding five inches, ammunition or other dangerous weapons or materials on School property.

Sanctions

The scope of disciplinary penalties that may be imposed on any student found responsible for violating these rules may include:

1. Paying monetary fines/reimbursing for damages. All fines must be paid prior to the student's next term.
2. Written warning or On Notice sanction with a specific deadline for returning to Good Standing status.
3. Probation (student forfeits all scholarships and financial aid).
4. Mandatory counseling and/or assessments by a licensed professional.
5. Suspension (student forfeits all refund opportunities).
6. Termination of Enrollment (student forfeits all refund opportunities).

Other sanctions may include required attendance of workshops or seminars, surrender of personal property, or other sanctions dictated by the circumstances of the offense.

Disciplinary Procedure

The Director of Admissions and Student Services, the Residence Life Manager, and a Faculty Representative are responsible for responding to violations to the Rules of Conduct. For any conduct related to academic integrity, the Faculty Chair and Faculty will respond.

The respective School administrator will:

1. Contact persons involved to determine whether there is cause to conduct an investigation.

2. Practice due process and due diligence when evaluating all information.
3. Decide to investigate further based on the information collected or issue a sanction.
4. Allow the student to appeal the sanction in writing to the Dean within 15 days of receiving the sanction. The Student Satisfaction System will then be in effect.

CONTROLLED SUBSTANCES

As an institution of higher education, the Frank Lloyd Wright School of Architecture has responded to the 1989 Amendments to the Drug Free Schools and Communities Act by establishing a policy to provide a healthy, safe, and secure living and learning environment that is free of drug and alcohol abuse. The use of alcohol by minors or the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is absolutely prohibited at Taliesin West and Taliesin or as any part of any of the School's activities. Violations of this policy will result in disciplinary action, up to and including Termination of Enrollment, and may have legal consequences consistent with local, state, and federal laws. (see: Drug-Free School Policy)

CORE CURRICULUM

The Core Curriculum comprises three phases: Introduction, Intermediate, and Integration. Studios, workshops, and classes designated as Core are required activities and occur at intervals throughout the student's course of study.

The **Introduction** phase (approximately 8-12 months in the first year) is characterized by a rigorous set of Core offerings, supplemented with electives, that establishes the critical basis for the entire course of study.

The **Intermediate** phase (approximately 8-12 months in the second year) is characterized by a combination of Core offerings, with increased student electives with the consent of the Review Committee and Core Faculty.

The **Integration** phase (the final 8-12 months of study) is characterized by a combination of Core offerings, independent initiatives, and a comprehensive thesis project that integrate the studies into architectural design outcomes. Advisors and Review Committees offer guidance and provide feedback on progress towards graduation.

Core Curriculum offerings are based on established syllabi, and include design studios, classes, studio projects, architectural practice projects, research, and construction projects. Students are required to attend all Core offerings, which may be complemented with independent study as approved by faculty. Core requirements may be adjusted based on evaluation of prior work.

Performance evaluations are completed by instructors and are included in the Learning Dossier. Students are required to represent and critically examine all Core Curriculum work in their Dossiers. (see: Learning Program and Learning Assessment sections of Student Handbook)

DEADLINES

Students are expected to meet all deadlines for studio projects, class assignments, and Learning Dossier and Professional Portfolio submissions. Learning Dossier submissions lacking any of the elements specified on the Dossier Checklist will be recorded as incomplete. Studio projects that have not been approved by faculty at the specified deadline, without prior communication, will be considered incomplete. Failure to submit a complete Dossier, Portfolio, or studio project will be considered a serious failure to demonstrate Satisfactory Academic Progress, and the student will be placed On Notice that he or she is at risk of failing to satisfy the academic requirements of the School.

DRESS CODE

Taliesin and Taliesin West are designated National Historic Landmarks and require constant maintenance and restoration. Both campuses have active and popular tour programs that help defray these costs. The campuses are open to the public for tours seven days a week during regular business hours for guided tours. Taliesin West also features occasional “night events” wherein businesses host guests in the public areas on the property, often featuring catered dinners or musical events. Students and residents are keenly aware that the public perception of the School and community is based often upon each visitor’s experience – both visually and in contact with Taliesin residents. One rude encounter or bad impression can often spoil an experience. A welcoming attitude, polite behavior, professional appearance and provision of assistance is always appropriate and expected.

The nature of the learning programs at the School requires students to participate in activities for which a wide variety of apparel is appropriate. Among these are building construction, formal evenings, and professional presentations. Safety and health should be the first considerations for apparel choices for all students. When not on construction or maintenance assignment, students are free to dress in casual attire during the day. However, students must be ready to meet the public, give tours or represent the School with little or no notice. Dress should align to basic societal norms. Clothing that may be reasonably considered provocative or revealing is not allowed on premises between the hours of 6am to 6pm, or during official evening functions. Examples include form-fitting or revealing legwear, shorts and skirts of a short length (micro-minis and hot-pants as an example), and revealing tops.

Suggested attire (depending upon the season): men: slacks, shirts (no ties required); women: slacks, shirts, skirts. Jeans (clean and not torn) and T-shirts may also be worn. Footwear should be appropriate to season, keeping in mind the environmental dangers of each campus. Appropriate work boots must be worn during maintenance times and construction. On Saturdays and during maintenance time, jeans and work clothes are always appropriate. When meeting clients as part of Architectural Practice, either on campus or off: slacks, shirts, sport jackets for men; pantsuits, skirts, blouses/dresses for women.

Living at the campuses implies more than a simple existence of living in the desert of Arizona or countryside of Wisconsin. Enrolling in the learning program at the School includes acceptance of a role in the community. In certain instances, that community asserts certain requirements, such as formal wear for Taliesin Evenings: “black tie” or “business attire” is appropriate for these occasions. Holiday meals (Thanksgiving, Christmas, Easter) call for “business attire” as well.

Students may be offered the opportunity to represent the School or participate with professional architects in presentations to clients or to attend public events. Students should always be mindful of how attire affects the image that they present of themselves, the School, and other professionals.

DRUG-FREE SCHOOL POLICY

No institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including any federally funded or guaranteed loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Federal law requires the annual distribution of the following information to students and employees:

Prohibition

It is the goal and policy of the Frank Lloyd Wright School of Architecture (the School) to provide a drug-free environment for all students and employees. To achieve this goal and to

comply with federal law, the School prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substance on its property or as part of any of its activities. Every student and employee must abide by the terms of this statement.

Sanctions

Sanctions under federal and state law for the unlawful possession or distribution of illicit drugs and alcohol are set forth in the chart available in the Education Office.

Sanctions will be imposed on any student who violates a School or Foundation drug and alcohol policy. These sanctions may include Suspension or Termination of Enrollment, and may also include the requirement that the student participate in a drug education program. Sanctions will be imposed on an employee who violates Foundation drug or alcohol policy. Sanctions may include progressive discipline, termination of employment, or participation in a drug education program.

EMPLOYMENT OUTSIDE OF SCHOOL

Students are not permitted to pursue or accept outside employment while enrolled in the School with the exception of permissible activities, such as approved architectural internships, described in the "External Paid Employment Policy."

EVALUATION OF PRIOR LEARNING AND WORK EXPERIENCE

The School recognizes that students come from a variety of educational and professional backgrounds. Some students have prior academic coursework or work experience in architecture that may enable them to enter the School at a more advanced level than those students without such experience. The School provides students the opportunity to apply prior learning and work experience toward their degree requirements at the School, while placing importance on living and working within the community in the development of a Taliesin-trained architect. For that reason, the School does not consider prior learning and work experience as justification for reducing the minimum residency requirement of two years.

Students may choose to submit evidence of prior learning and work experience to document their entering levels. Students who submit thorough documentation of prior learning and work experience upon enrollment at the School will receive a thorough review of their prior experiences preceding enrollment. That review, completed by faculty, will be used to establish a foundation for required course work and Architectural Practice requirements. The School may waive certain coursework and/or Architectural practice requirements for students based on official transcripts received from accredited post-secondary institutions or documented architectural practice experience certified by the student's supervisor. However, the student is still required to demonstrate Proficiency in the related Performance Categories. Students who do not choose to submit evidence of prior learning and work experience at the time of enrollment may choose to do so as part of any subsequent Learning Dossier submission. That work will be evaluated during the regular review.

