

# Staff Handbook

College for Creative Studies



November 1, 2024



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# Chapter 1

## History, Mission, And Accreditation

### 1.1 History Of The College For Creative Studies

For more than a century, the College for Creative Studies (CCS) has distinguished itself as one of the premier institutions of higher learning in the world. The current College traces its heritage back to 1906 when a group of local civic leaders, inspired by the English Arts and Crafts movement, formed the Detroit Society of Arts and Crafts. The Society's mission was to keep the ideals of beauty and craftsmanship alive in what was rapidly becoming an industrialized world. At their original location on Farmer Street, Society members began teaching informal classes in basic design, drawing, and woodcarving. In 1911, they opened a gallery where students, as well as prominent modern artists, displayed and sold their work.

As Detroit's creative community continued to take root, the Society recognized the need to expand. They moved to a larger location on Watson Street (1916), and 10 years later became one of the first arts and crafts organizations to offer a formal, four-year program in Art (1926). Within a year, the Art School of the Detroit Society of Arts and Crafts grew to an enrollment of 280 students.

Much of the school's success was attributed to its close integration of rigorous courses with the progression of the art and design movements and world-class, contemporary exhibitions—a tradition that continues to prevail. In addition to hiring talented, local artists and designers, the school sought renowned painters, sculptors, and craftspeople from around the world to teach courses. In 1933, the Society's gallery garnered national media attention as one of the first art institutions to recognize the automobile as an art form. This was around the same time that programs in industrial design and commercial art were introduced to the school's curriculum.

The school relocated for a third time in 1958 to its current location near the city's cultural center. The move provided students with more convenient

access to the Detroit Institute of Arts' impressive collection. All classes and offices were initially housed in the Arts & Crafts building designed by Minoru Yamasaki.

In 1962, the school officially became a college when the Michigan Department of Education authorized the institution to offer a Bachelor of Fine Arts in Industrial Design. Eight years later, the College was awarded the right to provide degrees in all of its major programs. The National Association of Schools of Art and Design (NASAD) granted original accreditation in 1972, and the North Central Association of Colleges and Schools (NCA) granted regional accreditation in 1977.

The next four decades brought about several improvements and significant changes to the campus. In 1975, construction of the architectural award-winning Kresge-Ford Building was completed, and the Detroit Society of Arts and Crafts changed its name to the Center for Creative Studies—College of Art and Design. The school acquired an apartment building adjacent to campus (the Art Centre building) in 1988 that serves as the main dormitory on campus and the building that formerly housed Detroit's African American Museum of History in 1997 that was later transformed into the Academic Resource Center (now the Manooogian Visual Resource Center), which contains the Center Galleries and library. A parking structure was added to the campus in 1999, and in the fall of 2001, the College inaugurated the Walter B. Ford II building for design and technology-driven disciplines. The donation to fund this project was the largest ever given to an art college at the time. That year, two historic homes on the northern side of campus were also renovated to accommodate administration and admissions offices.

The year 2001 brought about a milestone critical to the future of the school. Results of a research study led to the Board of Trustees' decision to change the school's name to the College for Creative Studies (CCS) to more clearly communicate its identity as an accredited, degree-granting "college."

The Josephine F. Ford Sculpture Garden was added in the fall of 2005 to provide a gathering place for the campus community, and in 2007, the College renovated another home on historic Ferry Street to house the Institutional Advancement and Human Resources offices. In 2008, CCS embarked on its most significant project to date—a \$145 million redevelopment of the 760,000 sq. ft. historic Argonaut Building (formerly General Motors first research and design studio). Located in Detroit's New Center district (about a mile from the original Walter and Josephine Ford Campus), the building serves as the A. Alfred Taubman Center for Design Education.

The Taubman Center is home to the College's five undergraduate design departments, graduate degree programs in design and transportation design and the Henry Ford Academy: School for Creative Studies, an art and design charter school for middle and high school students. This site has enabled CCS to expand its curriculum to include new areas of the creative industries, improve facilities for all of its departments and connect with the local community through the Design Core Detroit. It represents the College's commitment toward accelerating metro Detroit's transition to an innovation-based economy by renewing

the infrastructure of an important urban neighborhood; attracting, developing and retaining talent in the creative industries; spurring research in sustainable product development; and creating jobs and new business opportunities. The original Ford campus continues to house arts and crafts disciplines as well as the majority of administrative offices.

The College's legacy has contributed to its recognition as an international leader in art and design education. In 2007, Bloomberg Business Week listed CCS among the top design schools in the world. The college now enrolls more than 1,400 students seeking undergraduate degrees across twelve majors and four graduate degrees. CCS also offers non-credit courses in the visual arts through its Precollege and Continuing Studies programs and annually provides over 4,000 high-risk Detroit youth with art and design education through the Community Arts Partnerships programs.

A century of tradition shaped by some of the most brilliant minds in the world has culminated in a truly unsurpassed institution of higher learning—a community where the creative spirit is free to soar.

## **1.2 Mission Statement**

The College for Creative Studies nurtures the creativity that is vital to the enrichment of modern culture. The College educates visual artists and designers, knowledgeable in varied fields, who will be leaders in creative professions that shape society and advance economic growth. The College fosters students' resolve to pursue excellence, act ethically, embrace their responsibilities as citizens of diverse local and global communities, and learn throughout their lives. The College engages in community service by offering opportunities for artistic enrichment and opening career pathways to talented individuals of all ages.

## **1.3 Accreditation**

The College is an accredited institutional member of the National Association of Schools of Art and Design (NASAD) and is accredited by the Higher Learning Commission. The Interior Design department is accredited by the Council for Interior Design Accreditation.



## Chapter 2

# Organization

### 2.1 Legal Organization

The College for Creative Studies is a Michigan non-profit corporation. CCS is an educational institution as described in section 501(c)(3) of the Internal Revenue code. CCS is authorized by the Michigan Department of Education to grant undergraduate and graduate degrees.

### 2.2 Table of Organization

Click [here](#)<sup>1</sup> for Table of Organization

### 2.3 Board of Trustees

The Board of Trustees is the legal governing body of the College for Creative Studies and its final institutional authority. The Board's responsibilities include policy-making, stewardship of the institution's financial and physical resources, appointment and supervision of the institution's chief executive officer, long-range planning, and representation of the institution to external communities. It delegates day-to-day management of the institution to the President.

The full Board ordinarily meets four times a year. Much of the Board's work is conducted through its committees, which include the Executive; Education; Facilities; Finance and Audit; Investment; Advancement; and Nominating Committees. The Executive Committee meets about five times a year, and the other committees meet two to four times each year.

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<sup>1</sup>Table of Organization (  
<http://myccs.collegeforcreativestudies.edu/pdf/Exec-Org-Chart.pdf>)

## 2.4 Administration

### 2.4.1 President

As chief executive officer of the institution, the President is responsible for carrying out the mission and goals of the College. He supervises and directs the affairs of the College through its staff, and assures that the standards and procedures used by the institution conform to the policies established by the Board of Trustees. The President is responsible for the preservation of existing institutional resources and the creation of new resources and is the chief spokesperson and representative of the College, working for public understanding and recognition. Reporting to the President are the Provost & Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Institutional Advancement, Vice President for Enrollment and Student Services, Director of Community Arts Partnerships, Director of Design Core Detroit, and the Assistant Secretary of the Board who is also the President's Executive Assistant.

### 2.4.2 Academic Deans

The Academic Deans, consisting of the Dean of Academic Affairs, Dean of Graduate Studies, and Dean of Undergraduate Studies, are responsible for the conduct, supervision, and development of all academic programs and initiatives, and for ensuring academic quality and compliance with accreditation guidelines and standards. The three Academic Deans work together to promote and encourage faculty professional development, interdisciplinary learning, integration of new technologies, and partnerships with varied outside organizations. The Deans enhance the College's reputation by serving as representatives for the institution locally, nationally, and internationally and advocating for the value of art and design to society. The Dean of Graduate Studies serves as the College's Chief Academic Officer (CAO). The CAO is the senior academic administrator at the institution and acts as the academic liaison between AICAD, MICU, NC-SARA, and CCS.

### 2.4.3 Deans of Graduate and Undergraduate Studies

The Dean of Graduate and Undergraduate Studies with the Assistant Dean of Undergraduate Studies is responsible for the day-to-day management of the College's graduate and undergraduate academic departments and programs, respectively. They collaborate with the Dean of Academic Affairs on academic development and work closely with the President on a variety of strategic initiatives. The Dean of Graduate and Undergraduate Studies supervises the department chairs and recommends appointment, reappointment, and advancement of faculty to the President.



#### **2.4.4 Provost & Vice President for Academic Affairs**

The Provost & Vice President for Academic Affairs is the chief academic officer of the College responsible for the conduct, supervision and development of all academic programs and initiatives, and for ensuring academic quality and compliance with accreditation guidelines and standards. The Provost recommends appointment, reappointment, and advancement of faculty to the President. The Provost also promotes and encourages faculty professional development, interdisciplinary learning, integration of new technologies, and partnerships with varied outside organizations. The Provost helps to enhance the College's reputation by serving as a spokesman for it locally, nationally and internationally and advocating for the value of art and design to society. The following areas report to the Provost: Office of the Provost, Undergraduate and Graduate Studies Divisions, Libraries, Academic Technologies, Academic Facilities, Center for Tutoring and Writing, and Exhibit Services.

#### **2.4.5 Dean of Academic Affairs**

In cooperation with the Deans of Graduate and Undergraduate Studies, the Dean of Academic Affairs coordinates the hiring of full-time and adjunct faculty in accordance with HR procedures, oversees faculty reappointment with promotion, and plans New Faculty Orientation. The Dean of Academic Affairs oversees the systematic application of the CCS assessment process, confirms compliance with applicable accreditation standards for all programs, and serves as *ex officio* on faculty-led committees. The Dean supervises the Director of Academic Research and the Director of Libraries.

#### **2.4.6 Vice President for Administration and Finance**

The Vice President for Administration and Finance is responsible for the day-to-day financial and administrative operations of the College and oversees the offices of Business Services, Human Resources, Campus Safety and Security, Facilities and Administrative Services, and Information Technology Services. The Vice President oversees the preparation of the annual budget, working closely with the other officers of the college. The Vice President is also responsible for ensuring that all departments follow, and are in compliance with, the budget approved by the Board of Trustees. This responsibility includes approving purchase requisitions before purchases may be made by any budget director (academic or administrative), obtaining appropriate approvals from the President and/or Board for deviations from budget, and generally providing answers to financial questions. All building, equipment and maintenance issues also fall within the responsibilities of the Vice President. These include operational concerns as well as major facility projects.

### **2.4.7 Vice President for Enrollment and Student Services**

The Vice President for Enrollment and Student Services is responsible for the College's efforts to provide excellent student services, and to recruit, enroll, and retain undergraduate, graduate, and Pre-College and Continuing Studies students. The Vice President supervises the offices of Academic Advising and Registration, Undergraduate Admissions, Graduate Admissions, Recruitment Services, Financial Aid, Student Affairs, International Student Services and Pre-College and Continuing Studies.

In addition, the Vice President prepares enrollment and retention reports, completes all required Federal and State reports, as well as various accreditation and third-party surveys.

### **2.4.8 Vice President for Institutional Advancement**

The Vice President for Institutional Advancement works collaboratively with stakeholders throughout the College and is responsible for augmenting the College's financial resources through philanthropy as well as engaging the alumni community. The Vice President works closely with the Board of Trustees, President, Office of Partnerships, Department Chairs, Faculty and other colleagues in support of fundraising. Functions reporting to the Vice President include annual giving, major and planned giving, foundation relations, and alumni relations. The Vice President also supervises the Kresge Arts in Detroit program.

### **2.4.9 Vice President For Strategy And Communications**

The Vice President of Strategy and Communications evaluates the College's strategic positioning and advances initiatives and partnerships to ensure the College's long-term adaptability and relevance in the face of changing social and economic conditions. In addition to supporting the development and implementation of CCS's strategic plan, the Vice President supervises CCS's external-facing offices, including Community Arts Partnership, Design Core Detroit, Marketing and Communications, and Office of Partnerships. Ultimately, the Vice President is responsible for stewarding and advancing CCS's brand.

### **2.4.10 Assistant Dean for Institutional Equity and Inclusion & Chief Diversity Officer**

Reporting to the President, the Assistant Dean for Institutional Equity and Inclusion & Chief Diversity Officer is responsible for advancing a diverse and equitable campus culture and oversees diversity, equity and inclusion efforts which guide campus-wide decisions, practices and policies. In addition, the Assistant Dean for Institutional Equity and Inclusion is responsible for administering the Policy on Prohibited Discrimination, Harassment, and Sexual Misconduct, including Title IX, and its implementing procedures.

### **2.4.11 Dean of Students**

Reporting to the Vice President for Enrollment and Student Services, the Dean of Students is responsible for the day-to-day management of the offices within Student Affairs. In addition, the Dean of Students oversees institutional retention initiatives, judicial affairs, Student Concerns Committee, the Student Handbook, and the Code of Student Conduct.

## **2.5 Faculty Assembly**

The faculty of the College participate in the governance of the College through the Faculty Assembly and its committees. The faculty play a central role in developing curriculum and academic policies, in setting standards of excellence, and in maintaining the quality of a CCS education. The Faculty Assembly is the principal vehicle through which the faculty fulfill this role. While the Faculty Assembly cannot by its decisions bind the administration or Board of Trustees, the administration and Board accord great respect to the Assembly and seek to cooperate with it in all areas affecting the well-being of the College. The Faculty Assembly operates according to the Faculty Assembly By-laws and through a set of committees. The By-Laws and committee guidelines are posted on the College's Blackboard portal.



## Chapter 3

# Employment Policies and Procedures

### 3.1 Policy on Equal Opportunity, Discrimination, and Harassment

#### 3.1.1 Title IX Policy Prohibiting Sex Discrimination

##### INTRODUCTION

**Statement Of Nondiscrimination** The College for Creative Studies (“College”) does not discriminate and prohibits discrimination against any individual based on any category protected under applicable federal, state, or local laws.

Accordingly, the College does not discriminate, and strictly prohibits unlawful discrimination on the basis of race (including traits historically associated with race, such as hair texture and protected hairstyles), color, religion, creed, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), gender, gender identity or expression, age, sexual orientation, physical or mental disability, citizenship, genetic information or predisposing genetic characteristics, marital status, familial status, domestic violence victim status, caregiver status, military status, including past, current, or prospective service in the uniformed services, height, weight, or any other category or characteristic protected by applicable law. When brought to the attention of the College, sex discrimination will be appropriately addressed by the College according to the procedures below, and discrimination on the basis of any other protected category will be addressed in accordance with the Anti-Harassment and Discrimination Policy<sup>1</sup> and any collective bargaining agreements.

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<sup>1</sup>Anti-Harassment and Discrimination Policy  
(<https://campus.collegeforcreativestudies.edu/policy/anti-harassment-and-discrimination-policy/>)

**Title IX of the Education Amendments of 1972** The College does not discriminate in its admissions practices except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. As a recipient of federal financial assistance for education activities, the College is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or related conditions.

College has obligations under Title IX to provide certain support and modifications to people experiencing pregnancy or related conditions in order to ensure their equal access to College's program or activity. For example, the College must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions and must allow voluntary leaves of absence. Students, employees, or applicants should contact the Title IX and Equity Services Coordinator for more information. Employees or applicants may also contact the Office for Human Resources for more information, because additional workplace laws and policies apply.

Pregnancy or related conditions include pregnancy, childbirth, termination of pregnancy, lactation; medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; and recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

The College also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to the institution. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by College policy.

**Application of Section 504/Americans with Disabilities Act to this Policy** In both practice and policy, College adheres to the requirements of the Americans with Disabilities Act of 1990, as amended 2008 (ADAAA); Sections 504 and 508 of the Rehabilitation Act of 1973, as amended; and all other federal and state laws and regulations prohibiting discrimination on the basis of disability. The College is committed to providing individuals with disabilities equal access and opportunity, and strives in its policies and practices to provide for the full participation of individuals with disabilities in all aspects of College life.

Parties may request reasonable accommodations for disclosed disabilities to the Title IX and Equity Services Coordinator at any point relating to the implementation of this policy, including making a disclosure or report, and initiating a resolution procedure. Accommodations will be granted if they are appropriate and do not fundamentally alter the process. The Title IX and Equity Services Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the parties, even where the parties may be receiving accommodations in other College programs and activities. With the

### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT<sup>23</sup>

consent of the impacted student or employee, the Title IX and Equity Services Coordinator will work collaboratively with the [appropriate offices/roles for students and/or employee accommodations] to ensure that approved reasonable accommodations (disability-related) are honored as applicable throughout any process related to this policy.

**Purpose of this policy** This policy identifies and defines conduct prohibited under this policy and the process that will be used to respond to allegations of Prohibited Conduct.

The College will act on all notices of allegations of sex discrimination or retaliation. It will take necessary measures to end conduct that is in violation of this policy, prevent its recurrence, and remedy its effect on individuals and the community. Within any process related to this policy, the College provides reasonable accommodations to persons with disabilities and reasonable religious accommodations, when that accommodation is consistent with state and federal law.

Situations involving other conduct that may be in violation of other College student or employee conduct policies should be reported to the Assistant Dean of Students for matters involving students, or Human Resources for matters involving faculty or staff. Situations involving other conduct relating to nonaffiliates should be reported to Human Resources.

