We want you to be successful! Our professions are demanding, creative, fast-paced and highly competitive. The following agreement will help guide you to be successful within the Seattle Central Creative Academy (SCCA). Please review this document carefully as it addresses professional conduct, attendance, assignment requirements, grading and general Creative Academy policies. Only the Dean of the Arts, Humanities and Social Sciences Division and Coordinator of Seattle Central Creative Academy can make exceptions to this agreement. Exceptions are granted only due to mitigating circumstances and after consultation with division counselor, appropriate faculty and the Dean.

Professional Conduct:

The Creative Academy adheres to the policies set by the campus regarding physical and verbal abuse and is a violence free zone. All students are to conduct themselves professionally by demonstrating hard work, active participation, exhibiting a positive attitude and a spirit of cooperation. Students must exhibit respect towards all SCCA faculty, staff, fellow students and SCCA resources.

As representatives of the SCCA, students are expected to be actively involved in SCCA activities: Professional organizations, competitions and shows and exhibit professionalism with the public and/or professional communities.

Courseload & Workload:

Students are required to enroll in all quarterly assigned classes for your particular SCCA program (including New Media). Students may not request a no credit (NC), or audit individual courses. All courses will be evaluated on the standard Seattle Central grading scale.

Students are expected to spend necessary time outside of scheduled class time (this includes seeking additional resources) to complete assignments at a proficient level.

Assigned Projects:

You will receive class specific instructions on required naming conventions and delivery method.

Files not conforming to the convention may not be accepted.

All assignments are due at the exact time as assigned by the instructor.

**Late work is accepted only by permission and prior arrangement with the instructor. It is up to the sole discretion of the instructor to accept late work and assess any penalties. If the instructor agrees to accept late work, it will not be accepted more than one week past the original due date**.

Grading & Academic Performance:

Seattle Central utilizes a 4.0-based grading system. See chart below for translation to letter grades

|  |  |  |  |
| --- | --- | --- | --- |
| 95% >  | A 4.0 - 3.9 | 74%-76% | C 2.1 - 1.9 |
| 90%-94% | A- 3.8 - 3.5 | 70%-73% | C- 1.8 - 1.5 |
| 87%-89% | B+ 3.4 - 3.2 | 67%-69% | D+ 1.4 - 1.2 |
| 84%-86% | B 3.1 - 2.9 | 65%-66% | D 1.1 – 1.0 |
| 80%-83% | B- 2.8 - 2.5 | <65% | F < 1.0 = 0.0 |
| 77%-79% | C+ 2.4 - 2.2 |  |  |

We know that if you are not maintaining a 2.0 in each of your classes (including New Media), it is doubtful that you are acquiring skills at a sufficient level of proficiency to obtain a professional entry-level position.

The chart below represents minimum standards for continued enrollment in the SCCA.

|  |  |
| --- | --- |
| 2.0 and Above | Student is academically able to continue |
| 1.9 – 1.0 | Student placed on academic probation |
| Below a 1.0 | Student will not be allowed to continue  |

A student receiving a final grade between 1.9 – 1.0 in any class will be referred to the division counselor and placed on academic probation for the remainder of the academic year. While on academic probation, if you receive a grade between a 1.9 – 1.0, your enrollment will be immediately terminated, and you will be required to withdraw. If a student receives more than one grade between 1.9 – 1.0 in any quarter your enrollment will be immediately terminated, and you will be required to withdraw.

A student receiving a grade less than a 1.0 will have their enrollment in the SCCA immediately terminated.

Students who have earned a grade below a 2.0 in any class, at the midpoint of Spring Quarter of their second year in the Creative Academy, may be prohibited from displaying work or receiving recognition in the Student Portfolio Show.

Attendance:

We value professionalism. Being on time, ready, and fully present is important for a designer's career. For our classes that means starting promptly at 9:00 am. If your class begins with a critique, this means your work is ready to share at 9:00 am or ready to present in its final form. Work not ready at 9:00 will not be included in the critiques and considered late. Students are expected to attend class during all scheduled class time with your video camera on. Be engaged: side chatting – messenger, chat, e-mail, etc. are not acceptable during class, unless specifically assigned by the instructor. If faculty feel you are not engaged, you will be asked to re-engage with the class. If it happens again you will be dropped from the call and that will count as an absence. Scheduling work, appointments, other obligations during class time will result in an absence.

As a point of professionalism, please communicate with your instructor if you are to miss a class. You will be expected to seek course material and any assignments missed during your absence. Please refer to the academic calendar, your syllabus and your instructor before scheduling personal time, especially during finals week. If something does come up, please communicate with the faculty. We can work with you to assure your success if we are aware of the situation. Once you get too far behind it can be impossible to get caught up.

Three absences in one class will result in a 0.0 final grade in that particular class. Additionally, an absence will be recorded for every two times you are tardy. Students are considered tardy if they arrive more than five minutes beyond the scheduled start time. Students doing other lab work in a class, unless approved by the instructor, will be considered absent from the class.

Academic Honesty Policy

It is expected that each student will prepare his or her own assignments and that any assignments submitted will be the sole work of the student. Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information, will not be tolerated. Violation of these rules will be considered misconduct under the student code [WAC 132–F–120v110](https://apps.leg.wa.gov/wac/default.aspx?cite=132F-121-110). Students suspected of misconduct will result in a failure of the assignment, possibly of the course and may result in academic disciplinary action.