Students may apply for Architectural Practice credit from previous work by thoroughly documenting activities completed and hours worked under the supervision of a registered architect, and signed by that supervisor. A maximum of 300 hours of previous work experience will be accepted toward fulfilling the School's Architectural Practice requirements, and are subject to the approval of the Review Committee.

EXTERNAL PAID EMPLOYMENT

External paid employment during enrollment in the M.Arch degree program is defined as any outside activity complementary to the learning programs at the School, undertaken for compensation by students. Please note: Students are not permitted to pursue or accept

outside employment while enrolled in the School, with the exception of permissible activities described in this policy.

Examples of eligible employment:

1. Compensation offered to students while engaged in professional practice projects (internships)
2. Compensation offered to students by “clients” for work done on behalf of the School
3. Compensation offered to students as temporary employees of the Frank Lloyd Wright Foundation providing needed services to Foundation departments such as Tours and Membership

An Independent Study/External Paid Employment form is used to obtain permission for architectural activities such as internships, and non-architectural activities such as those performed for the Frank Lloyd Wright Foundation. Following Core Faculty approval, the Education Office must grant final approval before any compensatory commitments are accepted. Approval forms must be submitted four weeks prior to commencement of any proposed compensatory activity. Any employment undertaken for the Frank Lloyd Wright Foundation must be coordinated with Foundation Human Resources.

Participation in any compensatory activity is contingent upon the student remaining in Good Standing within his/her degree program; failure to remain in Good Standing will result in immediate cessation of employment authorization until Good Standing resumes. For information on Work/Learn opportunities (other than external paid employment) please see the Director of Admissions and Student Services.

Note: International students must discuss any form of proposed employment while enrolled at the School with the Director of Admissions and Student Services.

EXTERNAL PAID EMPLOYMENT PROCEDURE

See External Paid Employment policy for listing of acceptable activities.

Students in Good Standing, having satisfactorily completed their first Learning Dossier review, may ask to be considered for external paid employment.

A list of current external paid employment opportunities with the Frank Lloyd Wright Foundation can be obtained from Human Resources. See the Education Office for internship opportunities.

Approval Process

1. Using the Independent Study Form, the student checks the “External Paid Employment” box, completes the information describing the activity, and obtains permission from the supervisor of the activity.
2. The student submits the Independent Study Form to his or her advisor for Core Faculty approval. If the student does not obtain approval from the Core Faculty, the process stops here.
3. The student submits the approved form to the Director of Admissions and Student Services.
4. For employment activities at the Frank Lloyd Wright Foundation, the following apply:
 - a. If the employment activities are approved, the Director of Admissions and Student Services submits the approved form to Human Resources.
 - b. Human Resources provides employment paperwork to the student and hires students, providing information for using the payroll and timekeeping system.

- c. Upon completion of employment paperwork by the student, Human Resources informs the Director of Admissions and Student Services that the student has completed the employment paperwork and is eligible for compensation.
 - d. The student clocks in/out via the timekeeping/payroll system, and the approving supervisor approves the timesheets by the payroll processing deadline and the student receives payment by direct deposit.
 - e. The terms of the program are: \$10.00/per hour, paid on a bi-weekly basis by the Frank Lloyd Wright Foundation. In the event a spouse/partner is injured while performing work for the Foundation, the Foundation's workers' compensation insurance will apply. Students are encouraged to consult Human Resources with questions related to payment.
5. For approved employment activities outside of the Frank Lloyd Wright Foundation, the student is responsible for compliance with hiring practices of the external employer.

Students must maintain Good Standing to be eligible for any form of External Paid Employment.

FIREPLACE AND FIRE SAFETY (Taliesin)

The following is an abridged version of the Taliesin Estate Fire Safety Protocol, for a more comprehensive version of the policy, please contact the Facilities Manager.

Fireplaces and Bonfires

Only those fireplaces determined to be safe and necessary may be used. The Estate Manager will evaluate periodically the condition of each fireplace and its need to be utilized. On this basis fireplaces are divided into three categories with the following designations:

1. Fireplaces that may be used occasionally
2. Fireplaces never to be used; and
3. Fire boxes that have been converted to natural gas

Allowable bonfires fall into two categories: Functional and Ceremonial. Functional bonfires are those used to manage landscapes and clear brush. Ceremonial bonfires are those permitted by visitors, faculty, and students, usually in the form of campfires.

Use of Fireplaces and Bonfires

The use of Category 1 fireplaces and ceremonial bonfires is allowed by written and signed permit only. Requests need to be submitted to the Facilities Manager well in advance (5 days) and specify the dates and times of use. The Facilities Manager is responsible for designating appropriate combustibles for fireplaces and bonfires. Category 1 Fireplaces on the Taliesin Estate include: Taliesin Living Room, Taliesin Drafting Studio, Hillside Theater, Hillside Living Room, Hillside Main Studio, and the Basement and Living Room at Tan-y-Deri. The only current location appropriate for ceremonial bonfires is the Riverside Picnic Area. Bonfires need to be appropriate to environmental conditions and monitored. A student fire steward will be appointed to start and monitor approved fires following fire safety training with the Facilities Manager.

Open Flames and Smoking

Open Flames are generally prohibited from the residential and common areas of the buildings although Taliesin residents and students may light candles and burn incense under the following conditions:

- Only incense and wax-based candles with stable bases are allowed

- Incense must be burned in a glass or ceramic device, or one made for such purposes.
- Candles must be burned in tip-proof, fire-safe containers or bases
- Lit Candles must be placed in a safe distance from combustible material.

Taliesin Faculty and Students are allowed to smoke cigarettes, pipes, and cigars in designated outdoor smoking areas. Smoking is not allowed inside of any building on the estate. Current locations include the picnic area outside the Hillside Main Studio, the Frank Lloyd Wright Visitor Center, and the Orchard Parking Lot.

Penalties for Non-compliance

Violations of the fireplace, bonfire, open flame, or smoking policy will be referred for further action to the Academic Coordinator, Residence Life Manager, and the Facilities Manager.

FOUNDATION VEHICLE USE

Vehicles owned by the Frank Lloyd Wright Foundation or the Frank Lloyd Wright School of Architecture are for business or construction use only, and must be used in compliance with the Foundation's Vehicle Use Policy, which can be obtained from the Director of Admissions and Student Services.

GOOD STANDING

Students are expected to be in Good Standing by maintaining a satisfactory progress record in all areas of the programs, and being current on all invoices for tuition payment, shipping, or library fines. Students failing to maintain Good Standing will be placed On Notice or Probation. Failure to make satisfactory improvement may result in a recommendation of Suspension, Termination of Enrollment and ineligibility for graduation (see: Satisfactory Academic Progress policy)

GRADUATION

When a student nears completion of the degree requirements, the Education Office will ascertain an approximate date for graduation. Formal graduation may not, however, happen until all degree requirements are met plus:

1. Recommendation by the Review Committee to graduate the student. (see: degree requirements in Learning Program section)
2. Approval to graduate via writing is granted by the Dean of the School.
3. Confirmation by the Director of Admissions and Students Services of full payment of all outstanding financial obligations.
4. Confirmation from the Director of Libraries of the return of all materials borrowed from the Library.
5. Confirmation by the Residence Life Manager that all borrowed materials are returned and living spaces are left in an acceptable manner.

Each student is responsible for designing and producing his/her own graduation celebration. Ceremony proposals must be submitted to the Education Office and the Residence Life Manager one month prior to anticipated ceremony. Graduations may take place in any location at either campus subject to ensuring no conflict with previously scheduled events or the tour programs. It should be noted: Guest spaces are very limited; family members should make arrangements to stay in nearby hotels/motels.

Graduation ceremonies occur on the Arizona campus. Graduating students are expected to vacate the School within 10 days of graduation, unless approved to remain longer. Application to remain beyond graduation (for a term not to exceed three months) must be submitted to the

Dean and Residence Life Manager no later than three months prior to graduation. A daily fee covering room and board will apply and must be paid at the first of each month.