#### **TO WHOM THIS POLICY APPLIES**

This policy applies to the entire College community, including, but not limited to, students, student organizations, faculty, administrators, and staff, whether on or off campus, and third parties such as guests, visitors, volunteers, invitees, and alumni when they are on campus or participating in College-sponsored activities. This policy may also pertain to instances in which the conduct occurred outside of the campus or College-sponsored activity if the College determines that the off-campus conduct affects a substantial College interest, including access to the educational program or activity, safety and security, compliance with applicable law, and meeting its educational mission. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational or employment opportunities and/or benefits of any member of the College community on the basis of sex is in violation of this policy.

Members of the College community are expected to provide truthful information in any report, meeting, or proceeding under this policy.

Any respondent who is not a College student, faculty member, or staff member is generally considered a third party. The College's ability to take appropriate corrective action against a third party may be limited and will depend on the nature of the third party's relationship, if any, to the College. When appropriate, the Title IX and Equity Services Coordinator will refer such allegations against third-party respondents to the appropriate office.

The status of a party may impact which resources and remedies are available to them, as described in this policy.

**PROHIBITED BY THIS POLICY**

This policy prohibits sex discrimination, including sex-based harassment, and retaliation as defined below. These acts shall also be referred to as Prohibited Conduct under this policy:

**Discrimination on the Basis of Sex:**

Discrimination is defined as treating members of a protected category less favorably because of their actual or perceived membership in that category or as having a policy or practice that adversely impacts the members of one protected category more than others. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

**Sex-Based Harassment:**

A form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex-Based Harassment includes the following:

1. Quid pro quo harassment: An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
2. Hostile environment harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  - The degree to which the conduct affected the complainant's ability to access the College's education program or activity;
  - The type, frequency, and duration of the conduct;
  - The parties' ages, roles within the College's education program or activity, previous interactions, and other factors about a party that may be relevant to evaluating the effects of the conduct;
  - The location of the conduct and the context in which the conduct occurred; and
  - Other sex-based harassment in the College's education program or activity.

**Sexual Assault:**

An offense classified as a forcible or non forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Specifically, this includes:



### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT<sup>25</sup>

Rape—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence:

Violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the persons involved in the relationship.

Emotional and psychological abuse do not constitute violence for the purposes of this definition.

Domestic Violence:

Felony or misdemeanor crimes of violence committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the College, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Emotional and psychological abuse do not constitute violence for the purposes of this definition.

Stalking:

Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Sexual coercion:

The application of unreasonable pressure, including emotionally or physically manipulative actions or statements, or direct or implied threats, in order to compel the person to engage in sexual activity.

Sexual exploitation:

The abuse or exploitation of another person's sexuality without consent, for the perpetrators own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Sexual Exploitation includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

Retaliation:

Retaliation is any materially adverse action taken against an individual because they were involved in the disclosure, reporting, investigation, or resolution of a report of Prohibited Conduct. Retaliation includes threats, intimidation, harassment, coercion, discrimination, violence, or any other conduct against any person by the College, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by this policy or by law, including Title IX or its regulations. Adverse action does not include perceived or petty slights, or trivial annoyances.

The prohibition against retaliation applies to any individuals who participate (or refuse to participate) in any manner in an investigation, or hearing, and to any student who refuses to participate in an investigation, proceeding, or hearing.

Retaliation may occur even where there is a finding of "not responsible" under this policy. Good faith actions lawfully pursued in response to a report of Prohibited Conduct are not Retaliation.

## **ACADEMIC FREEDOM**

The College is dedicated to an uncompromising standard of academic excellence and an unwavering commitment to academic freedom, freedom of inquiry, and freedom of expression in the search for truth. This policy and procedures are not intended to inhibit or restrict free expression or exchange of ideas, abridge academic freedom, or prohibit educational content or discussions inside or outside of the classroom that includes germane but controversial or sensitive subject matters protected by academic freedom.

Members of the College community are free to express their views on any academic subject — regardless of whether those viewpoints are provocative or controversial. Before proceeding with or continuing an investigation of any report of harassment or retaliation that involves an individual's speech or other com-

### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT<sup>27</sup>

munication, the College will take care to distinguish between protected speech and hostile environment harassment. The Title IX and Equity Services Coordinator will take action as needed to restore or preserve a person's access to the College's education program or activity.

#### **TITLE IX AND EQUITY SERVICES COORDINATOR**

The College is committed to promoting a diverse, equitable, and inclusive working and learning environment free from sex discrimination. The Title IX and Equity Services Coordinator is charged with monitoring compliance with Title IX; providing education and training; and coordinating the College's investigation, response, and resolution of all reports of Prohibited Conduct under this policy. The Title IX and Equity Services Coordinator acts with independence and authority and oversees all resolutions under this policy free from bias and conflicts of interest. The Title IX and Equity Services Coordinator is available to meet with any Student, Employee, or other individual to discuss this policy or the accompanying procedures and can be contacted at: [titleix@ccsdetroit.edu](mailto:titleix@ccsdetroit.edu).

**Delegation of Duties Under This policy** Obligations in this policy assigned to a particular title, such as the Title IX Coordinator, may be designated as appropriate by the College, including to external professionals.

**Conflicts of Interest or Bias** Any individual carrying out any part of this policy shall be free from any actual conflict of interest or demonstrated bias that would impact the handling of a matter. Should the Title IX and Equity Services Coordinator have a conflict of interest, the Title IX and Equity Services Coordinator is to immediately notify the Dean of Students and/or Chief Human Resources Officer who will either take, or reassign, the role of the Coordinator for purposes of carrying out the handling and finalization of the matter at issue. Should any investigator, Decisionmaker, or Appeals Officer have a conflict of interest, the investigator, Decisionmaker, or Appeals Officer is to notify the Title IX and Equity Services Coordinator upon discovery of the conflict so that the Title IX and Equity Services Coordinator may reassign the role as appropriate. This policy will note where parties have the opportunity to challenge the participation of any individual implementing this policy based on actual conflict of interest or demonstrated bias.

**Crime and Incident Disclosure Obligations** The Clery Act is a federal crime and incident disclosure law. It requires, among other things, that the College report the number of incidents of certain crimes, including some of the Prohibited Conduct in this policy, that occur in particular campus-related locations. The Clery Act also requires the College to issue a warning to the community in certain circumstances.

In the statistical disclosures and warnings to the community, the College will ensure that a complainant's name and other identifying information is not

disclosed. The Coordinator will refer information to the Clery Officer when appropriate for a determination about Clery-related actions, such as disclosing crime statistics or sending campus notifications.

### **CONSENSUAL RELATIONSHIP AND CONFLICTS OF INTEREST**

The Faculty Handbook prohibits intimate relationships between a faculty member and a student<sup>2</sup>, whether or not the student is in the faculty member's class or department and whether or not the relationship is consensual; intimate relationships are also prohibited between teaching assistants and resident advisors and the students over which they have authority. Similarly, Section 3.2 of the Staff Handbook prohibits intimate relationships between a College official and a staff person under their control, as well as intimate relationships between administrative staff and students.

Consensual relationships between a non-supervisory official and a staff person, while not prohibited, must be disclosed to the Human Resources Director so that the Director can take any steps necessary to protect the parties involved and avoid even the appearance of favoritism.

In all circumstances in which intimate relationships are prohibited, there is an exception for preexisting relationships. For example, the prohibition would not apply where a faculty member's spouse or partner enrolls as a student under the College's tuition assistance program.

### **REPORTING SEX DISCRIMINATION, INCLUDING SEX-BASED HARASSMENT**

**Employee Reporting Obligations** The College believes it is important to be proactive in taking reasonable steps to identify and prevent incidents of sex discrimination. All employees, with limited exceptions as identified by the College, are required to promptly provide to the Title IX and Equity Services Coordinator all complaints or reports of sex discrimination, including sex-based harassment, to the Title IX and Equity Services Coordinator and share all information reported or made available to the employee. If an employee in a supervisory capacity has direct knowledge of an incident of harassment or discrimination on the part of, or directed toward, any employee of the Title IX and Equity Services Coordinator community, that supervisor is required to bring the matter to the attention of the Title IX Coordinator.

Researchers conducting an IRB-approved human subjects research study designed to gather information about sex discrimination are not required to report to the Title IX and Equity Services Coordinator disclosures made in the course of that study to the Title IX Coordinator.

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<sup>2</sup>intimate relationships between a faculty member and a student  
(<https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/intimate-relationships-between-students-and-faculty/>)

### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT 29

The College also encourages employees who themselves experience sex discrimination to bring their concerns to the Title IX Coordinator, though they are not required to do so.

When providing this information to the Title IX Coordinator, the employee must include their own name and contact information, and all known details about an incident, which may include, if known, the dates, times, locations, names of involved individuals and the nature of the incident.

Aside from this reporting obligation, employees will, to the fullest extent possible, maintain the privacy of an individual's information, consistent with FERPA.

In addition, certain employees of the College are considered by law to be mandatory reporters of child abuse, elder abuse or abuse of persons with disabilities. The College's employees are required by law to report incidents of abuse to the appropriate Michigan Social Services Departments by calling 855-444-391. A fuller description of the mandatory child abuse reporting obligation and those covered by that obligation can be found at: <https://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/childrens/report-process>.

**Public Awareness Events** Employees are required to report to the Title IX and Equity Services Coordinator information about sex discrimination they learn about at public awareness events such as awareness events such as "speak-outs". The Title IX Coordinator is not obligated to respond directly to any identified complainant in a report of sex-based harassment disclosed at a public awareness event that takes place on-campus or in a school-sponsored online platform unless there is an imminent and serious threat to someone's health or safety. In circumstances where a person discloses at an event, the Title IX and Equity Services Coordinator will not reach out to the speaker unless they request follow-up.

The Title IX and Equity Services Coordinator must respond to reports of conduct that could constitute sex discrimination other than sex-based harassment if disclosed at public awareness events, wherever they occur. In all cases the College must use the information to inform its efforts to prevent sex-based harassment, including by providing tailored training to address alleged sex-based harassment in a particular part of its education program or activity or at a specific location when information indicates there may be multiple incidents of sex-based harassment.

**How to Make a Report to the College** All complaints of violations of this policy will be taken seriously and in good faith. The Title IX and Equity Services Coordinator will provide information and guidance regarding how to file a complaint with the College and/or local law enforcement, as well as information and assistance about what course of action may best support the individual(s) involved and how best to address the complaint.

Every reasonable effort will be made to maintain the privacy of those making a report to the extent possible. In all cases, the College will give consideration

to the party bringing forward a report with respect to how the matter is pursued. The College may, when necessary to protect the community, initiate an investigation or take other responsive actions to a report, even when the person identifying a concern chooses not to participate in a resolution process and/or requests that the College not initiate an investigation.

Employees, students, guests, or visitors who believe that this policy has been violated should promptly contact the Coordinator or another member of the College's staff for assistance:

Jess Ettell Irvine, [titleix@ccsdetroit.edu](mailto:titleix@ccsdetroit.edu) Title IX and Equity Services Coordinator 313.664.7676

Additional Resources:

Dan Long, [dlong@ccsdetroit.edu](mailto:dlong@ccsdetroit.edu) Dean of Students 313.664.7675

Raquel Diroff, [rdiroff@ccsdetroit.edu](mailto:rdiroff@ccsdetroit.edu) Chief Human Resources Officer Office of Human Resources<sup>3</sup> 313-664-7651

There is no timeline for making a report of sex discrimination, however, the College encourages the prompt reporting of a complaint as the ability of the College to pursue the complaint to conclusion may be hindered by the passage of time.

**Amnesty** When conducting the investigation, the College's primary focus will be on addressing sexual misconduct and not on other College Policy violations that may be discovered or disclosed. Fear of conduct or disciplinary violations should not be a deterrent for anyone to report an incident of sexual misconduct. Persons reporting sexual misconduct will be granted amnesty from the College disciplinary processes if the College alcohol or other non-violent Policy violations are discovered during a sexual misconduct investigation. This same amnesty will be granted to witnesses asked to participate in the complaint resolution process.

**Privacy and Confidentiality** The College values the privacy of its students, employees, and other community members. Community members should be able to seek the assistance they need and access this policy without fear that the information they provide will be shared more broadly.

References made to privacy means College offices and employees who cannot guarantee confidentiality, but will maintain privacy to the greatest extent possible, relaying information as necessary to investigate or seek a resolution and to notify the Title IX and Equity Services Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. The College will limit the disclosure as much as practicable.

All activities under these procedures shall be conducted with the privacy interests of those involved. While the College will take all reasonable steps to protect the privacy of individuals involved in a complaint, it may be necessary to disclose some information to individuals or offices on campus in order to address a complaint or provide for the physical safety of an individual or the campus.

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<sup>3</sup>Human Resources (<https://campus.collegeforcreativestudies.edu/human-resources/>)

### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT<sup>31</sup>

Thus, the College cannot, and does not, guarantee that all information related to complaints will be kept confidential.

In order to maintain the privacy of evidence gathered as part of any resolution process, access to materials under the procedures in this policy will be provided only by a secure method and parties and advisors are not permitted to make copies of any documents shared or make use of the documents outside of the processes described in this policy. Parties may request to review a hard copy of materials, and the College will make that available in a supervised or monitored setting. Inappropriately sharing materials provided during this process may constitute retaliation under this policy.

Individuals may speak confidentially with a Confidential Resource. Confidential Resources (e.g., licensed mental health care providers, physicians, clergy) may not report to Title IX Coordinator any identifying information about conduct that may violate the College's policies against sex discrimination without the written consent of the individual who supplied the information, unless required by law. Such disclosures will not be reported to the Title IX and Equity Services Coordinator or initiate any process under this policy.

The College employs two types of employees who are not required to report information about sex discrimination to the Title IX Coordinator:

- Privileged and confidential employees whose communications are privileged or confidential under Federal or State law. The employee must be hired for and functioning within the scope of their duties to which the privilege or confidentiality applies. For example, physicians, clergy, and mental health counselors are all confidential employees. Disclosures made to these employees means that information cannot be disclosed to anyone internal or external to the university without the expressed permission from the individual disclosing the information.
- State law requires professional counselors to report: (i) when a patient is likely to engage in conduct that would result in serious harm to the patient or others; (ii) if there is reasonable cause to suspect that a minor has been sexually abused. Anyone, including a child, who suspects child abuse or neglect, can make a report by calling **855-444-3911**. In addition, the Child Protection Law<sup>4</sup> requires certain professionals to report suspected child abuse or neglect. Individuals should call 911 if there is an imminent threat.
- Employees designated by the institution as exempt from reporting known sex discrimination to the Title IX Coordinator, and designated as such for the purpose of providing services to the campus community related to sex discrimination. Such employees must be acting in the scope of that role when they learn of the information about sex discrimination for this exemption to apply. For example, the ombudsperson and sexual violence

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<sup>4</sup>Child Protection Law

([http://www.legislature.mi.gov/\(S\(112wwqyht5uccvfcolee2cvz\)\)/mileg.aspx?page=getobject&objectname=mcl-act-238-of-1975&userid=](http://www.legislature.mi.gov/(S(112wwqyht5uccvfcolee2cvz))/mileg.aspx?page=getobject&objectname=mcl-act-238-of-1975&userid=))

response counselors may be designated as exempt from internal reporting. Disclosures made to these employees means that information will not be shared with the Title IX and Equity Services Coordinator or anyone within the College, but may be released under legal action or court order without the permission of the individual disclosing the information.

### **Reporting to the Police** Wayne State Police<sup>5</sup> 313.577.2222 24 Hours

Some Prohibited Conduct may constitute a violation of both the law and College policy. The College encourages students to report alleged crimes promptly to local law enforcement agencies. All persons have the right to file with law enforcement, as well as the right to decline to file with law enforcement. The decision not to file shall not be considered as evidence that there was not a violation of College policy.

Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Conduct may constitute Prohibited Conduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. However, when a complaint is made to the College as well as to law enforcement, the College may delay its process if a law enforcement agency requests that the College delay its process for a reasonable amount of time to allow law enforcement to gather evidence of criminal misconduct. Criminal or legal proceedings are separate from the processes in this policy and do not determine whether this policy has been violated.

All investigations and hearings under this policy will be thorough, reliable and impartial, and will seek to collect evidence and names of witnesses to gather information that is directly or substantially relevant to whether the alleged policy violation occurred, and will not be based on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

In the case of an emergency, where the physical well-being of a member of the College community or the safety of the College as an institution is threatened, any individual with such knowledge should promptly inform the Office of Campus Safety. The College may take any immediate steps as may be necessary and appropriate under the circumstances to ensure the well-being of the College community and the College as an institution.

## **ROLE OF ADVISORS**

All parties are entitled to an Advisor of their choosing to guide and accompany them throughout the resolution process. The Advisor may be a College employee, friend, mentor, family member, or any other person a party chooses to

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<sup>5</sup>Wayne State Police (<https://police.wayne.edu/>)



### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT 33

advise them. A list of College advisors can be provided to parties upon request.

The parties are entitled to be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present. In some circumstances, the College may meet with a party before they may have established an advisor, but will not require the party to answer questions and/or give a statement unless the party chooses to do so.

All Advisors are subject to the same campus policies and procedures. An advisor is not permitted to engage in the grievance process on a party's behalf or participate directly in any related meeting or proceeding. Advisors may quietly consult with their advisee during a related meeting that does not disrupt or interfere with it. Advisors should request or wait for a break in the proceeding if they want to have a longer or more involved discussion with their advisee or wish to interact with campus administrators.

All parties are expected to be the main source of communication with campus administrators. Advisors may not initiate communication with campus administrators on behalf of their advisee in person or via technology (i.e.: phone and/or email). Campus administrators will not be expected to communicate with the advisor whenever a communication is made to the party and expect each party to take responsibility to share communications with their advisor as appropriate.

