



VANCOUVER ISLAND SCHOOL OF ART POLICIES

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Policy: Admin-3 Harassment Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: March 2007

Admin-03 Harassment Policy

Sexual harassment is a form of discrimination based on one's sex and will not be tolerated at the Vancouver Island School of Art. This type of harassment may be blatant but is often subtle. Unwelcome sexual advances, requests for sexual favours, and other verbal or written communication or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual
- such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

The School will not tolerate discrimination. If substantiated, an allegation of discrimination may lead to disciplinary action up to and including dismissal from the School.

Admin-04 Health and Safety Policy

The purposes of a specific policy for the Vancouver Island School of Art is to create an awareness of the principle of Safety First, and to ensure as much as possible the safety of the students, the faculty and the staff, while encouraging artistic expression.

General Safety

Each person in the Vancouver Island School of Art is responsible and accountable for his/her own safety awareness and implementation. It is important that each person understand that he/she is also expected to work in a manner that will not cause harm to any other person within the school community.

Art materials can affect the body in various ways. There are three major routes of entry: inhalation, ingestion and skin contact.

1. Inhalation:

The most common ways that foreign substances enter the body are from vapors, fumes, dust gases or mists that can be inhaled into the respiratory system. The substances may damage the nose, mouth, upper respiratory tract, lungs or be absorbed into the bloodstream and travel to other organs in the body.

2. Ingestion

Substances may be accidentally or willingly ingested through the contamination of food, drinks, cigarettes and hands. These substances may affect the mouth, throat and/or stomach or be absorbed into the bloodstream. It is imperative that eating and/or drinking do not occur in any work area.

3. Skin Contact:

Substances may attack or destroy the natural protective barriers of the skin, damaging the skin itself, and enabling toxic chemicals to enter the bloodstream, where they are carried to various organs of the body.

Hours of Operation

Students are permitted to work during class hours, open studio hours, or anytime between 9:00 a.m. and 5:00 pm, Monday to Friday. After hours, only students who have demonstrated responsible and knowledgeable use of materials and equipment and who have received approval by a Vancouver Island School of Art faculty member or the Director may work in the building. In addition, students working after hours are required to have a buddy present. A buddy is another student who is enrolled in and cognizant of the School's Safety Policy. The buddy must remain within the same studio at all times.

SITE INSPECTIONS

Inspection rounds are conducted on both a routine and random basis in order to maintain an awareness of safety and ensure all areas of the building are free of any unsafe conditions.

Site Safety

It is the responsibility of every person in the area to be aware of their surroundings which in turn will create a safe working environment. Particular attention should be paid to the following:

1. Telephones: 2 located inside the Office, 1 located in the Director's Office, 1 located in the Associate Director's office and 1 pay phone located in the main hall opposite the Office. Emergency contact numbers are posted beside each telephone and on the main outside entrance door.
2. First Aid Kits: 2 on site: 1 located in the Office and 1 located in the Sculpture Room (on top of grey cabinet), both are clearly marked. When supplies in the first aid kit diminish, contact the Office Manager, in order that kits may be replenished.
3. Eye Wash Station: 1 located in the Darkroom.
4. Fire Extinguishers: 4 locations in the building – 1 in the main hall, 1 in the Office, 1 in the Sculpture/Woodworking Room, 1 in the downstairs hall near the furnace room.

Tools

Tools and equipment in the workshop are provided by the Vancouver Island School of Art exclusively for the students, staff and faculty, and must stay in the workshop at all times. Use of all tools and equipment in the workshop must first be approved by a faculty member or the Director. Prior to working unsupervised with any tools or equipment, students must demonstrate sufficient knowledge of procedures and competency in use and handling. Any damaged or malfunctioning equipment must be brought to the attention of a faculty member, the Director or the Office Manager immediately. Never attempt to use damaged tools or attempt to repair them yourself.