GUESTS (STUDENT GUESTS)

The School has a long history of hospitality in which students may partake. Subject to availability, students are welcome to invite guests to stay in the guest rooms at either campus, after consulting with their advisor. Please initiate all guest requests with the Residence Life Manager. Any student guest must complete the Foundation Guest Housing Agreement in advance of lodging at either campus. Students considering hosting guests in the guest rooms must consult the Guest Coordinator for dates and availability of accommodations and make a request well in advance of the expected visit. Rates for use of these rooms are posted and may be changed from time to time. Please refer to the Guest Coordinator for current rates. Note: Guest rooms at Taliesin West and Taliesin are very limited; preference is given to scholars and visiting faculty, and rooms are booked well in advance. Plan accordingly.

Additionally, students may host guests in their own sleeping spaces or vacant tents/shelters at reduced rates. Guest arrangements must be made with the Residence Life Manager at least 48 hours in advance. Duration of stays are subject to the following limitations: (a) continuation of the quality of work by the host student as assessed by the Education Office via faculty feedback; (b) no inconvenience to the host student's residential neighbors, and (c) student guest privileges may be suspended due to disciplinary action or other sanctions.

The School takes no responsibility for the personal safety or possessions of guests during their stay at either campus. Payment of all guest fees or costs incurred by the guest is the sole responsibility of the host student. Failure to remit the fees required will delay issuance of any School certifications of enrollment (in the case of loans), transcripts and/or a diploma, until the debt is paid.

Students may also host non-overnight guests for meals by signing up and paying the guest meal fee at least one day in advance. Meal fees and procedures for payment are adjusted as needed and are communicated in a timely manner as applicable. Requests for guests to remain onsite longer than 10 days require authorization from the Education Office and Frank Lloyd Wright Foundation. (see: FLLW Foundation Guest Housing Policy and Procedure)

HONORS

Honors distinction is given to M.Arch students who have consistently performed on a level of excellence above and beyond ordinary requirements. The distinction is decided by the Core Faculty upon nomination and ratified by the Dean.

In addition, at the conclusion of every term, the Dean awards a project that she or he believes best exemplifies the spirit of the Frank Lloyd Wright School of Architecture, as well as showing the greatest talent and experimentation in its presentation. The Award takes the form of a \$500 reduction in tuition for the following term and is presented at the last Formal evening of the term.

IMMIGRATION REQUIREMENTS

All students who are not citizens of the U.S. must comply with U.S. Citizenship and Immigration Services (USCIS) policies pertaining to international students: Upon acceptance, an F-1 visa must be obtained prior to arriving in the U.S. to enter the School. International students accepted for admission must submit official documentation of their ability to fully fund their first year of enrollment. After receiving the acceptance letter the student confirms his/her intention to enroll by submitting a \$1,000 non-refundable deposit (credited to year one tuition). The Admissions office will then issue the SEVIS 1-20 form to allow the F-1 process to proceed. Effective 2004, a \$100 fee for F-1 visa applications has been imposed by the USCIS

– this fee is payable when the F-1 visa application is submitted at the U.S. Embassy or Consular office in each applicant's home country. Persons transferring from U.S. colleges or universities must follow the above protocol (submission of the deposit); the new I-20 form will then be issued by the School noting the transfer.

F-1 students are not eligible to receive Social Security cards during their term of enrollment. They may, however, elect to apply for an Individual Taxpayer Identification Number (ITIN) if they wish. An F-1 student does not need a Social Security card to open a banking account, apply for a driver's license or purchase a vehicle. For more information on the ITIN, please see the Director of Admissions and Student Services.

Note: the School does not provide Curricular Practical Training (CPT) during the term of enrollment. As the School has restrictions on student employment while enrolled, it is not possible to approve F-1 visa holders for employment based upon economic hardship. Limited financial aid in the form of Work/Study and/or scholarships, if approved, may be requested for years two and three; such need will be based upon merit and need and such funds are credited directly from the tuition. Please see the Director of Admissions and Student Services for more information about Work/Study opportunities.

Upon successful completion of the degree program, an F-1 student may request and receive authorization to engage in up to 24 months of Optional Practical Training program (OPT). This allows the graduate to seek employment/internship in the field of architecture within the U.S. The Director of Admissions and Student Services will sign the I-20 form and note the same in the SEVIS online record. When a graduate receives a job offer, he or she may then apply for a Social Security card. Visit www.uscis.gov to remain current on all visa requirements.

INDEPENDENT STUDY

Independent Study activities include design projects, architectural practice projects, research, and construction projects. Students may apply to undertake an Independent Study project beginning in their first year of study following the first Learning Dossier review.

Students are required to complete an Independent Study Plan form for activities and projects they would like to undertake that are not included in the formal curriculum. Independent Study activities are intended to complement the Core curriculum, rather than replace it. Students are encouraged to meet with their advisors for feedback on the Independent Study proposal prior to submission to the Faculty and Director of Academic Affairs for approval.

Approved Independent Study projects must be represented and examined critically within the student's Learning Dossier and evaluated with the same significance as a School offering.

Pursuing personal interests such as reading or sketching, or activities that are not anticipated to divert a large portion of the student's time from the formal curriculum does not require the submission of an Independent Study Plan.

INITIAL PROBATIONARY PERIOD - YEAR 1

The first semester of each new student's first year is considered Probationary. During this time both the student and the School (faculty, administration, students, and community) are adjusting to one another. Each student's ability to adjust, adapt, and demonstrate an ability to benefit from the programs of learning as well as community living is carefully assessed and reviewed with the student at the Initial Review. The School endeavors to provide as much support as possible but relies on the maturity and focus of each individual's best effort. During this time the student may not take vacation (other than the normal School closures).

Prior to arrival, each new student is assigned an advisor. The advisor provides guidance and aids the student in assimilating into the programs of learning and community. The Initial Review to determine if the student and the School are benefitting from the relationship occurs

at the end of the first semester. The advisor may initiate an Accelerated Initial Review (see below) at any time based upon his or her own observations and/or documented concerns of the student, faculty, students, or staff. Disruptive behavior will not be tolerated at any time. If problems persist, the procedures described in the “Satisfactory Academic Progress” policy are followed.

INITIAL REVIEW

At the end of the first semester, students meet with their advisors and another faculty or staff member and participate in an Initial Review, to determine if they are demonstrating the ability to benefit from, and have the interest to continue in, the program. If concerns arise, they will be discussed with the student and generally remedied within a short period. In some cases, a meeting may be scheduled prior to the Initial Review to address more serious concerns.

INITIAL REVIEW PROCEDURE

1. The student’s advisor compiles feedback received regarding advisees prior to the Initial Review.
2. The advisor and another faculty member or Education Office staff member meet with the student for a discussion that includes the standard Initial Review questions.
3. If concerns have arisen, they are discussed with the student. The student may receive recommendations for resolving the concerns, or be placed On Notice, at the discretion of the committee.
4. If there are no concerns, and the student demonstrates the ability to benefit from the program, he or she is granted continuance from the committee.
5. In some cases, the student’s Learning Path, or curriculum selections for the season, are determined in the Initial Review.

Students approved for continuance following the Initial Review may access the annual 25 days’ vacation allotment, and are eligible to submit Independent Study requests. Students who are not approved for continuance are expected to depart the School within five days of the review. A tuition refund (see: Refund Policy) is mailed to the student’s home address within 30 days.

INITIAL REVIEW PROCEDURE (ACCELERATED REVIEW)

1. The student’s advisor compiles feedback received regarding advisees. If the advisor with the support of faculty and the Education Office finds a pattern developing that hinders a student’s ability to benefit from the programs, or integrate with the community environment, a letter is drafted relaying specific concerns to the student. The letter includes a statement notifying the student that based on the documented concerns there are serious reservations about the student’s ability to benefit from the programs. The student is asked to respond in writing to these concerns within a 24-hour period.
2. After receiving the written response from the student, the advisor will notify him or her of the upcoming review, generally scheduled for the following day, to discuss the concerns and the student’s response.
3. The advisor and the Dean participate in the Accelerated Initial Review. Other faculty and staff may participate at the request of the advisor. The committee meets to speak with the student allowing opportunity for the student to share his or her verbal response to the concerns. The committee then breaks to discuss either a) recommendations for the student’s continuance in the program, or b) the student’s Termination of Enrollment.
4. Upon reconvening, the student is informed of the committee’s decision. If the committee determines that concerns have been remedied, or remain to some extent but the student

is likely to benefit from the program, recommendations will be provided for the student to continue in the program. The student will receive a copy of the review minutes containing the recommendations.