Advisors should help their advisee prepare for each meeting, and are expected to advise ethically, with integrity, and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

Advisors are expected to refrain from interference with the College investigation and resolution. Any Advisor who steps out of their role in any meeting under the campus resolution process will be warned once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor's role, the Advisor will be asked to leave the meeting. When an Advisor is removed from a meeting, that meeting will typically end unless the party agrees to participate without their Advisor present. Subsequently, the Title IX and Equity Services Coordinator will determine whether the Advisor may be reinstated or will need to be replaced by a different Advisor.

Advisors are expected to maintain the privacy of the records shared with them by the College. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

The College expects an Advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an Advisor's inability to attend. The College will, however, make provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change Advisors during the process and is not locked into using the same Advisor throughout. The parties must advise the College of the identity of their Advisor at least two (2) business days before the date of their first meeting.

### **SUPPORTIVE MEASURES**

Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- Restore or preserve that party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment; or
- Provide support during the College's resolution procedures or during an alternative resolution process.

Supportive measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; no-contact directives (which may be mutual or unilateral at the discretion of the Title IX Coordinator); and training and education programs related to sex-based harassment. Supportive measures are non-disciplinary and non-punitive. Supportive Measures will also be offered to respondents when they are notified of the allegations.

Any Supportive Measures put in place will be kept confidential, except when doing so impairs the ability of the institution to provide the Supportive Measures.

The College will offer and coordinate supportive measures as appropriate for the parties as applicable to restore or preserve their access to the College's program or activity or provide support during the College's alternative resolution process or resolution procedures. Prohibited Conduct under this policy have the right to request supportive measures from the College regardless of whether they desire to make a complaint or seek alternative resolution.

A party may challenge the College's decision to provide, deny, modify, or terminate supportive measures when such measures are applicable to them. An impartial employee will be designated to consider modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures. When the individual providing Supportive Measures is a Deputy Title IX Coordinator or other individual identified by the Title IX and Equity Services Coordinator to provide Supportive Measures, the Title IX and Equity Services Coordinator will be designated to consider the challenge regarding supportive

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measures. The impartial employee will typically respond to the challenge within five (5) days.

The Title IX and Equity Services Coordinator has the discretion to implement or modify supportive measures. Violation of the parameters of supportive measures may violate existing codes or handbooks.

#### **RESPONDING TO A REPORT**

The following process will be used following the receipt of a report of sex discrimination.

**Initial Contact** Following receipt of a report alleging a potential violation of this policy, the Title IX and Equity Services Coordinator will contact the complainant to meet with the Title IX and Equity Services Coordinator for an initial intake and assessment meeting, and will provide the following:

- An invitation to meet to offer assistance and explain their rights, resources, and options under this policy;
- Access to this policy;
- Information regarding available campus and community resources for counseling, health care, mental health, or victim advocacy. Upon request, information regarding legal assistance, visa and immigration assistance, student financial aid and other available services may be provided;
- The availability of Supportive Measures regardless of whether a complaint is filed and/or any resolution is initiated;
- The options for resolution (no action, prevention, agreement, investigation) and how to initiate such resolution processes;
- The right to notify law enforcement as well as the right not to notify law enforcement;
- The importance of preserving evidence and, in the case of potential criminal misconduct, how to get assistance from Campus Safety or local law enforcement in preserving evidence;
- The right to an advisor of choice, if applicable, during College proceedings under this policy including the initial meeting with the Title IX Coordinator
- A statement that retaliation for filing a complaint, or participating in the complaint process, is prohibited.
- Information on how to initiate the Investigation or Resolution-Based Agreement process.

**Initial Intake & Assessment** The Initial Assessment process seeks to gather information about the nature and circumstances of the report to determine whether this policy applies to the report and, if so, which resolution process may be appropriate, as well as which section of the resolution procedures apply based on the conduct and the status of the parties. The Title IX and Equity Services Coordinator may also determine that the provision of supportive measures only is the appropriate response under the policy. The initial assessment is not a finding of fact or responsibility. If the individual bringing forward the complaint is not the actual complainant, the Title IX and Equity Services Coordinator will limit communication to general information on policies and processes.

Should the complainant wish to initiate a resolution process, the Title IX and Equity Services Coordinator will determine whether this policy applies and, if so, the appropriate process under this policy. The Title IX and Equity Services Coordinator will communicate to the complainant this determination.

If the information provided does not suggest a potential violation of this policy, the Title IX and Equity Services Coordinator will provide the complainant written notice that the matter is being referred for handling under a different policy, and/or to another appropriate office for handling.

**Requests for Confidentiality or No Further Action** When a complainant requests that the College not use their name as part of any resolution process, or that the College not take any further action, the College will generally try to honor those requests. However, there are certain instances in which the College has a broader obligation to the community and may need to act against the wishes of the complainant. In such circumstances, the Title IX and Equity Services Coordinator will notify the complainant in writing of the need to take action. The factors the Title IX and Equity Services Coordinator will consider when determining whether to act against the wishes of a complainant include:

1. The complainant's request not to proceed with initiation of a complaint;
2. The complainant's reasonable safety concerns regarding initiation of a complaint;
3. The risk that additional acts of Prohibited Conduct would occur if a complaint is not initiated;
4. The severity of the alleged Prohibited Conduct, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
5. The age and relationship of the parties, including whether the respondent is an employee of the College;
6. The scope of the alleged discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;

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7. The availability of evidence to assist a Decisionmaker in determining whether sex discrimination occurred; and
8. Whether the College could end the alleged sex discrimination and prevent its recurrence without initiating its resolution procedures under this policy.
9. Whether the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other persons, or that the conduct as alleged prevents the College from ensuring equal access on the basis of sex to its education program or activity.

#### **Interim Actions**

**Emergency Removal** For sex discrimination and sex-based harassment, the College retains the authority to remove a respondent from the College's program or activity on an emergency basis, where the College (1) undertakes an individualized safety and risk analysis, (2) determines that an immediate and serious threat to the health or safety of a complainant or any student, employee, or other individual arising from the allegations of sex discrimination justifies a removal, and (3) the College provides the respondent with notice of and an opportunity to challenge the decision immediately following the removal.

The respondent may challenge the decision immediately following the removal, by notifying the Title IX and Equity Services Coordinator in writing. The College will designate an impartial individual, not otherwise involved in the case, to consider the challenge to the removal and determine if the emergency removal was reasonable.

For all other Prohibited Conduct, the College may defer to its interim suspension policies for students and administrative leave for employees.

**Administrative Leave** The College retains the authority to place an employee respondent on administrative leave during a pending complaint process under this policy, with or without pay as appropriate. Administrative leave may be a supportive measure, emergency removal, or consistent with applicable state laws and collective bargaining agreements. Administrative leave implemented as a supportive measure or as emergency removal is subject to the procedural provisions above, including the right to challenge the decision to implement that measure.

**Dismissal of a Complaint** Before dismissing a complaint, the College will make reasonable efforts to clarify the allegations with the complainant.

The College may dismiss a complaint if:

1. The College is unable to identify the respondent after taking reasonable steps to do so;
2. The respondent is not participating in the College's education program or activity and is not employed by the College;

3. The complainant voluntarily withdraws their complaint in writing and the Title IX and Equity Services Coordinator declines to initiate a complaint.
4. The complainant voluntarily withdraws some but not all allegations in a complaint in writing, and the College determines that the conduct that remains alleged in the complaint would not constitute Prohibited Conduct under this policy; or
5. The College determines the conduct alleged in the complaint, even if proven, would not constitute Prohibited Conduct under this policy.

Upon dismissal, the College will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the College will notify the parties simultaneously in writing. If a dismissal of one or more allegations changes the appropriate decision-making process under these procedures, the Title IX and Equity Services Coordinator will include that information in the notification.

The College will notify the complainant that a dismissal may be appealed on the basis outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then the College will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, the College will follow the procedures outlined in the Appeals section of these procedures.

When a complaint is dismissed, the College will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and,
- Take other prompt and effective steps, as appropriate, through the Title IX and Equity Services Coordinator to ensure that sex discrimination does not continue or recur within the College education program or activity.

A complainant who decides to withdraw a complaint or any portion of it may later request to reinstate it or refile it.

**Referrals for Other Misconduct** The College has the discretion to refer complaints of misconduct not covered by this policy for handling under any other applicable College policy or code. As part of any such referral for further handling, the College may use evidence already gathered through any process covered by this policy.

Should there be a conflict between the provision of this policy and other College policies, procedures, rules, regulations, or terms or conditions of employment, the provisions of this policy will govern unless specifically stated otherwise.

This policy and these procedures are separate from the College's student disciplinary processes, by which College may bring a discipline charge against

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a student for violating College policy according to the provisions found in the College Code Student of Conduct<sup>6</sup>.

**Consolidation of Cases** The College may consolidate complaints under this policy as appropriate: for example, if there are multiple complaints where the allegations of Prohibited Conduct arise out of the same facts or circumstances, or there are multiple complaints with overlapping parties.

The College also reserves the right to use this policy to adjudicate other allegations and conduct charges as defined by policies outside of the scope of this policy in instances when the conduct is associated with an alleged issue of Prohibited Conduct under this policy. The Title IX and Equity Services Coordinator will address these consolidated complaints in collaboration and coordination with other appropriate offices, such as Student Services and Human Resources. Allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

**Student Withdrawal or Employee Resignation while Matters are Pending** If a student or employee respondent permanently withdraws or resigns from the College with unresolved allegations pending, the College will consider whether and how to proceed with the resolution process. The College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s) and any ongoing effects of the alleged Prohibited Conduct

A student respondent who withdraws or leaves while the process is pending may not return to the College without first resolving any pending matters. Such exclusion applies to all College campuses and programs. Admissions will be notified that the student cannot be readmitted. They may also be barred from College property or events. If a student respondent withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to the College unless and until the matter is fully resolved.

An employee respondent who resigns with unresolved allegations pending is not eligible for rehire with the College and the records retained by the Title IX and Equity Services Coordinator will reflect that status. All the College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

An administrative registration hold will be placed on a student's record to prevent course registration prior to resolving the pending matters.

### OPTIONS FOR RESOLUTION

There are multiple ways to resolve a complaint or report of sex discrimination. Whenever possible, the College will utilize the resolution method chosen by the

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<sup>6</sup>Code Student of Conduct

(<https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/>)

complainant. During the resolution of a complaint, the Title IX and Equity Services Coordinator will determine whether to implement reasonable supportive measures designed to assist all parties (complainants and respondents) and community members in maintaining access to and participation in College programs, services and activities during the resolution of the complaint.

This section includes information on Support-Based Resolution, Agreement-Based, and Investigation or investigation and Hearing procedures.

**Support- Based Resolution** A support-based resolution is an option for a complainant who does not wish the College to take any further steps to address their concern, and when the Title IX and Equity Services Coordinator determines that another form of resolution, or further action, is not required. Some types of support that may be appropriate include: adjustments or changes to class schedules; moving from one residence hall room to another; adjusted deadlines for projects or assignments; adjustments to work schedule or arrangements; escorts to and around campus; or counseling.

A support-based resolution does not preclude later use of another form of resolution, for example if new information becomes available to the College and the Title IX and Equity Services Coordinator determines there is need for additional steps to be taken, or the complainant later decides to pursue a Resolution Agreement or investigation, or investigation and hearing.

**Agreement-Based Resolution** Agreement-Based Resolution is an alternative to the investigation and decision-making procedures where the Parties each voluntarily agree to resolve the complaint in a way that does not include an investigation and does not include any finding of responsibility. Agreement-Based Resolution is a voluntary, structured interaction between or among affected parties that balances support and accountability. If the College offers Agreement-Based Resolution to the parties, and they voluntarily consent to engage in that process, the Title IX and Equity Services Coordinator must still take other prompt and effective steps as needed to ensure that sex discrimination does not continue or recur within the education program or activity.

Any party may design the proposed agreement between the parties. The Title IX and Equity Services Coordinator must approve of the use of the Agreement-Based Resolution process, and approve the final agreement between the parties. Agreement-Based Resolution may be initiated at any time prior to the release of the final determination. Because Agreement-Based Resolution does not involve an investigation, there is not any determination made as to whether a respondent violated this policy.

The Title IX and Equity Services Coordinator has the discretion to determine that Agreement-Based Resolution is not an appropriate way to address the reported conduct, and that the matter must instead be resolved through the Investigation or Investigation and Hearing process.



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**Initiating the Agreement-Based Resolution Process** Prior to the initiation of Agreement-Based Resolution, the Title IX and Equity Services Coordinator will provide the Parties written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the Agreement-Based Resolution process;
- Any consequences resulting from participating in the Agreement-Based Resolution process, including the records that will be maintained or could be shared, and whether the College could disclose such information for use in a future College resolution process, including an investigation and resolution process arising from the same or different allegations, as may be appropriate.
- Notice that an agreement resulting from the Agreement-Based Resolution process is binding only on the parties and is not subject to appeal.
- Notice that once the Agreement is finalized and signed by the Parties, they cannot initiate or continue an investigation procedure arising from the same allegations.
- A statement indicating that the decision to participate in the Agreement-Based Resolution process does not presume that the conduct at issue has occurred.
- A statement that the respondent is presumed not responsible for violating this policy, unless respondent admits to violations of this policy;
- An explanation that all parties may be accompanied by an advisor of their choice, who may be a parent, colleague, friend, or attorney;
- A statement that any party has the right to withdraw from the Agreement-Based Resolution process and initiate or resume resolution procedures at any time before agreeing to a resolution;
- The date and time of the initial meeting with staff or the Title IX Coordinator, with a minimum of 3 days' notice;
- Information regarding Supportive Measures, which are available equally to the parties; and
- The potential terms that may be requested or offered in an Agreement-Based Resolution agreement.

**Facilitating an Agreement** If all Parties are willing to explore Agreement-Based Resolution, the Title IX and Equity Services Coordinator will then meet separately with each party to discuss the Agreement-Based Resolution process and facilitate an agreement. If an agreement cannot be reached, either because the Parties do not agree, determine they no longer wish to participate in the Agreement-Based Resolution process, or the Title IX and Equity Services Coordinator does not believe that the terms of the agreement or continuing the Agreement-Based Resolution process is appropriate, the Title IX and Equity Services Coordinator may decide that the reported conduct will instead be addressed through the investigation or investigation and hearing process. The Title IX and Equity Services Coordinator will inform the parties of such a decision, in writing.

Agreement-Based Resolution processes are managed by facilitators who do not have a conflict of interest or bias in favor of or against complainants or respondents generally or regarding the specific parties in the matter. The Title IX and Equity Services Coordinator may serve as the facilitator, subject to these restrictions. The investigator or Decisionmaker for the matter may not facilitate an Agreement-Based Resolution in that same matter.

Any party may craft or create the terms of their agreement and will be asked for their suggestions or ideas. Examples of agreements may include but are not limited to:

- an agreement that the respondent will change classes or housing assignments;
- an agreement that the Parties will not communicate or otherwise engage with one another;
- an agreement that the Parties will not contact one another;
- completion of a training or educational project by the respondent;
- completion of a community service project by the respondent;
- an agreement to engage in a restorative justice process or facilitated dialogue; and/or
- discipline agreed upon by all parties.

In order to facilitate Agreement-Based Resolution, information shared by any party will not be used in any related resolution process of the same complaint under this policy. No evidence concerning the allegations obtained within the Agreement-Based Resolution process may be disseminated to any outside person, provided that any party to the Agreement-Based Resolution process may generally discuss the allegations under investigation with a parent, advisor, or other source of emotional support, or with an advocacy organization. An admission of responsibility made during an Agreement-Based Resolution process, however, may not be incorporated into the investigation and adjudication proceeding.

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**Finalizing the Resolution Agreement** Once the final terms of the Resolution Agreement have been agreed upon by all parties, in writing, and approved by the Title IX Coordinator, the matter will be considered closed, and no further action will be taken. Once signed, no appeal is permitted. The Agreement-Based Resolution process is generally expected to be completed within thirty (30) days and may be extended by the Title IX and Equity Services Coordinator as appropriate. All parties will be notified, in writing, of any extension and the reason for the extension.

Records of an Agreement-Based Resolution process can be shared with other offices as appropriate.

Any violations of the terms of the Resolution Agreement may result in disciplinary action.

#### **Investigation & Decision-making Resolution**

**Acceptance of Responsibility** If a respondent accepts responsibility for all or part of the Prohibited Conduct alleged, the Coordinator or designated sanctioning officer will issue an appropriate sanction or responsive action as to those violation(s) and continue processing any remaining allegations of Prohibited Conduct, if any.

**Assignment of the Investigator and/or Decision-maker** The College will assign a trained investigator and/or Decisionmaker to conduct an adequate, reliable, and impartial investigation and hearing, if applicable, in a reasonably prompt timeframe. The College reserves the right to utilize internal or external investigators, Decisionmakers, or hearing officers.

All parties have the option to participate in the investigation and/or hearing, and each have the same rights during the resolution process including the right to an advisor, to submit relevant witness names and evidence, and to review the evidence gathered by the investigator prior to the investigator providing the final report to the Decision-maker. In cases where there is a hearing, all parties have the same rights at the hearing, including the right to review any evidence that will be considered by the Decisionmaker prior to the hearing.

The investigator will establish deadlines for submission of names of relevant witnesses and submission of evidence and communicate those deadlines to the parties in writing.