<https://apps.leg.wa.gov/wac/default.aspx?cite=132F-121-110>

Equipment Borrow:

Creative Academy equipment is owned by the State of Washington. Use of this equipment is a privilege not a right. Only equipment within the Equipment Checkout Room may be removed from facilities. All other equipment must be used within the SCCA facilities.

Equipment will be checked out and returned to the Equipment Checkout Room
according to the posted schedule. This schedule may be revised at any time during the academic year.

Equipment may be borrowed for a one-day period and is due the following day in accordance with the Equipment Checkout Room posted schedule (unless specifically designated differently). Equipment checked out on Fridays or an academic day prior to a holiday will be due the first academic day following. Equipment may not be borrowed during breaks and all equipment is due back no later than the Friday prior to finals week of each quarter or a designated time by faculty. Failure to return the equipment by assigned due date and time will result in penalties.

|  |  |
| --- | --- |
| Ist late offense | Warning is issued for the academic year |
| 2nd late offense | 1 week ban from equipment borrow |
| 3rd late offense | 1 month ban from equipment borrow |
| 4th late offense | 1 quarter ban from equipment borrow |
| 5th late offense | A permanent ban from equipment borrow |

Equipment is to be borrowed and returned by the individual who is using the equipment. Under no circumstances is equipment to be borrowed for another individual or returned by a different individual than the borrower. Failure to adhere to this policy may result in a permanent revocation of borrowing privileges.

Borrower agrees to reimburse the Seattle Central Creative Academy (SCCA) for the cost of any damage to equipment occurring during the time equipment is checked out to Borrower. Exception: Borrower will not be responsible for damage to equipment due to ordinary use, as judged solely by SCCA Faculty. Borrower agrees to reimburse SCCA fully at replacement cost of equipment as judged solely by SCCA, any equipment checked out by Borrower that is damaged beyond repair or is lost/stolen while the equipment is in the Borrower’s possession. **The Creative Academy STRONGLY suggests you buy personal insurance.**

General Policies:

* **Personal communications, using cell phones, social media or email is not permitted during class time unless specifically approved by the instructor or is part of instruction. Be Respectful. If you must make or receive a call or send or receive text messages, please excuse yourself from the class until finished. Failure to adhere to this policy will result in excusal from class and will be considered an absence.**
* No smoking in any areas of the SCCA (including the deck)
* The SCCA uses Slack and email as primary means of communications with students when not present. Methods of communication are subject to change and students will be alerted to these changes. It will be up to the student to ensure that faculty have the most current information (including email, phone number, etc.)
* It is expected that all students will keep the facility clean and in working order.
* Students may be required to participate in facility upkeep and maintenance.

ADA Conformation:

To receive accommodations while attending Seattle Central students must first meet with an Accommodations Specialist and register with our office. Appointment can be made at the front desk in BE1112 or by calling 206.934.4183. It is best to make the appointment with the Accommodations Specialist when registering with the college. Students can sign up with the DSS office at any time during the quarter.

Please provide medical information documenting any disability when coming in for an initial appointment. For more information on documentation see Individuals Qualified to Determine Disability and Specifications for Documentation. During this appointment, the Accommodations Specialist will meet with the student to determine the accommodations that will best meet the student's needs.

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made in writing within the first two weeks of the quarter.

SCCA Contacts:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Office #** | **Phone** | **email** |
| Marc Salverda | 5118 | 206-934-5456 | marc.salverda@seattlecolleges.edu |
| Jill Vartenigian | 5116 | 206-934-5457 | jill.vartenigian@seattlecolleges.edu |
| Erik Fadiman | 5120 | 206-934-5510 | erik.fadiman@seattlecolleges.edu |
| Bliss Holloway | 5110 | 206-934-4351 | Bliss.Holloway@seattlecolleges.edu |
| Ed Harrington | 5108 | 206-934-6969 | ed.harrington@seattlecolleges.edu |
| ASHSS Office | 4128 | 206-934-4164 | ahss.central@seattlecolleges.edu |

By signing this STUDENT CONTRACT I, ,

 (Print Name Here)

agree to abide by the Policies and Professional Standards stated herein as a student/graduate of the Seattle Central Creative Academy. Further, I agree to abide by the [WAC policies, procedures & regulations approved by the Board of Trustees](https://apps.leg.wa.gov/wac/default.aspx?cite=132f-121), the State of Washington and also federal regulations.

 *Date:*Student Signature

By signing this EQUIPMENT CONTRACT I, ,

 (Print Name Here)

agree to reimburse the Seattle Central Creative Academy (SCCA) for the cost of any damage to equipment occurring during the time equipment is checked out to Borrower. Exception: Borrower will not be responsible for damage to equipment due to ordinary use, as judged solely by SCCA Faculty. Borrower agrees to reimburse SCCA fully at replacement cost of equipment as judged solely by SCCA, any equipment checked out by Borrower that is damaged beyond repair or is lost stolen while the equipment is in the Borrower’s possession. Specialized checkout equipment requires an orientation and must have an instructor sign-off. **The Creative Academy STRONGLY suggests you buy personal insurance.**

 *Date:*Student Signature

By signing this RELEASE I, ,

 (Print Name Here)

release all rights to Seattle Central Creative Academy (SCCA) for use, all student creative work produced for class assignments. This work may be used for instruction, in promotional materials, competitions, and publications or on the SCCA web site and blog. Credit will be included for use by the SCCA.

 *Date:*Student Signature