The committee may determine that On Notice is appropriate, or Termination of Enrollment. In both cases the student will receive this information verbally as well as officially via a letter from the Education Office. The letter will include the findings of the committee and the next steps to be taken by the student.

INTELLECTUAL PROPERTY

The Frank Lloyd Wright Foundation is the sole heir to the estate of Frank Lloyd Wright, and consequently, the Foundation owns a large portfolio of intellectual property rights and other proprietary rights associated with the life, work, and images of the late Frank Lloyd Wright, including, but not limited to, numerous registered and unregistered trademarks, registered and unregistered copyrights, trade dress rights, domain names, and rights of publicity associated with the famous architect and designer Frank Lloyd Wright (“Foundation Intellectual Property”).

Student Designs Incorporating Foundation Intellectual Property

On occasion, students may be asked to design materials advertising School or Foundation events. Students need to be aware that the names Frank Lloyd Wright, Taliesin, the Red Square and the Whirling Arrow design are registered trademarks, and belong to the Foundation. Any materials that incorporate trademarks must be submitted to the Licensing Department for review prior to printing, publication or distribution. This will ensure consistent and proper use of trademarks, logos, and other elements of the Foundation Intellectual Property.

Commercial Products

From time to time, the Foundation's Licensing Department works with the School on product development. Students and faculty are invited to participate in product designs to be marketed under Foundation trademarks. Product development is under the supervision and guidelines of the Frank Lloyd Wright School of Architecture and the Foundation's Licensing Department. If a student design is selected, it may be prototyped, manufactured, marketed, and sold to an end consumer. Participation is voluntary, and all intellectual property rights associated with such designs shall be assigned to the Foundation.

Educational Work

Student educational work created by students during the course of their enrollment is property of the students, with three exceptions:

1. Assignment: Student work completed and assigned to another party.
2. Studio Class work: Student work completed in a studio class is the intellectual property of the School/Foundation. Students agree to execute documents reasonably required by the Foundation to transfer such intellectual property to the School/Foundation.
3. Internship work: Student work completed during the course of internship is the intellectual property of the supervising architect. This should be clarified with the instructor before commencing work. Students agree to execute documents reasonably required by the Foundation to transfer such intellectual property to the supervising architect.

Students acquire no rights to use the Foundation Intellectual Property (including derivative works based on Foundation Intellectual Property) for any commercial purpose except as set forth in a written license agreement between Foundation and Student. Students agree that the School and/or the Foundation can use the student educational work for publication and/or marketing.

Student Shelters

New Shelters. Site-specific work performed by a student, such as desert or prairie shelters, is physically owned by the Foundation, and the designs are owned by the students subject to the terms and conditions set forth herein. This policy is applicable to projects completed on or after March 2005. Foundation/School shall have the right to use photography of any Student Shelter for any commercial or non-commercial purpose.

Shelter Restoration- Restoration projects repair existing shelters, and do not change their original design. The Foundation retains the intellectual property for shelter restoration projects.

Shelter Rehabilitation- Rehabilitation projects replace, repair and modify existing shelters. The intellectual property for the shelter rehabilitation projects will belong to the Foundation.

However, if a student creates a unique/original change to the shelter design, the student may claim copyright to the new work, but not to the existing work.

Shelter Donations- In the course shelter construction, students may receive donations from third party vendors who wish to use School or Foundation logos to advertise their donation. Please forward all logo requests to the Foundation Licensing department- their staff will handle the request and email the logo in high resolution file to the donor.

Photography on Campus

Students may take photographs at Taliesin and Taliesin West for their personal, non-commercial use only. Photographs may not be published, sold, reproduced, distributed, or otherwise commercially exploited. Students and their guests who wish to use Foundation property for commercial or non-personal artistic or educational purposes must contact the Foundation's Public Access Manager, and execute a photography agreement prior to commencing photography.

LEAVE OF ABSENCE

A student may request a leave of absence from the program in which he or she is enrolled for a period greater than the Vacation/Leave days available. Students who are considering such a leave from the program should consult with their advisors and the Director of Admissions and Student Services. If the cause is financial, they should consult with the Director of Admissions and Student Services to determine the appropriate path to take and the estimated date of return.

At the time of the leave, the Director of Admissions and Student Services will consult with faculty to determine if the student is in Good Standing. Students in Good Standing who take a leave of absence may return, subject to accommodation availability, within a period of one year from the date of the leave by advising the Director of Admissions and Student Services three months in advance of the planned return date. The date of return will be determined in consultation with faculty to assure that the re-entry point is consistent with the student's progress in the curriculum at the time of the leave.

Students who wish to return to the learning program more than one year after the date of the leave of absence are required to make formal re-application and complete the interview process. Students absent from the School for one year or more will begin with seniority status in relation to housing, desk space, and maintenance selections based upon the new entry date.

Students who are not in Good Standing at the time of the leave (On Notice, Probation, or Suspension) must submit a letter explaining their interest in returning to the program, and reasons for the School to consider that the student will benefit from, and progress satisfactorily in, the program. In addition, the student must complete any recommended activities as outlined in the official On Notice or Probation notification received from the Education Office. (For permanent withdrawal, see: Withdrawal Policy)

MIGRATION

One of the hallmarks of the Frank Lloyd Wright School of Architecture is its location on two campuses separated by almost 2,000 miles. Twice a year students migrate between the two. This migration enables students to see something of the United States en route and to experience the distinct environments of the lush Wisconsin River valley and the Sonoran Desert. The School organizes migration activities, encouraging student engagement and participation.

Students are responsible for participating in cleaning and preparing all spaces that they use individually, such as their sleeping spaces, and collectively, such as the Drafting Studio, immediately prior to migration and upon arrival at the other campus. Likewise, they are expected to observe all necessary repair work to be done to their spaces so that these can be added to the maintenance during the off-season. Report all needed repairs to the Residence Life Manager.

All students are expected to migrate between the two campuses. However, learning opportunities may arise that, in the view of the School, are especially advantageous to an individual student's learning program and that keep the student at one campus past the end of the term. In such situations, subject to the agreement of the student and the approval of the Review Committee, a student may be asked to remain at one campus or the other for extended periods.

A student may request permission to stay at the Arizona or Wisconsin campuses beyond the official migration schedule through submission of an Independent Study Plan proposal to the Education Office, upon completion of one year in the program. (see: Attendance policy)

ON NOTICE, PROBATION, SUSPENSION, TERMINATION OF ENROLLMENT

The Review Committee and/or the Education Office may recommend On Notice, Probation, Suspension, or Termination of Enrollment be imposed on any student who is not making satisfactory progress, or maintaining Academic Good Standing. Failure to demonstrate significant improvement is grounds for Termination of Enrollment. (see: Satisfactory Academic Progress Policy)

PERSONAL PROPERTY

Because of the encroaching city population, Taliesin West is more vulnerable to vandalism and theft than ever before. Some desert dwellings are in remote areas and are difficult to secure. Care must be taken by each student to have safe storage for valuables; neither the School nor the Foundation shall be liable for students' lost or stolen property. The locker rooms have limited lockable spaces. Each student, and spouse if applicable, is encouraged to purchase renters insurance for his/her valuables: computer, tools, and other personal items.

PETS

Students are not allowed to bring dogs or cats with them to Taliesin or Taliesin West. Students residing in the couples housing buildings, however, may request approval to have a cat or dog, and such approval may be denied. Strict rules apply and a security deposit is required.