Darkroom Safety

All students taking part in photography courses or other courses that may require the use of the Darkroom must demonstrate responsible handling of materials and follow procedures as listed below:

General:

- Ventilation System must be turned on to full
- No food or beverages in the darkroom
- Announce all movements in and out of the darkroom ("coming in...")
- No visitors (friends family etc) permitted in the darkroom
- Use of a respirator (with chemical cartridges) is highly recommended
- Use of eye protection is highly recommended
- Be familiar with the location and use of the Eye Wash Station
- Wash your hands (when processing on the "wet" side of the darkroom make sure that you rinse your hands (soap is not necessary) and dry them before you touch any paper. Any chemical residue on your fingers will contaminate your unprocessed print paper, enlarger and easel and can damage equipment or produce stains/streaks on prints.
- Cleanup: thoroughly rinse print trays, tongs, beakers, etc. with clean running water.
- Clothing: chemicals can permanently stain clothing, dress accordingly
- Avoid creating dust when mixing dry chemicals

Disposal of Photographic Chemicals and Materials:

Photographic chemicals must be disposed of as hazardous waste.

Signs are posted in the darkroom instructing students to use a designated garbage bin for disposal of photographic chemicals and materials. The photography instructor is responsible for proper disposal of the bin at an approved location.

PROJECT MATERIALS AND SUBSTANCES

For any substance or material that includes a potential risk, the student must consult his/her Instructor and the Director. In all cases the Instructor and the Director will make the final determination.

PLACEMENT OF ART

The Vancouver Island School of Art displays art objects throughout the school building from time to time. For the safety of the entire School Community, the following restrictions will apply to the placement of art:

- * Do not turn off or adjust the lighting in pedestrian walkways,
- * Do not place art in front of fire extinguishers,
- * Do not place art in pedestrian pathways or areas where obstruction of movement would occur.

Should the circumstance arise where an art project is placed in an area that is unsafe, or placed in an unsafe manner, the art exhibit will be removed, and the owner notified.

Policy: Admin-05 Human Rights Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: March 2007

Admin-05 Human Rights Policy

The Vancouver Island School of Art states unequivocally that all members of our community are expected to treat one another with respect and with equality, without regard to one's race, colour, sex, sexual orientation, marital status, age, ethnic or national origin, religion or creed, or physical or mental disability. The policy touches all of us and calls upon us to be fair in all settings, academic and non-academic.

The School will not tolerate discrimination. If substantiated, an allegation of discrimination may lead to disciplinary action from the School.

Admin-09 Policy on Recycling and Handling of Refuse Materials

General

The Vancouver Island School of Art supports proper recycling of all recyclable products and waste materials as regulated by municipal authorities. Recycle bins are provided for materials that can be picked up at the school, such as cardboard and mixed papers, and students are encouraged to minimize the use of disposable paper products such as paper cups and provide their own re-usable products.

Painting Supplies

The following requirements supporting this policy are posted in the school for student and faculty:

Acrylics

Pour acrylic water in buckets (these buckets sit for several days and the pigment settles to the bottom and then the water can be poured off. Acrylic pigments are plastic and will cling to the pipes and cause eventual blockage. The leftover acrylic is then disposed of in the appropriate manner (brought to recycling depot or at the very least thrown out as garbage).

When you are cleaning off a palette it is best to wipe all the pigments off first with a paper towel and then throw the paper towel in the garbage as opposed to cleaning them in the sink and letting the pigment run down the drain. The most efficient way of cleaning acrylic paints from a palette is to let your palette dry over night and then simply peel off the pigment and throw in garbage.

Brushes can be cleaned off in your acrylic water and then wiped off and only then rinsed under the tap.

Oil

Please do not put solvents down the sink. There will be a covered container in the sink area clearly marked 'solvent disposal' for you to pour your excess solvents in this container and then we will dispose of it in an appropriate manner (we will bring it to have it recycled. You can also use solvent more than one time. You can keep a container of solvent to especially to clean brushes and keep using this for several months. You don't need to use 'clean' or fresh solvent every time you clean your brushes.

Watercolours

As watercolours do not contain plastics or solvents, watercolour water can be poured down the sink. Watercolour pigments do contain toxins as well so it is best not to *unnecessarily* rinse pigments down the sink. You do not need to clean your watercolour palette every time you use it. Watercolours (mixed or pure) can be left to dry in the palette and reused the next time you paint. It is recommended that you just clean areas of your palette by wiping it with a damp cloth.

The above disposal methods should also be applied for home use of paint. Acrylics and solvents can cause serious damage to your pipes, not to mention our waterways.

Policy: Admin-10 Policy on Statutory Holidays
Pers. responsible: W.Welch, Executive Director
Date last revised: October 9, 2009

Admin-10 Policy on Statutory Holidays

Twelve Week Courses:

If a class falls on a statutory holiday (Thanksgiving, Remembrance Day, Easter), the class will not take place on that day. The school allows for these holidays by scheduling twelve classes over a period of thirteen weeks and incorporating a mid-week break, so that no classes are missed.