**Conflict of Interest or Bias** After a Notice of Investigation is issued to all parties, any party may object to the participation of the Title IX and Equity Services Coordinator or designated investigator on the grounds of a demonstrated bias or actual conflict of interest. All parties will have three (3) days from the date of the Notice of Investigation to object to the selection of the investigator or the Title IX Coordinator. Objections to the Title IX and Equity Services Coordinator are to be made, in writing, to the Dean of Students. Objections to the appointment of the investigator are to be made in writing,

to the Title IX Coordinator. All objections will be considered, and changes made as appropriate. If the objection is substantiated as to either the Title IX and Equity Services Coordinator or the Investigator, that individual shall be replaced. Any change will be communicated in writing.

**Timeline** In those cases that do not include a hearing, the College strives to complete the investigation process within ninety (90) days from the date of the Notice of Investigation. In those cases that include a hearing, the College strives to complete the investigation process within sixty (60) days from the date of the Notice of Investigation, and complete the hearing within sixty (60) days of the Notice of Hearing.

The timeline for any part of the resolution process may be extended for good cause by the Title IX Coordinator. All parties shall be notified, in writing, of any extension to the timeline that is granted, the reason for the extension, and the new anticipated date of conclusion of the investigation and/or hearing. Good cause reasons for extension may include ensuring availability of witnesses and other participants and ensuring participants have sufficient time to review materials.

The College shall not unreasonably deny a student party's request for an extension of a deadline related to a complaint during periods of examinations or school closures.

The investigator and/or Title IX Coordinator shall provide the Parties with periodic status updates, in writing.

**Burden and Standard of Review** The College has the burden of conducting an investigation that gathers sufficient evidence to determine whether Prohibited Conduct occurred. This burden does not rest with any party, and any party may decide to limit their participation in part or all of the process, or to decline to participate. This does not shift the burden of proof away from the College and does not indicate responsibility. The standard of proof used in any investigation and decision-making process is the preponderance of the evidence standard, which means more likely than not.

**Written Notice of Meetings** The College will provide to a party or witness whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time to prepare to participate.

**Evidence Gathering** *Interviews*

The investigator will interview all parties and relevant witnesses and gather relevant documentary evidence provided by the parties and any identified witnesses. Interviews may be conducted in person, or via video conference. When a party meets with an investigator, the investigator will ask questions related to the allegations in the complaint and a party is given the opportunity speak to the allegations and related events. Parties may identify fact witnesses and

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provide evidence that is relevant to the allegations and not otherwise impermissible. This will include inculpatory evidence (that tends to show it more likely that someone committed a violation) and exculpatory evidence (that tends to show it less likely that someone committed a violation). The investigator ultimately determines whom to interview to determine the facts relevant to the complaint.

#### *Impermissible Evidence*

The following types of evidence, and questions seeking that evidence, are impermissible. This means this information will not be accessed or considered, except by the College to determine whether one of the exceptions listed below applies. This information will not be disclosed or otherwise used, regardless of relevance:

1. Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
2. Evidence provided to an employee designated by the College as exempt from internal reporting under this policy, unless the person who made the disclosure or otherwise provided evidence to that employee has voluntarily consented to re-disclosure;
3. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that party's or witness's voluntary, written consent for use in its resolution procedures; and
4. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to alleged sex-based harassment. The fact of prior consensual sexual conduct between the parties does not by itself demonstrate or imply the complainant's consent to other sexual activity or preclude a determination that Prohibited Conduct occurred.

**Investigation & Decision-making Procedures** The following describes the investigation and decision-making procedures for matters of sex-based harassment in which a student is either a complainant or respondent, regardless of the status of the other party.

**Notice of Investigation** Prior to the start of an investigation, the Parties will be provided a written Notice of Investigation communicating the initiation

of an investigation. Should additional allegations be brought forward, or information regarding location or date of the incident(s), a revised written Notice of Investigation shall be provided to all parties.

The Notice shall include, at a minimum:

1. The College investigation procedures, including the applicable determination procedure that will be used in this investigation and resolution, and a link to the relevant policies;
2. Information about the agreement-based, with a link to the full procedures.
3. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), a description of the facts alleged to constitute Prohibited Conduct, the type of Prohibited Conduct, and the date(s) and location(s) of the alleged incident(s);
4. A statement that retaliation is prohibited;
5. Whether the investigator, or another individual, shall serve as the Decisionmaker.
6. Expected length of the major stages of the resolution process, as well as any applicable deadlines.
7. The Notice will inform the parties that the investigator will establish and communicate, in writing, all investigation deadlines, including the final deadlines for submitting names of witnesses, evidence, and relevant questions to ask a party or witness. These deadlines may be extended by the Title IX and Equity Services Coordinator for good cause, and any changes will be provided, in writing, to the parties, along with the rationale for the revised deadline(s).
8. The process for raising a challenge to the appointed resolution officer or Title IX Coordinator, and the deadline for doing so.
9. A statement that the respondent is presumed not responsible for Prohibited Conduct until a determination is made at the conclusion of the resolution process. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial Decision Maker;
10. A statement that the parties may have an advisor of their choice who may be a friend, parent, therapist, colleague, or attorney;
11. The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigation report that accurately summarizes this evidence.

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12. A statement that the College's Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during resolution procedures during the resolution procedures.
13. The date and time of the initial interview with the Investigator, with a minimum of five (5) days' notice.

**Individual Interviews** The investigator will hold individual interviews with parties and witnesses to ask relevant and not otherwise impermissible questions and follow-up questions, including questions exploring credibility, and to request of the parties the names of relevant witnesses and relevant evidence. Only the investigator and the party or witness may attend each individual interview. A party's advisor may attend these meetings, subject to the rules described in this policy. Additional attendees may be permitted at the discretion of the Title IX and Equity Services Coordinator in connection with an approved disability-related accommodation. All persons present at any time during any part of the investigation or resolution process are expected to maintain the privacy of the proceedings and not discuss or otherwise share any information learned as part of the resolution process, and may be subject to further College discipline for failure to do so.

The investigator will then gather from parties, witnesses, and other sources, all relevant evidence.

The College will share expectations of decorum to be observed at all times in any meeting or proceeding under this policy. These expectations are applied equally to all parties and advisors. The College has the discretion to remove, with or without prior warning, from any meeting or proceeding an involved party, witness, or advisor who does not comply with these expectations and any other applicable College rules.

The individual interviews may be conducted with all participants physically present in the same geographic location, or, at the College's discretion, with all participants joining virtually through a video conferencing option. The investigator will determine, in their sole discretion, whether parties and witnesses are likely to provide relevant information about the allegations, and has the sole discretion to determine which parties and witnesses to call to an interview. The investigator may conduct follow-up interviews as they deem appropriate.

**Investigator Determination of Relevance** The investigator will determine whether parties and witnesses are likely to provide relevant information about the allegations, and has the sole discretion to determine which parties and witnesses to call to individual follow-up meetings.

The investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. Character evidence that is not relevant will not be considered.

**Evidence Review** At the conclusion of all fact-gathering, the investigator will provide each party and their advisor the opportunity to review all relevant and not otherwise impermissible evidence gathered. In the event that an audio or audiovisual recording is shared, the recording will only be made available at an in-person and monitored meeting on campus, and will not otherwise be transmitted for review, so as to maintain the privacy of those participating in the process.

The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation, to submit any additional relevant evidence, and the names of any additional witnesses with relevant information. This is the final opportunity to offer evidence or names of witnesses. Evidence not provided during the investigation process will not be considered by the Decision Maker. Given the sensitive nature of the information provided, the College will facilitate this review in a secure manner. None of the parties nor their advisors may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any student or employee who fails to abide by this may be subject to discipline. Any advisor who fails to abide by this may be subject to discipline and/or may be excluded from further participation in the process.

The parties will have a minimum of 5 days to inspect and review the evidence and submit a written response in writing to the investigator. The Title IX and Equity Services Coordinator shall have the discretion to extend the evidence review period based on the volume and nature of the evidence.

When deemed appropriate by the investigator, the investigator shall then conduct any additional fact-gathering as may be necessary. If new, relevant evidence was submitted as part of evidence review, or is gathered during this second fact-gathering period, the new relevant evidence will be made available for review by the parties and their advisors. The parties shall have 5 days to provide a response to the newly-gathered evidence. No new evidence will be accepted as part of any response, except that the investigator shall have the discretion to accept relevant evidence that was not previously available or known to exist, and that was not previously discoverable with the exercise of reasonable diligence.

The investigator will consider the parties' written responses before finalizing the investigation report.

**Investigation Report** The investigator will prepare a written report summarizing all of the relevant evidence gathered and all steps taken during the investigation process. The investigator will also include as an attachment all relevant evidence gathered during the investigation, as well as all interview notes.

**Conclusion of Investigation, Notice of Hearing** Once the investigation report is final, the report together with all attachments shall be provided



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to each party and to their advisor, if any, in a secure manner (e.g., by providing digital copies of the materials through a protected, “read-only” web portal). Each party shall have ten (10) days to provide a response. The response, if any, shall be provided to the Hearing Officer.

Following conclusion of the investigation, each party shall be provided with a Notice of Hearing, which shall include information regarding the date of the hearing, the identity of the Hearing Officer, the process to be used at the hearing, deadlines for submission of evidence, names of witnesses, or questions to be reviewed by the Hearing Officer to ensure they are relevant to the allegations. The hearing shall be scheduled no less than ten (10) days from the date of the Notice of Hearing.

Within three (3) days of receipt of the Notice of Hearing, either party may object to the Hearing Officer on the basis of a demonstrated bias or actual conflict of interest. Any objection is to be in writing and sent to the Title IX Coordinator. Should the Title IX and Equity Services Coordinator determine that there is an actual bias or conflict of interest, the Title IX and Equity Services Coordinator shall remove the Hearing Officer and appoint another.

**Hearing Procedures** The purpose of a hearing is for a Hearing Officer to determine whether the conduct occurred as alleged, and if so, whether that conduct violates this policy. The College expects that all individuals who participate in the hearing process do so truthfully and that all who have a responsibility for carrying out one or more aspects of the hearing process do so fairly and without prejudice or bias. Hearings may be conducted in person or via videoconferencing. The Title IX and Equity Services Coordinator may determine that the hearing will continue in the absence of any party or any witness.

The College will appoint a Hearing Officer, who may be the same person as the Title IX and Equity Services Coordinator or investigator, who will determine whether a violation of College policy has occurred. The Hearing Officer shall have the authority to determine the relevance of evidence submitted, and of questions asked, to limit the time allotted to any phase of the hearing, and/or to limit the time allotted to the full hearing. The Hearing Officer shall not draw an inference about the determination regarding responsibility based solely on a party’s absence from the hearing or refusal to answer questions posed.

Each hearing shall be recorded by the College and this recording will be considered the only official recording of the hearing. No other individual is permitted to record while the hearing is taking place. The recording is the property of the College but shall be available for listening until the conclusion of the appeals process to complainant, respondent, their respective advisors, Hearing Officer, and Appeal Officer by contacting the Title IX Coordinator.

#### *Prior to the Hearing*

The parties and the Hearing Officer all have the right to call witnesses. Witnesses participating in the hearing must have information relevant to the allegations. Parties who wish to call witnesses must submit the name of the

witness at least five (5) days in advance of the hearing.

Only witnesses who participated in the investigation will be permitted to participate in the hearing, unless the witness was otherwise unknown or not known to have relevant information during the course of the investigation. If the witness did not participate in the investigation, the party must also provide the reason the witness was not interviewed by the investigator, and what information the witness has that is relevant to the allegations. The Hearing Officer will then determine whether the witness has relevant information and if there is sufficient justification for permitting the witness to participate. The Hearing Officer may instead send the case back to the investigator to interview the newly proffered witness prior to the hearing taking place.

A list of witnesses approved by the Hearing Officer will be provided to the parties at least three (3) days prior to the hearing.

Three (3) days prior to the hearing, each party shall submit to the Hearing Officer a preliminary list of questions they wish to pose to the other party, or to a witness. If the Hearing Officer determines that any questions are not relevant or seek otherwise impermissible evidence, the Hearing Officer shall exclude the question and explain the reason for the exclusion of the question at the hearing. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The Hearing Officer must give a party an opportunity to clarify or revise any question that the Hearing Officer has determined is unclear or harassing and, if the party sufficiently clarifies or revises a question, and the question is relevant, the question will be asked.

#### *Advisor*

Each party is entitled to be accompanied by one advisor at the hearing. The role of the advisor is to assist the party with understanding and navigating the proceedings. The advisor may not advocate for, respond for, or otherwise speak on behalf of, a party during the hearing. In the event that a party does not appear for the Hearing, the advisor for that party may not participate in the hearing or submit questions to be asked on behalf of the party.

#### *Hearing Participation Guidelines*

The Hearing Officer shall have the authority to maintain order and decorum at the hearing, including responding to disruptive or harassing conduct, and when necessary to adjourn the hearing or exclude the disruptive person. In the event the Hearing Officer removes an advisor, the Hearing Officer will have the discretion to appoint another advisor for the remainder of the hearing. The Hearing Officer also has the authority to determine whether any questions are not relevant, abusive, intimidating, or disrespectful, and will not permit such questions. The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing.

#### *Statements, Questioning and Presentation of Evidence*

During the hearing, each party will be permitted to provide an introductory statement. Following introductory statements, the Hearing Officer will call parties and witnesses for questioning. The order of questioning shall be determined by the Hearing Officer. The Hearing Officer will pose questions to the parties

### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT<sup>51</sup>

and witnesses including the questions the Hearing Officer approved to be asked that were submitted by each party prior to the hearing. Each party will then be provided an opportunity to submit follow-up written questions to the Hearing Officer for the Hearing Officer to pose to the other party or witnesses. If the Hearing Officer determines that any questions are not relevant to the allegations, or seek otherwise impermissible evidence, the Hearing Officer shall exclude the question and explain the reason for the exclusion of the question at the hearing and offer an opportunity to the party to reframe or resubmit the question. Questions that are unclear or harassing of the party or witness being questioned will not be permitted.

Only the Hearing Officer is permitted to ask questions of parties and witnesses. Neither party may directly question the other party or witness. Advisors are not permitted to directly or indirectly question the other party or witness.

Following the questioning of parties and witnesses, each party will be permitted to provide a closing statement. An advisor is not permitted to provide a closing statement on behalf of their party.

Parties are permitted to submit impact statements following the hearing.

**Hearing Officer's Report** Following the hearing, the Hearing Officer shall prepare a determination report. All findings shall be made by a preponderance of the evidence, meaning more likely than not. To the extent credibility determinations need to be made, such determinations shall not be based on a person's status as complainant, respondent, or witness.

The determination report will include:

- A description of the sex-based harassment and other allegations if applicable;
- A reference to the policies and procedures used to evaluate the allegations;
- Description of all procedural steps taken to date;
- The Hearing Officer's evaluation of the relevant and not otherwise impermissible evidence along with the finding of facts;
- Determinations for each allegation, with the rationale;
- Sanction determination (if applicable)
- Whether remedies will be provided;
- The procedures for an appeal.

The Hearing Officer's report shall be provided to the Title IX Coordinator. If the Hearing Officer determines that there is no finding of responsibility, the Title IX and Equity Services Coordinator shall communicate the findings to each party, and their advisor should the party wish the advisor to receive it, a written Notice of Outcome along with a copy of the Hearing Officer's report, to the parties, together with procedures for appeal.

If there is a finding of responsibility, the Title IX and Equity Services Coordinator shall contact the appropriate sanctioning officer who will determine the sanction and notify the Title IX and Equity Services Coordinator of the sanctioning determination. The Title IX and Equity Services Coordinator will then provide each party, and their advisor should the party wish the advisor to receive it, a written Notice of Outcome regarding the Hearing Officer's decision, including the Hearing Officer's report. The Title IX and Equity Services Coordinator will also provide written communication to the complainant regarding any appropriate remedies.

### APPEALS

Determinations may be appealed in writing by either party. Appeals will be sent to the Title IX Coordinator, who will then send the appeal to the Appeals Officer assigned to conduct a written review of the appeal(s) and to make a final determination. Appeals must be in writing and filed within ten (10) days following the issuance of the outcome letter.

When an appeal is filed, the other party shall be notified and provided with a copy of the filed appeal within one (1) day, and have five (5) days to respond to the appeal in writing. Any party's decision not to submit a reply to an appeal is not evidence that the non-appealing party agreed with the appeal.

Within three (3) days of an Appeal Officer being assigned, either party may provide written objection to the Appeal Officer on the basis of an actual bias or conflict of interest. Any objection is to be sent to the Title IX Coordinator. Should the Title IX and Equity Services Coordinator determine that there is an actual bias or conflict of interest, the Title IX and Equity Services Coordinator will appoint another Appeal Officer.

Appeals may be filed only on the following three grounds:

1. **Procedural Error:** A procedural error occurred would change the outcome. A description of the error and its impact on the outcome of the case must be included in the written appeal; or,
2. **New Evidence:** New evidence or information has arisen that was not available or known to the party during the investigation or hearing, that would change the outcome. Information that was known to the party during the resolution process but which they chose not to present is not considered new information. The new evidence, an explanation as to why the evidence was not previously available or known, and an explanation of its potential impact on the investigation findings must be included in the written appeal; or
3. **Actual Conflict of Interest or Demonstrated Bias:** The Title IX Coordinator, investigator, or others with a role in the process with an actual conflict of interest or demonstrated bias for or against complainants or respondents generally, or the individual complainant or respondent, that

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would change the outcome. Any evidence supporting the alleged conflict of interest or demonstrated bias must be included in the written appeal.