Students citing a special need for a certified Service Animal may request permission to bring their animal with them to either campus after submitting the required documentation, certified by an appropriate medical professional. Approval will be pending appropriate housing availability, but is not guaranteed. Strict rules apply and a security deposit is required.

The Residence Life Manager handles all requests of this nature; such requests must be made 30 days in advance of the start of a term in Wisconsin or Arizona.

Any student bringing a pet onto campus without permission will be given 48 hours to remove the pet; failure to do so may result in consequences up to and including Termination of Enrollment.

RECORDS: PRIVACY OF STUDENT RECORDS

The Education Office maintains each student file during the term of matriculation. Following completion, graduation, or withdrawal, the Director of Admissions and Student Services maintains these files.

It is the policy of the Frank Lloyd Wright School of Architecture that student information, whether academic or personal, is to be considered confidential. This policy applies to formal records such as admissions, enrollment, financial aid, assessment, advising, and discipline as well as non-formal information such as verbal, electronic, and other communications regarding academic or personal matters. School administration and faculty frequently have a legitimate educational purpose to access student records, and will have access to such records solely for the purposes of serving the educational needs of students. Access is limited to the Dean, School administrative staff, Core Faculty, and the advisor for the student in question.

Those individuals are prohibited from disseminating any confidential student information to any other person by any means. Access to confidential student records by any other individuals, including other Foundation or School employees, can be granted only with prior written permission of the student, or with the approval of specific administrators. The release of admissions, transcript, and financial aid information require prior written permission of the student. The release of all other educational records including, but not limited to, advising notes, assessment data, and disciplinary matters requires prior written permission of the student.

REIMBURSEMENT FOR OFFICIAL SCHOOL BUSINESS

From time to time a student may be asked to represent the School at locations away from the campuses. In such circumstances, the student may request a cash advance for expenses or use his/her own credit card and be reimbursed for those expenses. In either case a form called a "purple" must be completed, detailing the business expenses to be reimbursed. It must be signed by the student and the member of the School or other Foundation management authorizing the spending and delivered to the Foundation Finance Department.

RESIDENCE

Except for approved Study Trips and professional internships, all students must reside in School-approved housing while enrolled in a degree program. Selection of sleeping spaces at each campus is generally made on the basis of student seniority. Sleeping spaces may be traded by students upon mutual agreement. The Residence Life Manager must be informed of any trades. Students with special needs may request specific accommodation to their needs. The request should be made to the Director of Admissions and Student Services well in advance of the start of term. Students must return living spaces and School provided items as the end of their term in the same condition as provided, minus normal wear and tear. Any and all damage will be the responsibility of the student, with fees paid prior to graduation.

Premium student housing is subject to availability on both campuses. Premium student housing spaces are typically larger rooms or onsite studio apartments ordinarily reserved for couple housing and/or guest rooms. Additional monthly rental fees above and beyond normal housing fees apply. As student housing is determined by seniority, a student requesting premium student housing must receive written permission from the student body for a one-time adjustment in housing seniority prior to receiving approval from the School. Approval is granted only under extenuating circumstances and as space allows. Premium housing

requests are to be initiated with the Residence Life Manager at least 30 days in advance of housing assignment confirmations.

RIGHTS & RESPONSIBILITIES

Community life at Taliesin and Taliesin West depends upon the commitment of each member of the community to honor our campuses with a sense of responsibility for oneself and to others. This commitment is an unwritten agreement to act with honesty, integrity, and respect for both the campus and one another. Upon signing the Enrollment Agreement or, in the case of spouse/partners, the Housing Agreement, each person confirms his/her understanding of, and commitment to this policy:

Student Rights

The community is one in which individuals accept their obligations to others and to the environment. Both on- and off-campus conduct should demonstrate concern for the health, safety, and welfare of community members and reflect students' fitness to be a member of the local community. All areas of the campus should be treated with respect and stewardship.

Nearly all of the student rights are encompassed in two basic tenets: the right to an education and the right to fair and reasonable treatment by other members of the community.

In particular:

1. Every student has the right to receive instruction and guidance consistent with the aims of the course he/she is taking. The instructors have the responsibility to determine the methods of instruction suited to the course and to maintain conditions in the classroom that are conducive to the learning process.
2. A student should be free to take reasoned exception to the materials and views offered in any course, but may not impede the progress of instruction. The student is responsible for learning the content and skills required by any course.
3. A student's course evaluation and grade should be determined only by academic achievement consistent with the aims and content of that course. At the beginning of the course, the instructor should make known the factors that will be considered in evaluating a student's performance such as: class attendance, class participation, Learning Dossier compilation, projects, papers, and any examinations.
4. The student has the right to participate in any student organizations on- or off-campus.
5. The student has the right to use the educational resources of the School in accordance with the rules concerning their use.
6. Each student has the right to apply for financial aid, scholarships, awards and other opportunities available to finance their education.
7. Each student has the right to fair and reasonable treatment by other members of the community. Each member has the responsibility to treat others in a manner that does not interfere with others' rights.
8. The School is committed to providing access and resources to students with disabilities. Such students have all rights and responsibilities explicit to all other students. Students with disabilities have the right to access of resources and reasonable accommodations under Arizona State Statute 504.

Diversity

The School has always respected the diversity of its community. Diversity includes geographic factors, socioeconomic status, age, values, career histories, gender, disability, sexual

orientation, dietary choices, religious affiliation, and culture and ethnicity. The School encourages students to be aware of and value the differences among people.

Non-discrimination Policy

The Frank Lloyd Wright School of Architecture is committed to equal opportunity for its students and applicants for admission, without discrimination on the basis of race, color, creed, national and ethnic origin, sex or sexual orientation, age, disability, marital or parental status, status with respect to public assistance or veteran's status. This policy applies to the administration of the School's educational policies, financial aid program, or any other programs made available to students. The Office of Student Services is available to discuss and investigate matters concerning discrimination.

Student Responsibilities-Honoring the Campus and Community

1. The Frank Lloyd Wright School of Architecture (the School) prohibits students from having pets on campus. Exceptions to this rule may be requested by students having documentation supporting the need to have a Service Animal. Permission must be sought and if appropriate, given PRIOR to a student's entry into the school. The School reserves the right to require a pet owner to remove his/her pet from either campus due to disruptive, aggressive, or destructive behavior, regardless of its status as a pet or Service Animal. (see: Pet Policy)
2. Each person will respect the need to park his/her vehicle in the appropriate areas assigned, and receive a parking pass from the Residence Life Manager. During the "high season" in Arizona, such parking assignments may change to relieve pressure on the main parking areas. No student vehicles are to be parked in the desert areas. (see: Parking Policy)
3. Smoking is allowed only in designated areas – the Taliesin West pool, the Orchard parking lot and behind the Drafting Studio at Taliesin. (see: Smoking Policy)
4. Preserve the campus environments by using recycle bins and trashcans and picking up after those who do not. Serve as a steward to buildings and campus grounds.
5. All weapons are prohibited. (see: Weapons Policy)

SATISFACTORY ACADEMIC PROGRESS

Students are expected to maintain satisfactory progress in all areas of the programs, and comply with School policies and procedures. Satisfactory Academic Progress is monitored by the Education Office through communication with Review Committee members, advisors, faculty members, maintenance and work list supervisors including the Residence Life Manager, and the student. Failure to fully comply with the recommendations of the Review Committee related to academic progress, the Education Office related to School policy and residency, or otherwise maintain Satisfactory Academic Progress as evidenced in course evaluations is considered a serious failure to demonstrate Satisfactory Academic Progress. The following actions will be taken to alert the student that he or she is at risk of failing to satisfy the academic requirements of the School.

On Notice

The Education Office will notify the student that he or she has been placed On Notice. The notice will be in the form of a letter that will include the reason the student has been placed On Notice, a list of activities the student must complete before the On Notice status will be removed, and the date by which the activities must be completed. Education Office staff will consult with appropriate faculty, Review Committee members, and the student's advisor to identify the activities that will be required of the student. The Director of Admissions and

Student Services will be notified, by copy of the letter. Upon satisfactory completion of the required activities, the On Notice status will be removed and the student will be considered to be in Good Standing. Failure to complete the required activities within the specified time will result in the student being placed on Probation.