Weeklong Workshops:

If a stat holiday occurs during a weeklong summer workshop, a make-up day will be arranged on a case by case basis.

Policy: Stud-01 Admissions Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: October 19, 2010

Stud-01 Admissions Policy

All persons with a high school diploma or Mature Student status (19 years or over) and a competent understanding of English are eligible for admission to the Vancouver Island School of Art. The school does not discriminate on the basis of age, race or gender. The school is located in a heritage building without elevators so students with a physical disability might not be able to attend certain courses, depending on their particular disability.

Entry requirements are as follows:

Certificate of Visual Arts: high school diploma or mature student status, completed application, \$50 application fee, 2-6 digital photos of applicant's original artwork done in the last two years (including a written list of titles, medium and size of each to be submitted as a separate Word document), and a 300-400 word essay describing reasons for pursuing the Certificate Program to be submitted as a separate Word document. Students enrolling in the Certificate of Visual Arts program do not need to have a background in art or previous experience taking art courses.

Diploma of Fine Arts: high school diploma or mature student status, completed application and \$50 application fee, 10-15 digital photos of applicant's original artwork done in the last two years (including a written list of titles, medium and size of each submitted as a separate Word document), and a 400-600 word essay describing their reasons for pursuing the Diploma program to be submitted as a separate Word document. The digital photos must exhibit a strong level of engagement with the visual arts. Portfolio reviews can be waived for students who have completed a Certificate of Visual Arts at the Vancouver Island School of Art or who are transferring from another art college or university art program. Applicants must also submit transcripts from other institutions (if applying for transfer credits) and/or written request and supporting documents for prior learning assessment or courses exemptions.

Independent Studio Program: completion of a Diploma of Fine Arts at the Vancouver Island School of Art or equivalent from other institution, completed application and \$50 application fee. For students who have not graduated from VISA: a min. of 12 digital photos of applicant's original artwork done in the last two years (including a written list of titles, medium and size of each submitted as a separate Word document), and a cover letter outlining proposed project ideas and goals to be attained over duration of the program. Applicants must also submit transcripts from other institutions if applicable.

Policy: Stud-02 Student Appeal Policy, Grading
Pers. responsible: W.Welch, Executive Director
Date last revised: September 21, 2009

Stud-02 Student Appeal Policy, Grading

Students with concerns regarding grades, course standing, program status, attendance or related academic decisions should start the process by approaching the instructor or the initiator of the decision, preferably in person. This must be done within one week of the student receiving the assessment. All efforts must be made to resolve the issue without a formal appeal.

If it is necessary to proceed with a formal appeal, the student will speak with the Office Administrator and arrange a meeting with the Director. At this point the student should put their appeal request in writing and present this to the Director who will listen to the student's appeal and the instructor's response to the student.

At this point, the Director will arrange to speak to the Instructor and if necessary, a meeting between the Director, instructor and student will be arranged and a general discussion will occur to come to a fair agreement.

Policy: Stud-03 Attendance Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: September 21, 2009

Stud-03 Attendance Policy

A student must attend at least nine out of twelve classes of a 12-week course in order to receive credit for the course. More than three unexcused absences will result in a fail grade.

If a student misses more than two consecutive classes without prior permission from the instructor, credit for the course could be jeopardized.

If a student arrives late on more than two occasions without prior notice to the instructor, each subsequent late arrival will be considered as a one-half absence (i.e., two lates = one absence).

Full attendance is required for weeklong and weekend workshops.

Policy: Stud-04 Dismissal Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: March 2007

Stud-04 Dismissal Policy

The following behaviours constitute grounds for dismissal:

1. Non-payment of tuition.
2. Absenteeism for longer than two consecutive classes of a course without informing the School or without the provision of a doctor's note may result in dismissal, depending on individual circumstances.
3. Cheating or plagiarism.
4. Physical abuse or disrespect of School's property.
5. Theft or non-accidental damage to School's property.
6. Behaviour displaying insubordination or refusal to cooperate with instructors and schedules.
7. The use of alcohol or non-prescription drugs while in attendance at the School.
8. Flagrant disrespect of the School's rules of conduct and policies.