The Appeal Officer will make a determination regarding the appeal and communicate that decision, along with a rationale for the decision to the Title IX and Equity Services Coordinator who will communicate the Appeal Officer's decision to the parties. The decision of the Appeals Officer is final.

**Failure to Complete Sanctions/Comply with Responsive Actions** All responding parties are expected to comply with conduct sanctions/responsive actions/ corrective actions within the timeframe specified by the College. Responding parties needing an extension to comply with their sanctions must submit a written request to the Title IX and Equity Services Coordinator stating the reasons for needing additional time.

Failure to follow through on conduct sanctions/responsive actions/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive actions/corrective actions, such as suspension, expulsion, or termination.

Students who fail to comply will be referred to in accordance with the College's Student Handbook<sup>7</sup>.

Employees who fail to comply will be referred to Human Resources.

### RECORD RETENTION

In implementing this policy, records of all reports and resolutions will be kept by the Coordinator in accordance with the applicable College records retention schedule. All records will be afforded the confidentiality protections required by law, including but not limited to the Family Educational Rights and Privacy Act governing confidentiality of student information.

### ADDITIONAL ENFORCEMENT INFORMATION

The U.S. Equal Employment Opportunity Commission (EEOC) investigates reports of unlawful harassment and discrimination, including sex-based harassment, in employment.

The U.S. Department of Education, Office for Civil Rights (OCR) investigates complaints of unlawful discrimination and harassment of students and employees in education programs or activities.

For more information, contact the nearest office of the EEOC or OCR.

US Department of Education

Office for Civil Rights

3054 West Grand Boulevard, Suite 3-600 Detroit, Michigan, 48202

313-456-3700 Fax: 313-456-3701 Toll-Free: 800-482-3604

MDCRServiceCenter@michigan.gov

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<sup>7</sup>College's Student Handbook

(<https://campus.collegeforcreativestudies.edu/student-handbook/>)

U.S. Equal Employment Opportunity Commission (EEOC) <https://www.eeoc.gov/contact-eeoc>

### **POLICY REVIEW & REVISION**

These policies and procedures will be reviewed and updated regularly by the Title IX Coordinator. The Title IX and Equity Services Coordinator will submit modifications to this policy in a manner consistent with institutional policy upon determining that changes to law, regulation or best practices require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. The policy definitions in effect at the time of the conduct will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon posting to the College website.

### **KEY DEFINITIONS**

**Advisor:** Each party has the right to choose and consult with an advisor of their choice at their own expense. The advisor may be any person, including a friend, family member, therapist, union representative, or an attorney. The College will not limit their choice of advisor. Parties in this process may be accompanied by an advisor of choice to any meeting or proceeding to which they are required or are eligible to attend.

Except where explicitly stated by this policy, advisors shall not participate directly in the process. The College will provide the parties equal access to advisors; any restrictions on advisor participation will be applied equally.

The advisor may not represent, advocate, or speak on behalf of a complainant or respondent. An advisor may not disrupt or impede any resolution proceeding.

**Amnesty:** a provision whereby a student who makes a report or assists another in making a report to the College or who participates in the resolution of a complaint under this policy will not be subject to the College's policy concerning alcohol or drug use for actions that may have occurred at or near the time of the Prohibited Conduct defined within this policy, unless the alcohol or drug-related misconduct threatens the health or safety of another.

**Coercion/Force:** Consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior, or coercion. Sexual activity accompanied by coercion or force is not consensual.

- Coercion refers to unreasonable pressure for sexual activity. When someone makes it clear that they do not want to engage in sexual activity or do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point can be considered coercive. The use of coercion can involve the use of pressure, manipulation, substances, or force. Ignoring objections of another person is a form of coercion.

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- Force refers to the use of physical violence or imposing on someone physically to engage in sexual contact or intercourse. Force can also include threats, intimidation (implied threats), or coercion used to overcome resistance.

**Complaint:** A complaint means an oral or written request to Title IX Coordinator that objectively can be understood as a request for the College to investigate and make a determination about alleged sex discrimination under this policy. A complaint may be filed with the Title IX and Equity Services Coordinator in person, by mail, or by electronic mail (email), by using the contact information listed on the Title IX/Equal Opportunity website (LINK), or as described in this policy. Individuals who would like more information about filing a complaint are invited to contact the Title IX and Equity Services Coordinator for additional information.

**Complainant:** Any individual who has reported being or is alleged to be impacted by Prohibited Conduct as defined by this policy, and who was participating in a College program or activity at the time of the alleged misconduct.

**Confidential Resources:** any individual identified by the university who receives information about conduct prohibited under this policy in their confidential capacity and who are privileged under state law will not report prohibited conduct disclosed to them without written consent. Designation as a confidential resource under this policy only exempts such individuals from disclosure to the Title IX Coordinator. It does not affect other mandatory reporting obligations under state child abuse reporting laws, the Clery Act as a campus security authority, or other laws that require reporting to campus or local law enforcement.

**Consent** is knowing, voluntary and mutual decision among all participants to engage in sexual activity, expressed in words or actions. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct with that particular person or people.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Past consent does not imply future consent. A current or previous dating relationship is not sufficient to constitute consent.

The existence of consent is based on the totality of the circumstances, evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred. Silence or the absence of resistance alone is not consent. In Michigan, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity except in

limited circumstances dictated by law.

Consent can be withdrawn at any time during sexual activity through reasonable and clear communications through words or actions. When consent is withdrawn, sexual activity must stop.

Consent cannot be given if any of the following are present: Incapacitation, Force, or Coercion.

**Days:** any reference to days refers to business days when the College is in normal operation.

**Decisionmaker:** Trained professional designated by the College to decide responsibility, sanction, or appeals. A Decisionmaker may be one person or a panel of multiple people as determined by the College. When there is no hearing, the investigator may be appointed as the Decision Maker.

**Disclosure or Report:** A disclosure or report may be made by anyone, whether they learned about conduct potentially constituting sex discrimination under this policy, or whether they personally experienced such conduct. A person making a disclosure or report may or may not be seeking to initiate an investigation.

**Education Program or Activity:** The College's "education program or activity" includes all campus operations, including off-campus settings that are operated or overseen by the College, including, for example, field trips, online classes, and athletic programs; conduct subject to the College's disciplinary authority that occurs off-campus; conduct that takes place via College-sponsored electronic devices, computer and internet networks and digital platforms operated by, or used in the operations of, the College. Conduct that occurs outside of the education program or activity may contribute to a hostile environment within the program or activity.

**Finding:** a written conclusion by a preponderance of the evidence, issued by an Investigator, that the conduct did or did not occur as alleged.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing and informed consent (e.g., to understand the "who, what, when, where, why, and how" of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of a person's state and is not synonymous with intoxication, impairment, or being under the influence of drugs or alcohol. This policy also covers a person whose incapacity results from temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs, or who are sleeping.

Under this policy, the College will consider whether a respondent knew or should have known the complainant to be incapacitated, based on an objective, reasonable person standard that assumes the reasonable person is both sober and exercising sound judgment. The fact that the respondent was unaware of the complainant's incapacity due to the respondent's own drug or alcohol use shall not be considered as an excuse.

**No-Contact Directive:** A No Contact Directive is a document issued by a College administrator that is designed to limit or prohibit contact or communications between the parties. A No-Contact Directive may be mutual or



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unilateral, with the exception that a No-Contact Directive issued as either a sanction or remedy shall be unilateral, directing that the respondent not contact the complainant.

**Notice:** All notices under this policy are written and sent to the student or employee's assigned College email address or delivered via Certified Mail to the local or permanent address(es) of the parties as indicated in official College records, or personally delivered to the intended recipient.

**Party/parties:** Referring to complainant(s), respondent(s), or both/all complainant(s) and respondent(s).

**Remedies:** Remedies means measures provided, as appropriate, to a complainant or any other person the College identifies as having had their equal access to the College's education program or activity limited or denied by sex discrimination or other prohibited conduct covered by this policy. These measures are provided to restore or preserve that person's access to the education program or activity after a College determines that sex discrimination occurred. Only the complainant will be informed of any remedies pertaining to them. Some examples are academic support and/or opportunity to retake a class or resubmit work or time extensions on course or degree completion, or non-academic support such as counseling, or changes to work assignments or locations. The Title IX and Equity Services Coordinator is responsible for implementation of remedies.

**Respondent:** an individual, or group of individuals such as a student organization, who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct under this policy; or retaliation for engaging in a protected activity.

**Sanctions:** One or more of the sanctions or disciplinary steps listed here may be imposed on a respondent who is found responsible for a violation of the College's policies. Sanctions or disciplinary steps not listed here may be imposed in consultation with the Title IX Coordinator.

The form of sanction or discipline used will depend on the nature of the offense, as well as any prior disciplinary history. Such discipline or sanction will be imposed pursuant to and in accordance with any and all applicable College rules, policies, and procedures. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation.
- An individual's disciplinary history.
- Previous resolutions or allegations involving similar conduct.
- The need for sanctions/responsive actions to bring an end to the sex discrimination or retaliation.
- The need for sanctions/responsive actions to prevent the future recurrence of sex discrimination or retaliation.

- The need to remedy the effects of the sex discrimination or retaliation on the victim and the campus community.

Student sanctions imposed are implemented when the decision is final (after an appeal, or, if there was no appeal, after the appeals period expires).

Faculty found responsible for violating this policy may be referred to the appropriate academic official for any other applicable processes.

Possible sanctions and disciplinary steps for student respondents include, but are not limited to the following:

- Probation
- No contact orders
- Counseling
- Training or other developmental assignments
- Removal from class(es), housing, or suspension or dismissal from the institution

Sanctions for student respondents will be determined by the Assistant Dean of Students, or designee, and included in the Notice of Outcome to the extent permitted by FERPA.

Possible sanctions and disciplinary steps for employee respondents include, but are not limited to the following:

- Probation
- No contact orders
- Counseling
- Training or other developmental assignments
- Removal from class(es), housing, or suspension or dismissal from the institution

Remedies for the broader College population will be determined by the Dean of Students and Chief Human Resources Officer and can include, but are not limited, to developing educational materials on discrimination, harassment, and retaliation and this Policy for students and/or employees; increased security; conducting bystander intervention and prevention programs; and/or issuing Policy statements.

The sanctions available for those found responsible for Policy violations whose definitions are equivalent to the definitions of crimes covered by the Violence Against Women Act amendments to the Clery Act are limited to the following:

When an individual is found responsible for sexual assault, the following sanctions are available:

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- Expulsion or Termination
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative Leave without Pay
- Revocation of Admission and/or Degree
- Withholding Degree
- Demotion or changes to job responsibilities
- University Housing Suspension, Expulsion, or Restrictions
- No-Contact Requirements
- Restrictions on participation with College programs or activities
- Social Restrictions
- Loss of Privileges
- Education Sanctions
- Mandated Assessment(s)
- Removal from Grants
- Revocation of Scholarship(s)
- Revocation of Award(s)

When an individual is found responsible for domestic violence, the following sanctions are available:

- Expulsion or Termination
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative Leave without Pay
- Revocation of Admission and/or Degree
- Withholding Degree
- Demotion or changes to job responsibilities
- University Housing Suspension, Expulsion, or Restrictions
- No-Contact Requirements

- Restrictions on participation with College programs or activities
- Social Restrictions
- Loss of Privileges
- Education Sanctions
- Mandated Assessment(s)
- Removal from Grants
- Revocation of Scholarship(s)
- Revocation of Award(s)

When an individual is found responsible for dating violence, the following sanctions are available:

- Expulsion or Termination
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative Leave without Pay
- Revocation of Admission and/or Degree
- Withholding Degree
- Demotion or changes to job responsibilities
- University Housing Suspension, Expulsion, or Restrictions
- No-Contact Requirements
- Restrictions on participation with College programs or activities
- Social Restrictions
- Loss of Privileges
- Education Sanctions
- Mandated Assessment(s)
- Removal from Grants
- Revocation of Scholarship(s)
- Revocation of Award(s)

When an individual is found responsible for stalking, the following sanctions are available:

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- Expulsion or Termination
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative Leave without Pay
- Revocation of Admission and/or Degree
- Withholding Degree
- Demotion or changes to job responsibilities
- University Housing Suspension, Expulsion, or Restrictions
- No-Contact Requirements
- Restrictions on participation with College programs or activities
- Social Restrictions
- Loss of Privileges
- Education Sanctions
- Mandated Assessment(s)
- Removal from Grants
- Revocation of Scholarship(s)
- Revocation of Award(s)

**Student:** Any person who has (or will have) attained student status by way of:

1. Admission, housing or other service that requires student status.
2. Registration for one or more credit hours.
3. Enrollment in any non-credit, certificate or other program offered by the university.

## RESOURCES

**On-Campus, Confidential** These reporting options will maintain confidentiality unless required by law to break confidentiality. Any parties involved in a complaint may speak with:

**Wellness Center**, 313.664.7852

*Risk of Harm to Self or Others*

Mental health professionals are required to disclose information where there is an imminent threat of the person harming themselves or others.

**Local Support, Confidential**

**Hotlines**

Confidential sexual assault hotlines can provide support as well as information on medical care, reporting, and legal options.

- **Turning Point** (24-hour crisis hotline), 586-463-6990
- **Avalon Healing Services**, *A person can request counseling services at any time during their healing process, whether it be immediately after their experience with assault or years later. All services provided by Avalon are free and confidential. To schedule an appt, please call our main office at 313-964-9701 Monday – Friday during business hours: 9am – 5pm.*

### Crisis Hotline

- **Crisis Text Line** Text HOME to **741741** from anywhere in the United States, anytime.
  - Crisis Text Line is here for any crisis. A live, trained Crisis Counselor receives the text and responds, all from our secure online platform.
- **Suicide Prevention Lifeline:** 988

This line also offers free chat functions: <https://suicidepreventionlifeline.org/chat/>

**On-Campus, Non-Confidential** All CCS employees, excluding the confidential resources detailed above, are mandatory reporters under this policy and must share all the details of the reports they receive with designated College officials. Therefore, Complainants may want to consider carefully whether to share personally identifiable details with non-confidential employees.

Matters of concern can be shared with the designated Title IX Administrator below via email, phone or in person:

**Title IX Coordinator:** Jess Ettell Irvine, [titleix@ccsdetroit.edu](mailto:titleix@ccsdetroit.edu), 313.664.7676

*Additional Reporting Options*

**Dan Long**, [dlong@ccsdetroit.edu](mailto:dlong@ccsdetroit.edu)

Dean of Students

Yamasaki Building, 2nd Floor

313.664.7675

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Campus Safety<sup>8</sup>, 313.664.7444, 24 hours/day  
Director of Residence Life, 313.664.7678

#### 3.1.2 Anti-Harassment and Discrimination Policy

##### SCOPE

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions, and educational programs and activities and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. The College is committed to an inclusive community that respects and values all its members, including students, faculty, and staff. This Policy prohibits discrimination, including harassment, because of age, race, color, national origin, religion, marital status, disability or any other characteristic protected by law. This prohibition includes discrimination and harassment based on the perception of an individual's protected status, even if that perception is incorrect. The Policy applies to the administration of employment and educational policies, practices, programs, and activities.

Individuals interested in the policy related to discrimination on the basis of sex, gender, and/or gender identity should refer to the Title IX and Sexual Misconduct policy.

The Policy also prohibits retaliation against an individual: (1) who files a complaint or report of discrimination, harassment, or related misconduct; (2) against whom a complaint is filed; (3) who participates in the reporting, investigation, or adjudication of possible violations of this Policy; or (4) who engages in good faith opposition to what the individual reasonably believes to be discrimination, harassment, or related misconduct under this Policy. The Policy should be read in a way consistent with all applicable federal and state laws addressing discrimination, harassment, and related misconduct.

*Academic Freedom:* This Policy shall be applied in a way that is consistent with principles of academic freedom. The College is committed to the free and vigorous discussion of ideas and issues, which the College believes will be protected by this Policy. Academic freedom and the related freedom of expression include, but are not limited to, the civil expressions of ideas – however controversial – in the classroom, residence halls, and other teaching and student living environments.

##### Clery Act Obligations

**Campus Notification** Once a report of harassment or discrimination is made, the College will take all necessary steps to protect the campus and the person who has allegedly experienced harm. This may include alerting the campus of crimes that it determines pose a threat to members of the campus community. In making such determinations, the College will consider the safety

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<sup>8</sup>Campus Safety (<https://campus.collegeforcreativestudies.edu/campus-safety/>)

of students, faculty, and staff as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by the College, the name of any person involved will not appear on security alerts. To respect the privacy rights and choices of the person reporting, as well as the rights of a person being accused, the College will consider the wishes of all individuals involved in the incident to determine the level of specific information to include in the campus crime report.

**Campus Crime Reporting** In compliance with the Clery Act and the Violence Against Women Reauthorization Act of 2013, all members of the College, excluding confidential sources, notified of sexual misconduct (or certain other possibly criminal acts) are required to inform Campus Safety; and the incident will be included in campus crime statistics. The following information is included: crime, date, location, and status (i.e. student, faculty, staff, stranger, etc.) of the individuals involved in the crime. The College never includes the names of the Complainant or the Respondent in crime statistics, and the College will not otherwise include personally identifying information about the Complainant.

## PROHIBITED CONDUCT

**Discrimination** A discrete adverse action made against an applicant, student, or employee based on age, race, color, national origin, religion, marital status, disability, or any other characteristic protected by law. Discrimination can occur under this Policy in either an employment or an educational context. Discrimination also includes failing to provide reasonable accommodations to a qualified person with a disability or to reasonably accommodate an employee's religious beliefs or practices, as required by state and federal law.