*Exception: A student may be placed On Notice once during his or her degree program. If the On Notice status is removed and the student again does not demonstrate Satisfactory Academic Progress (SAP) as described above and in the SAP policy, he or she will be placed on Probation.

Probation

The Education Office will notify the student that he or she has been placed on Probation. The notice will be in the form of a letter that will include the reason the student has been placed on Probation, a list of activities the student must complete before the Academic Probation will be removed, and the date by which the activities must be completed. Education Office staff will consult with appropriate faculty, Review Committee members, and the student's advisor, to identify the activities that will be required of the student. The Director of Admissions and Student Services will be notified, by copy of the letter. Students are not eligible to receive financial aid or Work/Study assistance while on Probation. Upon satisfactory completion of the required activities, the student will no longer be on Probation and will be considered in Good Standing. Failure to satisfy the requirements of the Probation will result in Suspension.

Suspension

The Dean will notify the student that he or she has been placed on Suspension. The notice will be in the form of a letter that will include the reason the student has been placed on Academic Suspension, the period of the suspension, and conditions for return to the School. The minimum suspension will be the remainder of the current season. The maximum suspension will be the remainder of the current season and the entire subsequent season. The Dean will consult with staff and appropriate faculty, Review Committee members, and the student's advisor, to identify the activities that will be required of the student. Upon notification of Academic Suspension, the student will be required to remove his or her personal effects, vacate his or her living quarters, and depart from the School property within 24 hours. The School is not responsible for student travel, housing, or any other expenses incurred related to student suspension. Subsequent visits to campus must have the prior approval of the Dean. Approval will be granted for purposes related to resolution of the student's academic difficulties.

Termination of Enrollment

Failure to satisfy the conditions of Suspension will result in permanent termination of the student's enrollment. The Dean will notify the student by letter that he or she has been terminated as a student at the School.

SENIORITY (STUDENT)

Housing, locker room, seasonal maintenance, and desk selections are generally made according to student seniority. Seniority is determined at the beginning of each season for the incoming student class. Housing, locker room, desk, and maintenance selections are subject to approval and/or adjustment by the Residence Life Manager. Please see the Spouse/Partner Housing Policy for information regarding Premium Housing. Students absent from the School for one year or more will begin with a new seniority status based upon the new entry date in relation to housing, desk space, and maintenance selections.

SEXUAL HARASSMENT

The Frank Lloyd Wright School of Architecture (the School) has a policy of maintaining a harassment-free environment for all students and employees. In keeping with this commitment, the School will not tolerate unlawful harassment, including sexual harassment, of any student or employee by anyone, including any student, supervisor, coworker, or third party who unlawfully interferes with an individual's work or educational performance or unlawfully creates an intimidating, hostile, or offensive working, learning, or residential environment.

The School will not tolerate harassment of any type.

Harassment can take many forms including (but not limited to) sexual, discriminatory, verbal, or emotional abuse. Harassment consists of unwelcome conduct, whether oral or written communication, physical or visual, based on a person's sex, ethnicity, color, national origin, religion, age, or disability. Harassment can consist of a single serious incident or a series of lesser-unwanted incidents. It may include offensive physical actions, derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed or visual material including electronic communications such as fax transmissions, email, instant messages or text messages.

Sexual harassment deserves special mention. The following conduct shall constitute violation of this policy:

1. Making sexual advances or requesting sexual favors if submission to, or rejections of, such conduct is the implicit or explicit basis for imposing or granting terms and conditions of employment or education at the School;
2. Making sexual advances, requesting sexual favors, or otherwise discriminating on the basis of gender in a manner that unlawfully creates an intimidating, hostile, or offensive working, learning, or residential environment at the School or otherwise unlawfully interferes with an individual's work or educational experience;
3. Engaging in any sexual contact against a person who has not given consent or committing any act of sexual assault, public sexual indecency, or sexual abuse against a person who has not given consent, if the act is committed on School property or in connection with any School-sponsored event or activity;
4. Acting, recommending action, or refusing to take action in a supervisory position in return for sexual favors, or as a reprisal against a person who has rejected, reported, filed a complaint regarding, or been the object of sexual harassment; or
5. Disregarding, failing to investigate, or delaying investigation of allegations of sexual harassment to the extent that action, reporting, or investigation is appropriate or required by one's supervisory position.

Confidentiality

The School will protect the confidentiality of the identities of and statements made by parties and witnesses involved in a discrimination or harassment report or complaint to the extent permitted by law and to the extent that continued protection does not interfere with the School's ability to investigate allegations of misconduct brought to its attention and to take corrective action. All documentation and reports received and/or developed as part of the report/complaint process, including investigative reports, are considered confidential unless otherwise noted in this policy.

Amorous Relationships

School policy prohibits amorous relationships between students and faculty or staff members.

Violations of Law

Employees and students may be accountable for sexual and/or other unlawful harassment under applicable local, state, and federal law as well as under School policy. Disciplinary action by the School may proceed while criminal proceedings are pending and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Procedures

All students and employees of the School bear responsibility for helping to enforce this policy against harassment. Any student or employee who believes he or she has been the object of prohibited harassment or who witnessed such harassment must immediately notify his or her supervisor or if a student, a faculty member, or the Director of Admissions and Student Services to initiate prompt and appropriate investigation and remedy. If the supervisor or a faculty member is responsible for the alleged harassment or reporting the situation to the supervisor or a faculty member fails to remedy the situation, the student or employee must immediately report complaints of harassment to the Director of Admissions and Student Services or Human Resources. Students may use the grievance procedures found in the Student Satisfaction System policy. The School and Foundation will not tolerate retaliation against persons who report or charge harassment or against those who testify, assist, or participate in any investigation, proceeding, or hearing involving a complaint of harassment.

SHOP RULES

Shop Rules will be discussed during Orientation at the beginning of each season and will be posted in the shop area. Disregarding shop rules may result in suspension of shop use privileges. Direct shop questions to the Facilities Manager at Taliesin or the Director of Preservation at Taliesin West.

SMOKING

Smoking is permitted only in the designated EXTERIOR areas of Taliesin or Taliesin West. There are two designated areas for smoking on the Taliesin estate: behind the Drafting Studio, and in the Orchard Parking Area at the Taliesin Residence. Smokers are responsible for proper disposal of cigarettes. Smoking on the Estate is strongly discouraged and not allowed inside any of the buildings. The designated smoking area at Taliesin West is located in the pool area. Note that the desert in Arizona is a particularly fire-sensitive landscape. Smokers are expected to take care to extinguish their smoking materials and to dispose of the butts in the safe container located at the pool. Extinguishing smoking materials on the ground is absolutely prohibited. Additionally, open flames, whether interior or exterior pose a threat to the buildings. The person responsible for lighting the fire (Fire Steward), candles, etc., is responsible for extinguishing the flame. (see: Fireplace and Fire Safety policy)

SPOUSE/PARTNER HOUSING PROCEDURE

School housing for couples is provided based upon availability of space. Student spouses or partners are charged a monthly fee comprising housing and meal fees. A \$100.00 deposit is required, and is refunded upon satisfactory occupancy closeout inspection with the Residence Life Manager (RLM). Initiate all couple housing requests with the RLM 30 days in advance.

Available couple housing is identified by the RLM in cooperation with the Facilities Department. The RLM works with staff to prepare housing agreements for student spouses or partners. Both the student and the student's spouse or partner must sign the housing agreement and are mutually responsible for all terms of the agreement. The couple, along with the RLM, completes an initial assessment of the apartment or cottage, as well as a closing

assessment of the space. Loss of deposit and additional charges may apply for damage caused to the dwelling while inhabited by the spouse/partner and the student.