Policy: Stud-05 Dispute Resolution Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: October 19, 2010

Stud-05 Dispute Resolution Policy

The Vancouver Island School of Art encourages all individuals to **resolve issues** informally and directly with involved parties. The dispute is to be discussed between involved individuals in person, in a private setting for the purpose of reaching a solution agreeable to both parties.

In the event that a formal approach becomes necessary, the School provides a fair and reasonable procedure for resolution, as follows:

1. The issue or complaint must be provided in writing to the office administrator.
2. The office administrator will request written submissions from all involved parties and set up a meeting within 48 hours.
3. The office administrator will provide a written decision to all parties within one week of the meeting.
4. If no acceptable resolution is reached, the office administrator will consult with a higher authority (Director), and repeat step three, above.
5. If no acceptable resolution is reached, the involved parties may appoint an outside arbitrator within 48 hours.

Policy: Stud-06 Prior Learning Assessment Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: March 2007

Stud-06 Prior Learning Assessment Policy

Credit may be awarded to students as a result of an assessment of prior learning gained from the following types of experiential learning:

- a) Work experience
- b) Informal education and training
- c) Self-study
- d) Volunteer activities
- e) Other life experiences

Applicants are required to demonstrate the skills, knowledge or competency attained. A variety of assessment tools, that may include but are not limited to, portfolios and oral presentations or challenge examinations (for art history courses) will be used.

In consultation with the Director, the learner develops an appropriate means of presentation and demonstration of those competencies. The presentation is assessed and any applicable credits are awarded. Prior learning Credits (PLC) awarded are reported to the office and recorded on the student's transcript. The Office notifies the student of the academic credits awarded.

Stud-07 Program Enrollment Status Policy

In order to be enrolled in a program, students must sign an enrollment agreement form and register for the minimum amount of weekly hours required by the program: Certificate of Visual Arts (6 hours/week) and Diploma of Fine Arts (9 hours/week). Once enrolled in a program, students are required to register for the Fall and Winter semesters consecutively.

If a student is unable to meet the requirement, they must inform the Director in writing, explaining the reasons. Upon approval by the Director, the student may maintain their status by registering for the required amount of hours in the following semester.

For specific program enrollment requirements and details for part-time and full-time, students should refer to the Program Guide.

Students must obtain a passing grade in all courses in order to maintain their enrollment status in the program. If a student misses more than three classes per course without a justifiable reason (such as a letter from a physician), they are subject to receiving a “fail” in the course.

If a student receives a fail grade on a course and if they wish to maintain their enrollment status in the Program, they must make an appointment to meet with the Director. It is expected that arrangements would be made for the student to repeat the course or an equivalent course. If no action is taken when a student receives a fail grade, their status in the program will be forfeited and they will be considered, thereafter, an Individual Course and Workshop student.

Policy: Stud-08 Registration Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: October 19, 2010

Stud-08 Registration Policy

Students may register for courses or workshops in person, by phone or by email.

Students must register before the start date of the course or workshop. Payment is required at the time of registration to guarantee placement.

If students are registered in a program, all courses and workshops can be used for credit towards that program, as long as the compulsory course requirement is met.

Stud-09 Student Support Services Policy

The Vancouver School of Art is committed to supporting all students in their art endeavours and the fulfillment of their goals.

Every effort will be made to accommodate students' schedules and time limitations; our aim is to provide students the opportunity to reach their artistic objectives on a part-time as well as full-time basis. Our Program configurations and requirements reflect this purpose.

Student support services at the Vancouver Island School of Art are as follows:

- Availability of faculty members and the Director on an ongoing basis, during class time and outside class time as needed for consultation and counsel regarding students' objectives, program planning, course recommendations, specific concerns regarding course content and progress.
- Full time office support staff for assistance with program planning, registration, and financial advising.
- When not occupied, classrooms are available for student use.
- Library facilities are available to all students at all times, making current and diverse research materials easily accessible.
- Tools, equipment and materials are available for use outside of class time, as well as during class time, so that students can work on class projects.
- Fridge, microwave and kettle are available for student use.

Stud-10 Transfer Credit and Articulation Policy

The Vancouver Island School of Art considers courses taken at a post-secondary institution such as a college or university and compares them to the offerings at the school in terms of the subjects covered and hourly duration of the course. Students can transfer up to 50% of the hourly credits required, from a program of study done elsewhere. Transfer Credits are arranged at the start of a program. Students are asked to bring documentation (such as transcripts) and present to the Director. After the Director reviews the student's documents and assesses the amount of hourly credit that can be transferred. The Director informs the Office and the student's records are adjusted accordingly. The Office informs the student with regard to the results of their Transfer Credit Evaluation.