**Harassment** Unwelcome verbal, visual, physical, electronic, or other conduct based that is sufficiently severe, persistent, or pervasive to unreasonably interfere with a person's ability to participate in or benefit from the College's education program or activity or to interfere with the terms or conditions of the person's employment, as judged by a reasonable person in the position of the individual subject to the conduct and considering all the circumstances. A report or complaint may allege conduct meeting this definition by a single individual or a series of acts by a number of individuals (e.g., within a particular office or department) that, when considered together, meets this definition (see definition of "hostile environment" below).

**Hostile Environment** A form of harassment, including retaliatory harassment, created by the cumulative effect of such conduct. This includes harassment by a number of individuals, where each individual's conduct may not be severe, persistent, or pervasive (and therefore warrant disciplinary action) but the cumulative effect of the conduct is; e.g., comments and actions by a number



### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT 65

of people in a particular program, office, department, or other organizational unit, with the unit being the Respondent.

**Retaliation** An adverse action carried out in response to good faith reporting of or opposition to discrimination or harassment or participation in the investigation of a complaint. Individuals are also protected from retaliation for making good faith requests for accommodation based on religion or disability. Retaliation can take the form of a discrete or individual act or ongoing harassing conduct. Adverse action does not include petty slights or trivial annoyances. Protected activity means (1) opposing a practice that is unlawful or that the individual reasonably believes is unlawful (2) filing a report, serving as a witness, assisting someone with a complaint, or participating in an investigation, proceeding, or hearing pertaining to discrimination, harassment or other prohibited conduct (3) participating in the College's reasonable accommodation processes.

#### RELATED DEFINITIONS

**Complainant:** the person subjected to alleged misconduct.

**Formal Complaint:** formal notification, either orally or in writing, of the belief that discrimination, harassment, or retaliation has occurred.

**Preponderance of the Evidence:** the evidence must show that, more likely than not, the alleged discrimination, harassment, or retaliation occurred.

**Respondent:** the organizational unit (e.g., office, department, program) or person accused of discrimination, harassment, or retaliation.

#### AMNESTY

When conducting the investigation, the College's primary focus will be on addressing the misconduct and not on other College Policy violations that may be discovered or disclosed. Fear of conduct or disciplinary violations should not be a deterrent for anyone to report an incident of misconduct. Persons reporting misconduct will be granted amnesty from College disciplinary processes if College alcohol or other non-violent Policy violations are discovered during an investigation. This same amnesty will be granted to witnesses asked to participate in the complaint resolution process.

#### TIMELY REPORTING & CRISIS ASSISTANCE

The College supports and encourages anyone who has been subject to harassment or discrimination to report the incident to the reporting source of their choice. Prompt reporting may preserve options, including the preservation of physical evidence, crisis counseling, and immediate police response. However, anyone can report an incident at any time.

**REPORTING RESOURCES**

**On Campus Resources for Students** Title IX and Equity Services Coordinator titleIX@ccsdetroit.edu

Dean of Students 313.664.7675 M-F 8:30 am – 4:30 pm

Campus Safety<sup>9</sup> 313.664.7444 24 Hours

Director of Residence Life 313.664.7678 M-F 8:30 am – 4:30 pm

**On Campus Resources for Faculty/Staff** Title IX and Equity Services Coordinator titleIX@ccsdetroit.edu

Chief Human Resources Officer 313.664.7650 M-F 8:30 am – 4:30 pm

Campus Safety<sup>10</sup> 313.664.7444 24 Hours

Provost/Vice President of Academic Affairs/CAO 313.664.7696 M-F 8:30 am – 4:30 pm

Off-Campus Resources for Students and Faculty/Staff

Wayne State Police<sup>11</sup> 313.577.2222 24 Hours

**RIGHTS OF PARTIES**

An applicant, student, employee, or visitor, or other third-party harassment may file a complaint. The following rights will be provided to any party named in a complaint process as well as the options available for assistance and how to request supportive measures.

1. A prompt, fair, and impartial investigation of all credible complaints.
2. Not be discouraged by College officials from filing or participating in a complaint.
3. Not to be retaliated against for filing or participating in a complaint in good faith.
4. To know the evidentiary standard the College applies during the complaint resolution process is the preponderance of the evidence standard.
5. To reasonably prompt time frames for completion of the investigation process, recognizing this is influenced by the facts and circumstances.
6. To have an advisor of choice accompany and assist throughout the complaint resolution process.
7. To an outcome based solely on the preponderance of reasonably available and relevant evidence presented during the complaint resolution process.
8. To petition that anyone involved in the complaint resolution process be removed due to bias or conflict of interest.

<sup>9</sup>Campus Safety (<https://campus.collegeforcreativestudies.edu/campus-safety/>)

<sup>10</sup>Campus Safety (<https://campus.collegeforcreativestudies.edu/campus-safety/>)

<sup>11</sup>Wayne State Police (<https://police.wayne.edu/>)

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9. To be informed of the outcome and sanction within the bounds of what is legally permissible.
10. To appeal the finding and sanction in accordance with this Policy.
11. Assurance that the College will take steps to prevent recurrence of any discrimination, harassment, or retaliation and, when appropriate, to remedy the discriminatory effects on the Complainant and others involved/affected.

For harassing conduct that might be criminal in nature, Complainants will be notified of the option to contact proper law enforcement authorities, including Campus Safety and local police. The College will notify Wayne State or Detroit Police if a student or employee submits a Personal Protection Order (PPO) to Campus Safety and receives a report that the order was violated.

**Disability accommodations** Parties and witnesses with documented disabilities have a right to reasonable disability-related accommodation needed to participate in the complaint resolution process. To request such accommodation, students should contact the Dean of Students and employees and others should contact the Chief Human Resources Officer.

#### **SUPPORTIVE MEASURES IN HARASSMENT MATTERS**

Students and employees of the College can contact the Office for Institutional Equity and Inclusion to request supportive measures. Supportive measures are available to a Complainant before or after the filing of a complaint or where no complaint has been filed, and to an individual Respondent after a complaint has been filed.

When the Title IX and Equity Services Coordinator, or any College official with authority to institute corrective measures, learns of possible misconduct, the Title IX and Equity Services Coordinator will promptly contact the Complainant to discuss the availability of supportive measures and explain the process for filing a formal complaint. The Title IX and Equity Services Coordinator will assist the Complainant and all parties in obtaining supportive measures and is responsible for coordinating their effective implementation.

Supportive measures may be available even if the alleged conduct does not meet the definitions of misconduct in this Policy. The College will maintain confidential any supportive measures to the extent that maintaining such confidentiality would not impair the ability of the College to provide the measures.

The College may remove a student Respondent on an interim basis if the College determines that the Respondent poses an immediate threat to the physical health or safety of the Complainant or any other student or employee arising from the allegations of misconduct. This decision will be made by a team led by the Student Concerns Committee based on an individualized safety and risk analysis, and the Respondent will be provided with notice of the decision and an opportunity to challenge the decision by meeting with the Dean of Students immediately following the removal.

The Chief Human Resources Officer may place a non-student employee Respondent on administrative leave during the pendency of a grievance process.

### **ROLE OF ADVISORS**

All parties are entitled to an Advisor of their choosing to guide and accompany them throughout the resolution process. The Advisor may be a College employee, friend, mentor, family member, or any other person a party chooses to advise them. A list of College advisors can be provided to parties upon request.

The parties are entitled to be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present. In some circumstances, the College may meet with a party before they may have established an advisor, but will not require the party to answer questions and/or give a statement unless the party chooses to do so.

All Advisors are subject to the same campus policies and procedures. An advisor is not permitted to engage in the grievance process on a party's behalf or participate directly in any related meeting or proceeding. Advisors may quietly consult with their advisee during a related meeting that does not disrupt or interfere with it. Advisors should request or wait for a break in the proceeding if they want to have a longer or more involved discussion with their advisee or wish to interact with campus administrators.

All parties are expected to be the main source of communication with campus administrators. Advisors may not initiate communication with campus administrators on behalf of their advisee in person or via technology (i.e.: phone and/or email). Campus administrators will not be expected to communicate with the advisor whenever a communication is made to the party and expect each party to take responsibility to share communications with their advisor as appropriate.

Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity, and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

Advisors are expected to refrain from interference with the College investigation and resolution. Any Advisor who steps out of their role in any meeting under the campus resolution process will be warned once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor's role, the Advisor will be asked to leave the meeting. When an Advisor is removed from a meeting, that meeting will typically end unless the party agrees to participate without their Advisor present. Subsequently, the Title IX and Equity Services Coordinator will determine whether the Advisor may be reinstated or will need to be replaced by a different Advisor.

Advisors are expected to maintain the privacy of the records shared with them by the College. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect

### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT<sup>69</sup>

the sensitive nature of the process or who fails to abide by the College's privacy expectations.

The College expects an Advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an Advisor's inability to attend. The College will, however, make provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change Advisors during the process and is not locked into using the same Advisor throughout. The parties must advise the College of the identity of their Advisor at least two (2) business days before the date of their first meeting.

#### INITIATING A COMPLAINT

Complaints of discrimination, harassment, and retaliation can be filed with the Title IX and Equity Services Coordinator or the Office of Human Resources.

Jess Ettell Irvine Title IX and Equity Services Coordinator Institutional Equity and Inclusion<sup>12</sup> 313.664.7676 [titleix@collegeforcreativestudies.edu](mailto:titleix@collegeforcreativestudies.edu)

Raquel Diroff Chief Human Resources Officer Office of Human Resources<sup>13</sup> 313-664-7651 [rdiroff@collegeforcreativestudies.edu](mailto:rdiroff@collegeforcreativestudies.edu)

Complaints of discrimination, including discrete acts of retaliation, must be filed within one (1) year of the date of the alleged discrimination. Complaints of harassment, including retaliatory harassment, can be filed if the Respondent remains a part of the College community. However, the sooner a complaint is filed, the more effectively it can be investigated (e.g., while witnesses are still available, memories are fresh, and documentation may still be available).

The College may dismiss a complaint, or any allegations within the complaint, if:

1. The Complainant subsequently asks to withdraw it;
2. The Respondent is not or is no longer enrolled in or employed by the College; however, if the Respondent subsequently seeks to re-enroll or be rehired, the complaint may be reopened and the complaint resolution process completed as a condition for re-enrollment/rehire.

In any case, in which the College dismisses a complaint, the College will provide simultaneous written notice to both parties, including the opportunity to appeal the decision.

The College will utilize all relevant internal disciplinary and administrative processes, as well as external criminal and civil reporting mechanisms, deemed

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<sup>12</sup>Institutional Equity and Inclusion

(<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/>)

<sup>13</sup>Office of Human Resources

(<https://campus.collegeforcreativestudies.edu/human-resources/>)

appropriate when information pertaining to discrimination, harassment, or retaliation is reported. The investigator shall resolve all alleged violations of the Student Code of Conduct, the Staff Handbook, or the Faculty Handbook arising from the same set of circumstances as the allegations of conduct prohibited by the Policy.

### **PARTICIPATION BY PARTIES AND WITNESSES**

Members of the College community are expected to cooperate in the College's investigation with integrity and act in good faith. The College cannot compel a person to participate in a process. Investigations will proceed based on reasonably available information. The College will not restrict the ability of either party to discuss the allegations under investigation with others or to gather and present relevant evidence. If a minor is either a Complainant or a Respondent, the College will notify the minor's parent(s) of all proceedings in this Policy and allow them to participate in those proceedings.

**False Reporting** Any member of the College community who knowingly files a false report of harassment and/or discrimination, or who knowingly provides false information to or intentionally misleads College officials who are investigating or reviewing a report of alleged discrimination, retaliation, or harassment, is subject to disciplinary action, up to and including discharge for employees and dismissal for students.

### **TIMELINE FOR RESOLUTION**

The College endeavors for the investigation and resolution of a complaint to be completed within a reasonably prompt timeframe, typically 60 business days of receipt of the initiation resolution process. The College may extend this timeframe, or any component timeframes, for good cause. If the College requires an extension of a timeframe, the College will provide written notice to the Complainant and Respondent and provide the reason for the delay.

### **OPTIONS FOR RESOLUTION**

**Agreement-based resolution** After a formal complaint has been filed, the Title IX and Equity Services Coordinator will offer the parties the opportunity to participate in an agreement-based resolution. An agreement-based resolution may be used only when both parties agree, in writing, to the use of the resolution process. The Coordinator must also agree that the matter is suitable for resolution using the agreement-based resolution process. Agreement-based resolution may be used any time after a formal complaint has been filed but before a determination is made. The parties have the right to end the agreement-based resolution process and resume the investigation and grievance process at any time prior to agreeing to a resolution.

### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT 71

A party interested in an agreement-based resolution should contact the Coordinator. The Coordinator will provide the parties with written notice disclosing the allegations, the requirements of the agreement-based resolution process, and any consequences resulting from participating in the agreement-based resolution process, including the records that will be maintained or could be shared. Before beginning the process, the parties must provide voluntary, written consent.

Agreement-based resolution will be facilitated by a trained faculty or administrator. The College will attempt to complete the resolution process within 45 calendar days after the agreement to participate is signed; this timeframe may be extended for good cause, with written notification provided to the parties of the extension and the reasons for it.

Once the matter is resolved through the agreement-based resolution process, it is considered final, and is not subject to appeal.

#### **Formal Resolution**

**Notice** Upon receipt of a complaint, the Title IX and Equity Services Coordinator, or designee, will provide written notice to the Complainant and to the Respondent that includes:

1. An explanation of the complaint procedures.
2. A description of the allegations.
3. A statement that the individual Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation and adjudication process.
4. An explanation that any party may have an advisor of their choice.

Information about the prohibitions against retaliation and against knowingly making false statements or knowingly submitting false information.

If, during an investigation, the Coordinator decides to investigate allegations that were not included in the original notice, the Coordinator will provide written notice of the additional allegations.

**Investigation Standard** Complaints under these procedures will be assessed using the preponderance of evidence standard — the evidence must show that, more likely than not, the alleged discrimination, harassment, or retaliation did occur.

**Investigative Process** The Title IX and Equity Services Coordinator, or designee, will appoint a qualified investigator to conduct the investigation and prepare an investigative report. The parties to a complaint may raise issues of bias or conflict of interest with the investigator or anyone from the College

involved in conducting or managing the complaint resolution process. The Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify an individual involved in the complaint resolution process absent a demonstrated bias or conflict.

After meeting with the Complainant and the Respondent or receiving their written statements, the investigator will gather and review any additional information and documents the investigator deems relevant, including but not limited to student and personnel files, witness statements, law enforcement and investigation documents, and additional statements from the Complainant and the Respondent. In any meetings or conversations with the investigator, any party to a complaint can be accompanied by an advisor of their choice. However, an advisor cannot speak for the party they are advising; rather, the advisor's role will be limited to quietly conferring with the party.

The investigator will create a preliminary investigation report summarizing the relevant evidence collected.

The preliminary investigation report will be provided to the Complainant and the Respondent, with five (5) business days to respond with any information they deem to be incorrect or incomplete, or to provide additional information that they believe should be included.

The investigator will review the parties' responses to the preliminary investigation report and conduct additional investigation, if warranted. If the investigator collects additional evidence, the investigator will give the parties an opportunity to review and respond.

The investigator will then create a final investigation report which will contain an analysis of the allegations and findings of whether a policy was violated.

The Complainant and Respondent may request a written update at any point from the Coordinator at any time.

### **SANCTIONS/REMEDIES**

Remedies for student and third party/visitor Complainants (where the third party/visitor is participating in or attempting to participate in a College program or activity) will be determined by the Dean of Students; remedies for employees will be determined by the Chief Human Resources Officer. Remedies can include, but are not limited, to housing changes, changes in grades, counseling services, medical services, promotion (e.g., where an employee-Complainant was denied a promotion as part of the harassment), enrollment or re-enrollment, reinstatement, academic support services, and other measures designed to put the Complainant in the position they would have been in had the discrimination, harassment, or retaliation not occurred.

In cases of harassment, including retaliatory harassment, sanctions for student Respondents will be determined by the Dean of Students and included in the Notice of Outcome to the extent permitted by FERPA. Sanctions for employee Respondents will be determined by the Chief Human Resources Officer and included in the Notice of Outcome.



### 3.1. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT<sup>73</sup>

The range of sanctions under this Policy include, but are not limited to, institutional probation, no contact orders, counseling, training or other developmental assignments, removal from class(es), housing, or suspension/dismissal/termination from the institution.

Remedies for the broader College population will be determined by the Dean of Students or Human Resources Office and can include, but are not limited, to developing educational materials on discrimination, harassment, and retaliation, increased security, conducting bystander intervention and prevention programs, and/or issuing Policy statements.

#### **APPEALS**

**Procedure** Both the Complainant and the individual Respondent are entitled to appeal the decision of the Investigator. An appeal must be filed, in writing, within 5 business days of the written Notification of Outcome. The appeal should be submitted to the Title IX and Equity Services Coordinator via email.

The Coordinator will appoint an appeal body. Members of the Appeal Body may recuse themselves if a relationship with a party or prior knowledge of the complaint would compromise their impartiality.

Any party may raise conflicts of interest regarding the Appeal Body. The Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify an Appeal Body member absent a demonstrated bias.

The Appeal Body will first determine whether the appeal meets the grounds for appeal. If the appeal is not based on proper grounds for appeal, it may be rejected. If so, the Appeal Body will notify all parties within 10 business days of the appeal filing that the appeal will not be reviewed.