Spouses/partners may be eligible to receive reductions in the cost of housing by performing approved work for the Foundation. The approval process includes the following steps:

1. Spouse/partner consults the RLM to determine available work for rental credit positions. These are positions that would not otherwise be available to students for work/study, or have not been selected by students for work/study.
2. After identifying potential work opportunities, the spouse/partner speaks with the supervisor(s) of the position(s) and confirms via e-mail the nature and hours of the work assignment. If approved by the supervisor, the spouse/partner forwards the approval to the RLM and the Finance Department as confirmation that he or she will begin working for rental credit.
3. The spouse/partner completes weekly timesheets on the template provided by the RLM, and submits the timesheets signed by the supervisor to the Finance Department on the 25th of each month. An electronic copy of the monthly timesheet is provided by the spouse/partner to the RLM.
4. The Finance Department provides a monthly rental statement to the spouse/partner and the RLM.

The terms of the program are: \$10.00/per hour deducted directly from the spouse/partner's monthly rent.

The spouse/partner and the student are responsible for all rental and meal charges. The School highly encourages spouses/partners and students to review monthly rental statements to ensure that all fees are paid. The student will be responsible for any remaining charges prior to receiving his or her degree.

STUDENT SATISFACTION SYSTEM

This is a system for resolving School- and work-related problems through a progressively upward series of steps. It allows direct problem-solving communication between the student and others with emphasis placed on solving the problem. To initiate the Student Satisfaction System, please make your request in writing and submit it to the Director of Admissions and Student Services. Within 24 hours of the submittal, you will meet with the Director of Admissions and Student Services and discuss the matter and it will proceed as follows:

1. Advisor or Faculty Mentor– You should discuss the issue with your advisor and express clearly what you would like to happen. Your advisor/mentor will try to resolve the issue and is to respond to you with a decision, including its justification, within a reasonable period of time. If you are not satisfied with the decision, tell your advisor/mentor and ask for an appointment with the Dean.
2. Dean – You have the option to meet with the Dean alone or with your advisor. At this meeting you should tell the Dean what you discussed with your advisor, why you do not agree with that decision and what you feel would be a good resolution. The Dean is to respond to you within a reasonable period of time. If you are not satisfied with the Dean's decision, you should tell him or her, and he or she will schedule an appointment for you with the appropriate person: the Chairperson of the School Board for School-related issues or Human Resources if the matter involves a Foundation employee.

3. Human Resources (for issues involving a Foundation employee) – You should review the discussions that occurred with your advisor and Dean, and why you do not agree with their decisions. HR is to respond to you within a reasonable period of time. If you are not satisfied with the decision of HR, continue to the next step in the grievance process.
4. School Board Chairperson – If you are not satisfied with the decision of the Dean or HR you may discuss the problem with the Chairperson of the School Board. This person will review the problem with you, your advisor, the Dean, and HR if applicable. The School Board Chairperson may take the matter to the full School Board if warranted. The Chairperson will then respond with a recommendation and justification to both you and the others within a reasonable period of time. Within a reasonable period of time, the School Board Chairperson will inform you, the advisor, the Dean, and HR when applicable of the final decision and the rationale behind it.
5. Per A.R.S. § 32-3052, If your complaint cannot be resolved after exhausting the School's grievance procedure, you may file a complaint with the Arizona State Board for Private Postsecondary Education. You must contact the State Board for further details. The State Board address is: 1440 W. Washington, Room 260, Phoenix AZ 85007. Phone: 602-542-5709. Website: <http://www.azppse.gov>

STUDIO CULTURE POLICY

"The Fellowship aims, first, to develop a well-correlated, creative human being with a wide horizon but capable of effective concentration of his faculties upon the circumstances in which he lives." – Taliesin Fellowship Prospectus, 1932

Since its founding, much has changed within the Fellowship and the School, but the ideals of a respectful learning environment within studios that support the creative and productive work of the student remain central to the culture of the School. The Studio Culture Policy of the Frank Lloyd Wright School of Architecture supports this long tradition with the following propositions:

Facilities

Each student will be provided with his or her own workspace, including a desk and material storage. The workspace will be equipped with adequate lighting for focused work and study. Students are encouraged to create their ideal work environment with respect to the architectural integrity of the historic spaces and those around them. Students, faculty, staff, and visiting professionals will respect the individuality and privacy of each other. The workplace will be clean, professional, and creative in nature, with appropriate noise and behavior levels to respect the concentration of others – quiet conversations, music only when approved by all others in the studio, and productive activity.

Students will be receive training to tailor the climate of each studio to maximize energy efficiency by manipulating natural ventilation, shading, and lighting. It is understood that the studios have climatic limitations due to their historic nature. A trained fire steward must be present to oversee the safe use of fire in fireplaces on campus.

The studios will be equipped with high-speed Internet, distributed via wire and wireless. A working laser printer, large-format plotter, copy machine, and laser cutter will be provided in each studio for student use. Required equipment training will be provided.

All studios are architecturally expressive spaces that celebrate the quality of natural light and the nature of materials, and will simultaneously be accessible to all students, faculty, and staff.

While the School is a live/work environment, the consumption of food and non-alcoholic beverages are only permitted within a class, presentation, or critique forum by faculty consent. Food and non-alcoholic beverage may be consumed in studio, however, all storage of food is permitted only in kitchen areas. Adequate food storage will be provided in kitchen areas.

Feedback

Students, through working on professional and independent design projects, will be provided with constructive feedback from faculty, practicing architects, design mentors, engineers and consultants, and fellow students. Feedback and critiques of work will honor the importance of the development of the student as a future architect, respecting the importance of the Idea as represented in the work, and cultivating the tools and skills to communicate and strengthen the work.

Critiques are forums of thought and discussion, and will be sensitive to the dignity of the students. Critiques will challenge students to succeed, and help them reach their personal and professional goals.

Equal unbiased respect will be given to all peers while presenting. Attendance at presentations creates equal learning opportunities to all. Cell phone usage is not permitted during any feedback or critique forum unless used for photography.

The studio will foster opportunities to develop leadership skills and responsibility, qualities critical for the practice of architecture.

As the profession is not an insular environment, students are encouraged to take advantage of the studio environment at all times. Critical feedback encouraging in nature will always be accessible to students present in the studio, from faculty and fellow students. Faculty members are in the studios Monday through Friday, and are accessible to students for input and instruction.

Work

The studio experience will encompass both professional and theoretical work. Neither is superior to the other, and together they form a force of endeavor critical to the development of skills and knowledge toward becoming an architect.

Studio work is only one component of the many fields of endeavor the student engages in. Construction, classes, lectures, workshops, the campus community, and the broader community are key components of the education of the architect at the School. Students will learn to achieve a balance of these components during their course of study.

The curriculum seeks to represent the time management reality of the professional world. Students will learn to balance their workload with their own personal and community lives. Although there are times when great effort is needed to meet deadlines, there is also need for downtime and quiet reflection, which is provided for in the scheduled curriculum.

The art of living is a key component of the learning experience. The School is engaged within the public realm on a day-to-day basis. Students, faculty, staff, and visiting professionals are to take pride in their own work as well as personal spaces and outward expression. As a member of the community, every student's actions, words, work, and space represents the whole. Knowing one's self is key when interacting with and representing the community.

STUDY ABROAD

Studying abroad provides students with the opportunity to engage in specific interest areas outside of the main campus. Generally the study abroad experience is one to four months in duration. Students can either study at another university, intern in an architectural office, or work with a specific client on a project. These experiences often occur in other countries, but alternately can be in other cultural contexts within the U.S. Students interested in studying abroad work with the faculty to determine and pursue the study abroad opportunity, creating a

detailed learning plan, stating what the experience entails and how it will contribute to the student's learning objectives. An Independent Study form including this learning plan must be submitted to the Core Faculty at least one month in advance of the commencement of the experience. The time away will not be counted against vacation time and the student will be considered fully enrolled and is expected to include his or her experiences in the Learning Dossier. An approved Absence Request Form is also required to document the duration of the trip.

TECHNOLOGY POLICY & IT SUPPORT

Students are expected to use computers in a wide variety of ways, including computer-aided design. Each student is expected to provide his/her own notebook computer and required software (see Prior to Arrival Section for requirements). Additionally, the School may provide certain computers and peripheral equipment, such as printers, plotters, projectors, and others, for use by students. In addition to respecting the ownership of this equipment and treating it with respect, the School requires each student to abide by the following policies.