General Transfer Policies

Credit should be from a recognized, approved, accredited or otherwise equivalent institution. Credit should be relevant to and reflect requirements for the completion of a Vancouver Island School of Art Diploma. If applicable, Grade should be C- (60%) or above. Credits should have been taken within ten years of the time they are presented for evaluation. Request for credit should be accompanied by an official transcript and published description of the institution and the course. The application and process by which the award of credit can be made is to be administered by Student Services.

Articulation Agreements

The Vancouver Island School of Art plans to develop articulation agreements with other institutions that offer a four-year Bachelor of Fine Arts program (such as University of Victoria, Emily Carr Institute, Ontario College of Art and Design and the Vancouver Island University), so that students receiving a Certificate or Diploma from the Vancouver Island School of Art can transfer their credits towards a more advanced degree. The school takes the possibility of articulation agreements with other institutions into consideration when planning and developing its programs and curriculum by ensuring that it is offering comparable courses that will be recognized by such institutions.

Stud-11 Tuition Fee Payment Policy

Student funded tuition:

Tuition is due and payable in full at the time of registration and no later than one week prior to the start of classes. This is to ensure student placement in selected courses. Payment can be made by VISA, MasterCard, debit, cheque or cash. An administration fee of \$20 will be charged on all NSF cheques.

Government Student Loan funded tuition:

The fee payment deadline is no later than one week prior to the start of classes. To meet this deadline, it is recommended that Student Loan application forms be completed and mailed to BCSL by June 30. If fee payment or written confirmation of loan approval by BCSL is not received by the deadline, students will then be responsible to pay 50% of their fees to secure their registration in courses. The remaining 50% is due by September 30. If these conditions are not met, the student may be de-registered from courses.

Other sources of outside funding:

Students applying for Indian and Northern Affairs funding, RESP's, or funding from other outside sources should submit their applications prior to June 30. Written confirmation of approval from the funding agency must be received two weeks prior to the start of classes, and must also state the expected date that fees will be forthcoming to the school.

Policy: Stud-13 Tuition Refund Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: October 19, 2010

Stud-13 Tuition Refund Policy

Cancelled Courses and Workshops:

Students will receive a full refund of tuition and any applicable material or model fees in the event that a course or workshop is cancelled by the Vancouver Island School of Art.

Withdrawals from Courses (12 week and 6 week):

Students wishing to withdraw from a course must provide written notice. For withdrawal notice received seven days or more before the start date of the course, students will receive a refund less a 10% administration fee. For withdrawal notice received less than seven days before the start date of the course, students will receive a refund less a 15% administration fee. For withdrawal notice received after the course has started the following administration fees apply to refunds: after the first class, 20%; after the second class, 30%; after the third class 50%. There are no refunds after the fourth class.

Withdrawals from Workshops (includes three-week Short Courses):

Students wishing to withdraw from a workshop must provide written notice. For withdrawal notice received seven days or more before the start date of the workshop, students will receive a refund less a 10% administration fee. For withdrawal notice received less than seven days before the start date of a workshop, students will receive a refund less a 15% administration fee.

For withdrawal notice received after the start date or first class of short courses, five-day and three-day workshops students will receive a refund less a 50% administration fee. No refunds will be issued on or after the start date of two-day and one-day workshops.

No refunds will be issued after the second class of short courses or workshops.

Policy: Stud-14 Withdrawal Policy
Pers. responsible: W.Welch, Executive Director
Date last revised: October 20, 2009

Stud-14 Withdrawal Policy

Students who wish to withdraw from the Certificate of Visual Arts Program or the Diploma of Fine Arts Program will be asked to provide their withdrawal notice in writing to the Office Administrator. The student will then be contacted by the Director or Instructor(s) involved within five business days to discuss the reasons for withdrawal. Any issues arising from this discussion will be documented and addressed as necessary. The School will make every effort to accommodate the student with options or alternatives to meet their needs. Any fee adjustments or refunds will be forthcoming as applicable to the individual situation and according to the School's Refund Policy.

Student records will show the withdrawal status as follows:

Withdraw – issued to students who provide written notice before week six of the course
Withdraw/Fail – issued to students who withdraw after week six or do not provide notice.