If the appeal satisfies the grounds for appeal, the Appeal Body will issue a finding, typically within 15 business days of the appeal being filed. The Appeal Body reserves the right to extend their review period and will notify the parties, in writing, of this extension. The Complainant and the Respondent will be notified simultaneously and in writing when such results become final.

All decisions by the Appeal Body are final.

In cases in which a College office, department, or other organizational unit was accused of discrimination, harassment, or retaliation, that unit cannot appeal a finding of a violation of this Policy or of the remedies imposed.

#### **Grounds For Appeal**

1. New evidence not reasonably available at the time of the decision regarding dismissal or violation of the Policy was made that could affect the outcome.
2. Those involved in the complaint resolution process had a conflict of interest or bias that affected the matter's outcome.
3. Procedural irregularities that substantially affected the outcome.

### 3.1.3 Intimate Relationships

#### Between Students And Faculty

Faculty members are in positions of authority and influence in regard to students. Therefore, intimate relationships between a faculty member and student, whether or not the student is in the faculty member's class or department, can compromise the integrity of the student-faculty relationship. Faculty members, therefore, may not engage in romantic or intimate relationships with students, even if the relationship is welcomed and wholly consensual.

#### Between Non-Supervisory Official And Faculty/Staff

Consensual relationships between a non-supervisory official and a faculty/staff person, while not prohibited, must be disclosed to the Human Resources Director so that the Director can take any steps necessary to protect the parties involved and avoid even the appearance of favoritism.

## 3.2 Alcohol and Other Drug Policy for Students, Faculty and Staff

(updated July 2023)

### 3.2.1 Introduction

The College for Creative Studies is committed to providing a safe, healthy learning community for all its members. The College recognizes that the improper and excessive use of alcohol and other drugs may interfere with the College's mission by negatively affecting the health and safety of students, faculty and staff. Due to the harm caused by excessive and illegal use of alcohol and other drugs, the College has a vested interest in establishing policies to prohibit unlawful behavior and sanctions to address policy violations by members of the CCS community.

Under the **Drug-Free Workplace Act** and the **Drug-Free Schools and Communities Act**, the College is required to have an alcohol and other drug policy and must distribute this policy annually to all employees and students. This Policy must outline the College's prevention, education and intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

## 3.2. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>75</sup>

### 3.2.2 Scope

This policy applies to all faculty and staff, as well as students enrolled in credit bearing and non-credit bearing courses at CCS, including any and all programs located off site. Guests, on campus or at College events, who are violating a College policy, may be asked to leave campus/the event and their CCS host will be held responsible for their guest's actions.

Students visiting other countries to attend academic programs are reminded that they may be subject to arrest and legal sanctions for alcohol and drug offenses under the laws and regulations of that particular country or institution in addition to the judicial process of the College.

### 3.2.3 Definitions

The following terms are defined for the purposes of this policy and are important for purposes of expressing the College's policy on a drug and alcohol-free environment:

**College** refers to the College for Creative Studies.

**College activities** include programs affiliated with the College, including study-abroad programs, and any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the College or any officially recognized student organization.

**College premises** includes all buildings and land owned, leased, or used by the College (including adjacent streets and sidewalks), and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the College.

**Controlled Substance** means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15.

**Contract** means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

**Conviction** means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

**Criminal drug statute** means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.

**Drug** For the purpose of this Policy, the term "drug" includes:

- controlled substances, as defined in 21 USC 812, which cannot be legally obtained

- legally obtainable controlled substances which were not legally obtained, including;
- Prescribed drugs when prescription is no longer valid (e.g. use of medication after a course of treatment is completed);
- Prescribed drugs used contrary to the prescription;
- Prescribed drugs issued to another person.

**Federal agency or agency** means any United States executive department, military department, government corporation, government-controlled corporation, or any other establishment in the executive branch, or any independent regulatory agency.

**Guest** means a person who is not a direct member of the College community, such as a student or employee.

**Host** means the person who is responsible for a guest being on campus or at a College event.

**Illicit drug use** means the use, manufacture, sale, distribution, dispensation, or possession of illegal drugs.

**Over the Counter Substances** means items that are available for purchase from retailers that do not need a prescription.

**Prescribed Drug** means any substance prescribed for use by a licensed medical practitioner.

**Student** means an individual registered or enrolled for a credit or non-credit course or program offered by the College.

### 3.2.4 CCS Alcohol and Drugs Policy

All members of the CCS community also are governed by laws, regulations and ordinances established by the state and local municipalities and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

#### Alcohol

Employees, students, and campus guests, regardless of age, are expected to refrain from the possession, consumption or transportation of alcoholic beverages while on any part of the campus or at College-sponsored/supported events, while driving a College vehicle or while otherwise engaged in College business. Possession of an empty container of an alcoholic beverage will be dealt with as though the individual responsible for the empty container consumed the contents.

The only exception to this Policy is that individuals of legal age may consume alcohol on College property in a manner consistent with College policy and State of Michigan law within the approved designated area of events coordinated by the President of the College. To request an exception to this Policy for events not

### 3.2. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>77</sup>

coordinated by the President, approval must be obtained from the employee's Vice President or Dean with final approval given by the President of the College using the Request for Approval to Serve Alcohol at a CCS Sponsored Event form (see link at the end of this paragraph). For all College related events involving alcohol, a licensed, third-party bartender must be present to serve the alcohol and the bartender must refrain from using a tip jar.

CCS Request Approval to Serve Alcohol – Revised Feb 2020<sup>14</sup>

#### **Drug/Controlled Substance**

Students, CCS employees and guests are prohibited from using, possessing, transferring or selling any illegal drug, controlled substance, or related paraphernalia, including hookahs, while on any part of the campus or at College sponsored/supported events.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on College property, while driving a College or privately owned vehicle, or while otherwise engaged in College business. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in conviction with jail time.

#### **CCS Alcohol And Other Drug Prevention Strategies**

The College uses the following strategies to provide a positive influence on the campus culture regarding alcohol and drug abuse:

- Students, employees and campus guests, regardless of age, are expected to refrain from the possession, consumption or transportation of alcoholic beverages on campus. (see details and exceptions described in the above section)
- Alcohol and drug awareness education is provided to all new students during New Student Orientation
- Providing education and awareness activities
- All student social, extracurricular, and public service options are substance-free
- Prohibiting the marketing and promotion of alcohol and other drugs
- Developing and enforcing campus policies and enforce laws to address high-risk and illegal alcohol and other drug use
- Providing early intervention and referral for treatment

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<sup>14</sup>CCS Request Approval to Serve Alcohol – Revised Feb 2020  
<https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/CCS-Request-Approval-to-Serve-Alcohol-Revised-Feb-2020.pdf>

### Health Risks

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral and social problems. Below is a general description of the health risks associated with drug use.

**ALCOHOL** Can cause short-term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long-term effects include risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

**AMPHETAMINES** Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; long-term effects include physical and psychological dependence and withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

**CANNABIS** Can cause short-term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long-term health effects include permanent damage to lungs, reproductive organs and brain function; can interfere with physical, psychological, social development of young users.

**COCAINE** (crack) Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; anxiety, restlessness, hostility, paranoia, confusion; long-term effects may include damage to respiratory and immune systems; malnutrition, seizures and loss of brain function; highly addictive.

**DESIGNER DRUGS/SYNTHETIC CANNABINOIDS** (bath salts, K2, spice) Can cause short-term effects such as elevated heart rate, blood pressure and chest pain; hallucinations, seizures, violent behavior and paranoia; may lead to lack of appetite, vomiting and tremor; long-term use may result in kidney/liver failure, increased risk of suicide and death.

**HALLUCINOGENS** (PCP, LSD, ecstasy, dextromethorphan) Can cause extreme distortions of what is seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.

**INHALANTS** (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons) Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.

**OPIATES/NARCOTICS** (heroin, morphine, opium, codeine, oxycodone, china white) Can cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; long-term use leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and hepatitis; highly addictive, tolerance increases rapidly.

**SEDATIVES** Can cause reduced reaction time and confusion; overdose can

### 3.2. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>79</sup>

cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death; long-term use can produce physical and psychological dependence; tolerance can increase rapidly.

**TOBACCO** (cigarettes, cigars, chewing tobacco) Can cause diseases of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract such as Chronic Obstructive Pulmonary Disease (COPD) and emphysema, and cancer, particularly lung cancer and cancers of the larynx and mouth; nicotine is highly addictive.

For an extensive list of health-related risks please visit The National Institute on Drug Abuse.<sup>15</sup>

### 3.2.5 Counseling and Treatment Programs

#### Students

All students are encouraged to seek help early if they feel they have a problem with drugs and/or alcohol and to learn how to assist others with substance abuse problems. With early assistance, it is less likely that serious consequences will result from an alcohol or drug problem.

The College offers the following alcohol and drug abuse services:

#### Information and Referral

All students are eligible to consult with the professional staff of the Wellness Center; personal counselors and/or health care professional, regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners.

#### Individual Counseling

Individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely that students will be referred out for alcohol and drug dependence. This service is available to students at no charge.

#### Contact Information

Personal Counseling – 313-664-7852 or 313-664-7838

College Nurse – 313-664-7982

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<sup>15</sup>The National Institute on Drug Abuse ( <http://www.drugabuse.gov/> )

### Employees

Alcohol and drug abuse rehabilitation and assistance programs are available through the College's health benefit program and Ulliance (employee assistance program) with both in-patient and out-patient programs. Employees with alcohol or drug abuse problems are strongly encouraged to participate in these programs. Employees may contact the Office of Human Resources to seek counseling assistance and/or referral to an appropriate outside agency. All communications between employees and CCS or outside agencies are strictly confidential.

### Contact Information

Human Resources – 313-664-7652

Ulliance (Employee Assistance Program) – 888-333-6269

Blue Cross Blue Shield of Michigan – 800-637-2227

Blue Care Network – 800-662-6667

### Community Resources

Narcotics Anonymous<sup>16</sup> – [www.na.org](http://www.na.org)

Alcoholics Anonymous<sup>17</sup> – [www.aa.org](http://www.aa.org)

Al-anon<sup>18</sup> – [www.al-anon.alateen.org](http://www.al-anon.alateen.org)

For friends, relatives and domestic partners who are coping with a loved one's alcohol or drug use.

Free Rehab Centers – Detroit - <https://www.freerehabcenters.org/city/mi-detroit><sup>19</sup>

### CCS Sanctions

The use or abuse of alcohol and other drugs also increases the risks for behavioral and social problems such as negative effects on academic work performance; conflicts with co-workers, classmates, family, friends and others; conduct problems resulting in disciplinary action, including loss of employment or dismissal from an academic program; and legal problems resulting in ticketing, fines and imprisonment.

### Students

When a student is found responsible for violating the CCS Alcohol and Other Drug Policy, their case will be evaluated and an appropriate sanction will be implemented.

The sanctions described are minimum sanctions and do not limit the disciplinary power of the College in any matter involving Code of Conduct violations.

<sup>16</sup>Narcotics Anonymous ( <http://www.na.org/> )

<sup>17</sup>Alcoholics Anonymous ( <http://www.aa.org/> )

<sup>18</sup>Al-anon ( <http://www.al-anon.alateen.org/> )

<sup>19</sup>Free Rehab Centers – Detroit<https://www.freerehabcenters.org/city/mi-detroit>



### 3.2. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>81</sup>

A **Warning** is a written notification that a particular action is not acceptable.

**Disciplinary Probation** is a formal written notice that a student is in poor judicial standing with the College.

**Loss of College Housing Eligibility** (if applicable) is the termination of a student's admissibility to live in College housing.

**Suspension** is the termination of an individual's status as a student, with the loss of all rights and privileges, for a specific time period.

**Dismissal** is the permanent termination of an individual's status as a student, with the loss of all rights and privileges.

**Community Service Hours** is a required number of hours to be worked in unpaid College or public service within a specific period of time.

**Educational Project** is a project that is focused on educating the student about a particular issue.

#### **Employees**

CCS will take appropriate action, up to and including immediate termination, with employees in violation of this policy. Employees are notified that action under this policy may include requiring successful participation in an alcohol or drug rehabilitation or assistance program as a condition of continued employment.

#### **External Sanctions**

##### **Federal Law**

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin, cocaine, marijuana and prescription drugs;
- Forfeiture of personal and real property;
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

A full description of federal sanctions for drug felonies can be found at: <sup>20</sup>. This section is not intended as legal advice; consult with an attorney regarding your specific legal issues.

<sup>20</sup>DEA Drug Policy <https://www.dea.gov/drug-information/drug-policy>

### Michigan Law

**Alcohol:** Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings. There also is a provision for possible imprisonment or probation for a second or subsequent offense. Use of false identification by minors in obtaining alcohol is punishable with a fine, loss of driver's license, probation and community service.

Individuals can be arrested and possibly convicted of Operating While Intoxicated with a blood alcohol concentration (BAC) level at .08 or higher, or the lesser offense of Operating While Visibly Impaired for BAC less than .08. Operating a motor vehicle with a BAC of .17 or higher may subject an individual to a charge of Operating While Intoxicated with a High BAC. All of these drunk driving charges are misdemeanors that carry potential jail time. If a student is under 21, there is a "zero tolerance" law in the state of Michigan and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for Operating While Intoxicated, if applicable. All of these driving offenses can result in the suspension of driving privileges in the State of Michigan.

**Medical Amnesty as a result of alcohol intoxication:** To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention, the State of Michigan provides for medical amnesty to remove perceived barriers to calling for or seeking help.

Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content.

The medical amnesty law provides an exemption from prosecution for the following:

- A minor (under the age of 21) who, after consuming alcohol, voluntarily presents themselves to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
- Any minor (under the age of 21) who accompanied an individual who, after consuming alcohol, voluntarily presented themselves to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
- Any minor (under the age of 21) who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern.

**Medical Amnesty as a result of an overdose of any controlled substance, including a prescription drug:** To better ensure that individuals

### 3.2. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>83</sup>

at medical risk as a result of an overdose of any controlled substance, including a prescription drug, will receive prompt and appropriate medical attention, the State of Michigan provides for medical amnesty to remove perceived barriers to calling for or seeking help.

The medical amnesty law provides an exemption from prosecution for the following when the amount of the drug possessed is sufficient only for personal use:

- Any individual who voluntarily seeks medical assistance for themselves as a result of an overdose of any controlled substance, including a prescription drug.
- Any individual who accompanies or procures medical assistance for another individual as a result of an overdose of any controlled substance, including a prescription drug.
- Any individual who as a result of an overdose of any controlled substance, including a prescription drug, is presented for medical assistance by a third party.

The College for Creative Studies maintains the discretion to refer the individual for appropriate educational intervention(s).

**Marijuana:** On November 6, 2018, Michigan voters passed Proposal 18-1, which legalizes possession and use of limited amounts of recreational marijuana by individuals 21 years and older. Neither this new state law, nor the Michigan Medical Marijuana Act, authorize the use or possession of marijuana on any property owned or managed by CCS and by CCS' faculty, staff, or students on any CCS property or during off-campus CCS business or events.

Marijuana possession and use remains illegal under federal law and is categorized as an illicit substance under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Therefore, even though the State of Michigan has legalized limited amounts of marijuana for recreational or medicinal use for some individuals, the possession, use, storage, and cultivation of marijuana remains prohibited for all faculty, staff and students under CCS policy.

Employees and students who violate CCS policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action.

#### **Sanctions for Illegal Use, Possession and/or Delivery of Controlled Substances**

A full description of the State of Michigan sanctions for the controlled substances (Public Health Code Act 368 of 1978) can be found at: Public Health Code Act 368 of 1978 Part 74 Offenses and Penalties<sup>21</sup>. This section is not

<sup>21</sup>[http://www.legislature.mi.gov/\(S\(gqky0qhoaxkq5ctxiinhlcgi\)\)/mileg.aspx?page=getObjectobjectName=mcl-368-1978-7-74](http://www.legislature.mi.gov/(S(gqky0qhoaxkq5ctxiinhlcgi))/mileg.aspx?page=getObjectobjectName=mcl-368-1978-7-74)

intended as legal advice; consult with an attorney regarding your specific legal issues.

### **Employee Reporting Requirement**

Under the Drug-Free Workplace Act, in addition to the other requirements of this Policy, the College requires all employees who work in any capacity under a federal grant or contract to notify his or her supervisor or department head in writing of his or her conviction for a violation of any criminal drug statute occurring in the workplace or on work-related activities no later than five (5) calendar days after such conviction. The supervisor or department head will notify the Office of Human Resources.

### **Distribution of Policy**

A copy of this Policy statement will be distributed to all faculty, staff and students annually via email at the beginning of fall and winter semesters. New employees will receive this information from Human Resource when they are hired. Prospective students and employees are made aware of this policy upon their initial connection to the College.

### **Review of the College's Prevention Program and Policy**

Annually, the College shall review its Alcohol and Other Drug Policy and prevention strategies to determine effectiveness and to ensure that the College's disciplinary sanctions are consistently enforced. This annual review will be conducted in May and the minutes from the review are available to students and employees upon request.

### **For More Information**

For more information concerning this Policy, employees should contact the Office of Human Resources at 313-664-7652 and students should contact the Office of Student Affairs at 313-664-7879.