Hardware

In the event that a student willfully or carelessly damages School- or Foundation-owned equipment, he/she may be required to cover the cost or replacement of the damaged hardware. The School, the Frank Lloyd Wright Foundation, its subsidiaries, and various associated organizations such as independent architectural practices own computers that students may use for various projects. Students may only use School-owned computers for School-related work.

Software Copyrights

By law, most software packages may not be copied for use on multiple personal computers. It is the policy of the School to abide by all federal copyright laws with regard to computer software. The law is clear. Reproducing protected computer software without authorization violates the U.S. Copyright Law. It may be a federal offense (Title 17 U.S. Code). Under no circumstances may any student load any software, regardless of how it was obtained, on any School owned computer. Additionally, no student may copy School-owned software from any source for any reason. If there is any question with regard to the purchase, installation, and use of any software please contact the Information Systems Director.

Copyright restrictions, permission required: Prior written authorization from the IT Staff is required before introducing any software into the Foundation network. Any software or other material downloaded onto School computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material.

Internet Usage

The School provides Internet access (including e-mail) to students to facilitate their education. All materials, information, and software created, transmitted, downloaded, or stored on the institution's servers are the property of the School and may be accessed by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

1. Use of the Internet connection to perform any act
2. obscene, harassing, offensive, sexually explicit, racially offensive, discriminatory, or unprofessional materials or messages.
3. Transmitting any confidential or proprietary information, including customer data, trade secrets, or other materials belonging to the School or the Frank Lloyd Wright Foundation.

To ensure the best overall network performance, the School reserves the right to monitor network traffic. If, in the course of monitoring network traffic, information that may have adverse legal implications for the School or the Foundation is discovered, it will be reported. The School will make all efforts to ensure security of email communications, acknowledging that the Internet is not an absolutely secure domain.

No representation: Only authorized individuals may communicate on the Internet on behalf of the School or Foundation. Students may not express opinions or personal views that could be misconstrued as those of the School or Foundation. Students may not identify themselves on the Internet as representatives of the School or Foundation unless required as part of their assigned duties.

Technology Support

Internet support services are provided to students at no cost. IT Staff determines if a technology service call can be addressed by staff or requires outside fee-for-service assistance or hardware replacement. If outside assistance or new hardware is required, the IT Staff is available to help students find the resources. The School is responsible only for maintaining School equipment. Contact the Foundation IT Department for additional campus technology use and support information.

Violation of this policy

1. Students are expected to notify IT Staff or School administration, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware (including malicious tampering, virus infection, spyware, phishing, or “hacking”).
2. Students who violate the policy shall be subject to disciplinary action including written warnings, On Notice, Probation, Suspension, or Termination of Enrollment.
3. In addition, if a student’s conduct violates federal or state laws, the student may be subject to prosecution under such laws.

The School reserves the right to investigate suspected violations using all means available.

TRANSCRIPTS & CERTIFICATES OF ENROLLMENT

The Education Office maintains copies of progress reports, notes of reviews, and validated cumulative assessment forms. A 10-day lead time is required for Certificates of Attendance, in-progress transcripts, enrollment certifications, or final transcripts upon degree completion.

TRANSFER OF CREDIT

Regardless of the kind and number of prior college courses and/or relevant work experiences, each student must demonstrate that he or she has met all of the degree requirements at levels acceptable to the faculty in order to be granted the M.Arch degree by the School. (see: Evaluation of Prior Learning and Work Experience)

VACATION AND LEAVE

The learning programs at the Frank Lloyd Wright School of Architecture run continuously throughout the year (in other words, they are 12-month programs). To enable students to take some time off, rather than closing for several months altogether, the School has a vacation and leave policy.

1. Students are allowed nine national holidays and associated School holiday time as noted on the School calendar, including Thanksgiving, winter, spring, and summer breaks. Students may remain in residence during School breaks by arrangement with the Residence Life Manager. Students remaining onsite during break are expected to contribute to community activities and maintenance.

2. Student Vacation/Leave (in addition to the holiday time allowed) is limited to a total of 25 calendar days per School year (which begins on the official start date of the Winter Term).
3. New students may not take Vacation/Leave time during the first semester of enrollment. Upon successful completion of the probationary period, new students are eligible for the standard 25 days of Vacation/Leave that are available during the remainder of the current School year.
4. Vacation/Leave days are not permitted during the two weeks prior to and including the Final Critiques and Presentations, or during reviews.
5. Saturdays on which Taliesin Evenings are scheduled are subject to being counted against the standard 25 day vacation allotment.
6. All vacation, study trip, and leave of absence requests must be submitted on School-provided Absence Request forms a minimum of one (1) calendar week prior to the commencing of any such leave. Copies of the approved Absence Request form will be distributed by the Education Office to all relevant faculty and staff.
7. Other than for special circumstances approved by the student's advisor, failure to properly complete an Absence Request form, or to return to campus on the date approved by the School, will result in the loss of 25% of a student's remaining Vacation/Leave days for the year. In addition, the Education Office may impose additional student responsibilities to the School and/or the Community.
8. Any emergency leave request by a student requires the prior approval of a School administrator. If circumstances do not permit immediate notification, the students must inform School administration of the absence as soon as reasonably possible. Whomever grants approval for emergency leave is responsible for advising the administration and faculty of the School.
9. Leave due to medical reasons must be documented no later than upon the return of leave-taking student; medical certification of ability to fully participate in the program is also required.
10. Weekends falling within a student's Vacation/Leave time authorized by the School shall not be counted as a part of the Vacation/Leave days, except for Saturdays on which Taliesin Evenings are scheduled.
11. Student "Study Trip" time authorized by the School shall not be considered Vacation/Leave time. Students granted such Study Trip time shall document in writing a detailed description of their experiences and knowledge learned, and submit such documentation within one calendar week of their return to campus. In addition, the student shall schedule and give a presentation of their trip and related experiences within one month of their return to campus.
12. If a student on personal vacation time remains on campus and takes meals there, Joylist duty will be required of the student. If a student remains on campus during his or her vacation time but does not take meals there, no residence life responsibilities will be required. (see a. above regarding School-sanctioned breaks.)

Unauthorized or excessive absence may be considered grounds for Probation or Termination of enrollment.

WEAPONS

Where applicable under state and local law, the possession, storage or use of firearms, explosives of any type (including fireworks), chemicals, or weapons of any sort is not permitted any place on campus. This includes hunting bows and arrows and hunting knives. Refusal to adhere to this policy is grounds for Suspension and/or Termination of Enrollment from the School.

WITHDRAWAL

Recognizing the rigor of its learning programs, the School enables students to permanently withdraw from the programs upon application to the Dean or the Director of Admissions and Student Services. Tuition refunds will be made, upon request, according to the Tuition Refund policy (see: Tuition section of Student Handbook). Transcripts will reflect the work done in the School during the time of residency. Any student who withdraws must make application for readmission and is subject to the admission requirements prevailing at the time of reapplication as well as the degree requirements at that time. Students who withdraw from the program do not retain seniority. (for temporary leave beyond ordinary vacation, see: Leave of Absence Policy).

WORK/LEARN PROGRAM

Students in Good Standing may participate in the work/learn program with approval of a faculty or staff member sponsoring the work, following the first review. A list of current work/learn opportunities can be obtained from the Director of Admissions and Student Services.

Work/Learn Credit Process:

1. It is strongly advised that the student get approval from the faculty or staff member for work/learn tuition credit, and confirms the scope of work with their faculty advisor.
2. The student keeps record of time spent on the project in a time sheet.
3. The sponsoring faculty/staff member signs their approval of the time sheets for the work completed.
4. The student submits the signed time sheets to the Director of Admissions and Student Services at the completion of the project or at significant project milestones.

Work/learn credit is deducted directly from the following year's tuition (i.e. work/learn credit in the first year of enrollment credits tuition owed for the second year; work done in the second year credits work for the third year). Funds not used are refunded to student upon graduation or withdrawal. The base hourly rate is subject to supervisor determination and the approval of the Dean.

Students must maintain Good Standing to be eligible for work/learn credit. In the event a student is injured while performing work/study, the Foundation's workers' compensation insurance will apply.