## **3.3 Weapons**

Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances on College premises is expressly prohibited. Weapons, explosives, and other hazardous objects or substances covered by this regulation shall include, but not be limited to, the following:

- all handguns, rifles, and shotguns
- all longbows, crossbows, and arrows

- all knives having a blade length of three inches or more that are not solely used for the purpose of creating art or for the preparation and eating of meals
- all BB guns, pellet guns, air/CO2 guns, blow guns, paint guns, splat balls and altered toy guns
- all fireworks
- all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels
- any martial arts weapons, e.g., numb chucks and throwing stars
- any substance that is considered poisonous
- any item used as a weapon in the commission of a crime
- any operative animal trap or other device that is used to ensnare animals.

### 3.4 Confidentiality

Due to the nature of the College's work, you may be privy to confidential information. Certain information is required to be confidential by law, while other material must remain confidential in order to comply with contracts or good professional practice.

If you have access to confidential information, you must not disclose it to anyone inside or outside the College unless express authorization has been obtained from the College. If you have any questions about the confidentiality of the work you perform or the information that you receive, either in written or verbal form, please contact your supervisor or the director of Human Resources.

### 3.5 Employee Conflict of Interest

CCS administrative staff should avoid situations where their own interests materially conflict with their obligations to CCS, or create the perception of a conflict. All decisions and actions by administrative staff in the course of their professional responsibilities are to be made consistent with their obligations to CCS.

Generally, a conflict of interest arises when an administrative staff member has a personal or financial interest in a transaction or event – or is a party to a transaction or event – that might adversely affect his or her judgment in performing professional or employment duties for CCS. Examples of potential conflicts of interest include, but are not limited to, the following:

1. Engaging in any business with, or employment by, an employer that is in competition or in conflict with any transaction, activity, or objective of CCS.

2. Engaging in business with or employment by a supplier of goods or services to CCS without prior approval of CCS.
3. Using equipment, supplies, or services owned or provided by CCS in conjunction with any external work, without obtaining prior agreement in writing from CCS.
4. Making use of any confidential information acquired through employment with CCS for personal profit or advantage, or the advantage of a third-party.
5. Publicly associating CCS or its prestige with an outside business interest for personal gain.

Administrative staff members who believe they have a financial, personal or professional interest that is (or could potentially become) a conflict of interest must fully disclose the nature of the potential conflict in writing to the Director of Human Resources. All decisions concerning whether a conflict of interest exists are within the sole discretion of CCS.

### 3.6 Health and Safety

CCS is committed to a safe and healthful environment. We observe all federal, state and local laws governing occupational health and safety. Our policies encourage adherence to safe and healthful work practices.

Each employee is required to perform their job in a safe and careful manner. If required by law or best practices, use protective clothing or devices. If any employee observes any dangerous or potentially harmful situation, they are required to report it to their immediate supervisor or the Director of Facilities and Administrative Services. Each employee is asked to submit suggestions concerning safety in the workplace to their immediate supervisor. While direct responsibility for the safety of any operation rests with the supervisor of that operation, each employee is personally responsible for performing assigned duties with the primary concern for their own safety, as well as the safety of students and other CCS employees.

CCS Safety Rules:

1. Any accident or injury requiring medical attention must be immediately reported to a supervisor and the Office of Human Resources. An Accident/Injury Report form is available from Campus Security.
2. Hazardous conditions or unsafe job practices must be brought to the attention of a supervisor.
3. Every employee is required to know and follow all safety procedures that apply to their job.
4. Every employee must keep work areas neat and clean.

5. Employees must wear proper and prescribed protective equipment and clothing for a job or task.
6. Employees must submit health and safety guidelines pertinent to the tools and materials used in each of their courses.
7. All CCS employees must think and practice safety at all times.
8. Flammable and dangerous articles and materials must be kept in their required storage places.
9. Fire extinguishers must be readily available when working with volatile materials.
10. There is no smoking allowed in any CCS building or within 15 feet of a building entrance.
11. Employees must be familiar with machinery and equipment that they use.
12. Never attempt to operate equipment that is broken or not complete.
13. Safety is every CCS employee's responsibility.

### **3.6.1 Health and Safety Committee of the Faculty Assembly**

The Health and Safety Committee of the Faculty Assembly assists in overseeing the safety and appropriate operation of academic facilities, and helps to ensure that instructional practices support the safe operation of these facilities. Working with the Director of Facilities and the Director of Campus Safety, the Committee performs an annual review of academic facilities and instructional practices. Any concerns that faculty or students have regarding health and safety may be reported to the Committee, which will work with the appropriate department to ensure corrective action is taken. The Committee also works with the academic departments to identify new equipment and practices which might improve the academic working environment.

## **3.7 Administrative Staff Teaching at the College**

Full-time exempt staff may, from time to time, with permission from their direct supervisor and the appropriate Dean, teach classes in the degree, PreCollege and Continuing Studies, and Community Arts Partnerships Programs. Full-time exempt staff may teach classes in these programs provided the classes do not interfere with their primary responsibilities and scheduled work times. Full-time exempt staff may only teach classes outside their regular position responsibilities and contracted hours and may in no way compromise the student experience. Exempt staff may teach 3 courses per year but may not exceed more than 9 credits (2/1 or 1/2).

Full-time non-exempt staff may, from time to time, under special circumstances and with permission from their direct supervisor and the appropriate Dean, teach classes in the degree, PreCollege and Continuing Studies, and Community Arts Partnerships Programs. Full-time non-exempt staff may teach classes in these programs provided the classes do not interfere with their primary responsibilities and scheduled work times. Full-time non-exempt staff may only teach classes outside their regular position responsibilities and contracted hours and may in no way compromise the student experience.

Part-time staff may teach classes as long as the combined number of hours per week do not exceed 29 and with permission from their direct supervisor and the appropriate Dean. Part-time staff may teach provided the classes do not interfere with their primary responsibilities and work times. Teaching may in no way compromise the student experience.

Follow the instructions on the Staff Teaching at the College Request Form and Instructions<sup>22</sup> page. The form should be completed two weeks before the class is due to begin.

### 3.7.1 Recruitment

Recruitment for new and existing staff positions begins with the department chair or director submitting a position description to the Director of Human Resources. The appropriate Dean or Vice President and Director of Human Resources approve the position description. Recruitment takes place through internal posting, advertisement in websites, newspapers, and professional journals. All applications are reviewed. In some cases, a formal search committee may be convened by the President, Vice President, or a Dean. In others, one or more interviews may be scheduled with appropriate personnel. Interviews are scheduled by Human Resources. In certain circumstances, the President may appoint a position.

### 3.7.2 Selection

Human Resources secures transcripts, references, credit and criminal checks as appropriate. Pre-employment physicals may be required for certain positions. Recommendations for employment are made by the hiring supervisor or search committee to the appropriate Dean, Vice President or President as necessary. Offers of employment, including salary, are approved by the appropriate Dean, Director of Human Resources, Vice President or President. Employment offers are presented to the candidate by Human Resources. All candidates interviewed are contacted regarding the disposition of the selection process.

Employment offers are made in letter form. Candidates will accept offers by signing and returning a copy of the letter of offer detailing position title, department, supervisor, salary and starting date to Human Resources.

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<sup>22</sup>Staff Teaching at the College Request Form and Instructions (  
<https://campus.collegeforcreativestudies.edu/human-resources/staff-teaching-form-instructions/> )



New employees will report on their first day to the Office of Human Resources. A new hire orientation is conducted by Human Resources and other appropriate offices.

## 3.8 Temporary Employment

Temporary employment is defined as any employment period expected to last less than six (6) months. All college policies and practices apply to all temporary positions.

## 3.9 Pay Policies

### 3.9.1 Salaries and Wages

Salaries and wages are reviewed annually, based on the administrative staff member's performance and on salary policies established each year by the Board of Trustees. Based on performance evaluations, the department director makes salary and wage recommendations. These recommendations are submitted to the President who considers and approves them in consultation with the appropriate Dean or Vice President. CCS is committed, within the constraints of its budget, to recognizing excellent administrative staff performance through salary adjustments. Poor performance may be recognized through low or, if appropriate, no salary increases. Final decisions concerning salaries and wages are at the discretion of the College.

### 3.9.2 Pay Periods

Salaried staff are paid twice per month (semi-monthly / 24 checks annually) on the 15<sup>th</sup> and last working day of the month.

Hourly staff and work study are paid biweekly (26 checks annually). When biweekly employees receive three paychecks within a calendar month, benefits are not deducted from the third pay of the month.

If the regular payday falls on a Saturday, Sunday or holiday, paychecks will be issued on the last workday before the regular payday.

Online access to pay information is available through WebAdvisor.

### 3.9.3 Overtime and Non-Exempt Employee Pay

Non-exempt employees are those who do not fit within any of the exemptions to the Fair Labor Standards Act. They receive overtime at the rate of one and one-half ( $1\frac{1}{2}$ ) times the regular rate of pay for hours worked in excess of 40 in any one week, or as required by law. For non-exempt employees who have a 35 hour workweek, hours worked between the regularly scheduled 35 hours and 40 hours will be compensated at straight time rates. Hours over 40 in a workweek will be compensated at time and a half. Paid Time Off and College holidays

do not count as hours worked and will not count toward overtime calculations. The College defined work week is 12:00 a.m. Sunday to 11:59 p.m. Saturday.

Any work above non-exempt employee's scheduled hours must be approved by the employee's supervisor in advance. Non-exempt employees who work overtime that is not authorized in advance will be paid for all time worked, but may be subject to disciplinary action.

Each non-exempt employee is responsible for his/her own time record keeping, and non-exempt employees must accurately report all hours worked. It is a violation of CCS policy for a non-exempt employee to record more hours than worked or fewer hours than worked. Likewise, it is a violation of CCS policy for anyone to instruct a non-exempt employee to record more or fewer hours than worked. Further, it is a violation of CCS policy to alter or falsify time records. CCS takes such offenses extremely seriously, and even a single violation may result in immediate termination of employment.

Non-exempt employees are entitled to paid rest periods and an unpaid meal period, which will be discussed with the employee's supervisor. If an employee is not able to take his or her meal or break periods at the usual time on any given day, then they should be taken at a different time. Generally, employees must be completely relieved of all duties during the meal period and free to use the time as they choose. Employees should not be required to perform any work during meal or break periods. However, in the event that an employee does perform work due to business needs that arise during the meal or break period, the employee must be paid for the meal period or, to the extent allowed by law, the meal or break period will be extended. Meal periods must be reported accurately on employee timesheets, including both the start and end times to ensure that employees are properly compensated. Break times are not reported as they are paid.

### **3.9.4 Deductions**

CCS will withhold deductions required by law and all voluntary deductions authorized by the employee. Deductions required by law are federal, state and local income tax, Social Security tax, Medicare tax, state disability, and unemployment tax. These deductions are made automatically. In addition, the employee may authorize voluntary deductions for health insurance, a tax-deferred annuity plan, and reimbursement accounts. It is the policy of CCS not to make any salary deductions that are inconsistent with the requirements of federal or state wage/hour laws.

#### **Circumstances in which CCS may make deductions from pay**

Deductions from pay of an exempt employee (who is otherwise required to be paid on a salary basis) are permissible in some situations. These include employee absences from work for one or more full days for personal reasons other than sickness or disability; employee absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide

plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees; or for military pay; for unpaid disciplinary suspensions of one or more full days imposed in good faith for violation of written workplace conduct rules. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family Medical Leave Act.

#### **What to do if an improper deduction occurs**

If you believe that an improper deduction has been made from your salary or from that of another exempt employee, you should immediately report this information to the Director of Human Resources. Reports of improper deductions will be promptly investigated. To ensure that CCS understands your concern and is able to conduct a proper investigation, any complaint that seeks payment or a change in policy should be submitted in writing. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deductions made. Employees will not suffer reprisals for making good faith reports of improper deductions.

### **3.9.5 Direct Deposit Banking**

All employees must have their paycheck automatically deposited in the bank(s) or credit union(s) of their choice. Paychecks may be deposited in more than one account and more than one bank or credit union. Employees must complete a Direct Deposit form or Debit Card enrollment form with the Human Resources office.

### **3.9.6 Advances**

CCS generally does not authorize pay advances. Exceptions may be made for emergency situations and only with the approval of your immediate supervisor and the Vice President for Administration and Finance.

## **3.10 Promotion**

### **3.10.1 Definition of Promotion**

College for Creative Studies defines a *Promotion* as a move to a job with greater responsibility which may either fall within the same pay band or include an elevation to a higher pay band (e.g. a move from Professional Support 2 to Professional Support 3). To assure all employees are treated equitably, it is the College's policy that all employees will be evaluated for promotion in accordance with the follow criteria:

- Promotions must meet or address a need within the college/business unit.
- When considering an employee's experience and education, the employee must meet at least the minimum requirements outlined in the job description, evaluation criteria, and skill assessments.
- The College and/or department unit funds promotions. Promotions are based on the College's strategic and operational plans and must meet or address a critical need within the College. The appropriate departmental budget must be able to support the promotion.

### 3.10.2 Promotion Policy

College for Creative Studies believes in providing opportunities for employees to advance within the College. Promotion opportunities to positions of higher responsibilities for existing staff members will be limited only by the individual's ambition, attitude and qualifications in experience, education and capabilities. Promotions may come in the form of reclassification, reorganization or through competitive recruitment.

Approved promotions go into effect once the approval and selection process is complete. All promotion requests will be submitted by the applicable department supervisor to the Director of Human Resources.

In accordance with the applicable laws and the College's commitment to access, equity and diversity, the College does not discriminate against any employee for employment or promotion on the basis of age, color, citizenship status, covered veteran status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason protected by federal, state, and county laws and regulations. The College also prohibits retaliation against employees who, in good faith, bring complaints regarding perceived discrimination.

CCS is committed to providing equal employment opportunities for all employees and applicants.

Confidentiality will be maintained at all times during this process, where appropriate.

### 3.10.3 Promotion Criteria

Promotions come with greater job expectations and the addition and/or expansion of significant duties and/or key areas of responsibility.

When considering a promotion, the first two items to review are:

- Does a need exist within the college for a higher-level position?
- Is there money available in the budget to fund a promotional increase?

In addition, the supervisor must assess a staff member's readiness for a promotion. To ensure an employee is ready to take on additional responsibility,

a promotion must be supported by performance, experience and/or education. When considering an employee's performance, managers should consider a mix of criteria that reflect the larger picture of an employee's work.

An employee is **required** to meet the following criteria to be considered for a promotion and should be submitted with the Memorandum of Support<sup>23</sup>:

- Meet at least the *minimum* required qualifications on the position description and have a skill set that matches the requirements of the position description as determined by their supervisor.
- Is in good standing and shows high and sustained performance levels in at least the two most recent review cycles.
- If there has been any record of past disciplinary or performance issues, there is documented evidence to support that said issues have been resolved.
- Has demonstrated steps taken to gain new skills and continued growth in their career.
- Has demonstrated personal motivation and willingness for an increase in level and responsibility.

College for Creative Studies will not consider promotion requests due to the following:

- Based on a manager's subjective opinion unsupported by performance evaluations.
- Based solely on an employee's length of service with the College.
- Based solely on an employee's completion of a degree or addition of a new skill.
- Request is based on discrimination, fraternization, favoritism or nepotism.
- Employee is on a performance improvement plan.

Managers should keep records of important accomplishments that they might want to consider when it is time to promote one of their team members. To help support an employee's readiness, managers should begin supporting an employee through mentorship and with education on additional duties delivery.

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<sup>23</sup>See the Promotion Process below for more information on the Memorandum of Support

### 3.10.4 Employees Can Be Promoted In The Following Ways:

*Job posting:* employee applies for an open position and is offered the position upon application and completion of the recruitment process.

*Career promotion:* department supervisor determines the need within the department, and employee has a demonstrated history of performance and ability to manage increased duties or workload, but the purpose of the job itself is not majorly changed. This can either be a recent vacancy or a newly created position. For Example: Admissions Counselor to Senior Admissions Counselor.

### 3.10.5 Promotion Process

#### Job Posting Or Transfer To Another Department

1. When a vacancy occurs within a department, the department Supervisor along with the Vice President of that division and the Human Resources Director should assess opportunities for cross-functional or interdepartmental realignment in the department.
2. If cross-functional or interdepartmental realignment in the department is not appropriate, the department supervisor should submit the updated job description, along with a *Position Request Form* outlining recommended salary and job title with a Memorandum of Support recommendation detailed in the comments section via DocuSign.
3. The Human Resources department will perform a review of the position description, appropriate job classification, and recommended compensation taking into consideration CCS' salary band structure and internal equity for the Position Review Committee (PRC) review. For full consideration of new position requests, all of the following must be included:
  - The type of request (new position, increased job duties, change in compensation to an existing position, or replacement position).
  - Comments in the Memorandum of Support section on the Position Request Form that addresses promotion criteria.
  - Information regarding work station/space for employee and funding plan from evaluating the impact on CCS' budget.
  - Additional details as needed by Human Resources and/or PRC.
4. After review by Human Resources, the CCS's Position Review Committee (PRC) which includes the Vice President of Finance, appropriate Vice President or Dean, and Director of Human Resources, will determine if the recommendation should be supported, modified, or denied. The Committee membership is subject to change periodically.
5. If the recommendation is approved by the PRC, the job vacancy is posted internally for seven calendar days and is open to all eligible employees of the College.

6. The position may be posted externally to ensure fairness and equity in the process.
7. Employees who are interested in a posted position should follow procedures noted in the job posting for applying for positions.
8. If an internal applicant is interviewed, offered a position in another department and accepts the offer, their current supervisor will be notified of the employee's application, job offer and employee's acceptance by HR.
9. HR will work with both supervisors and the employee on a transition timeline, when necessary.
10. This process will be updated as determined by the Leadership Team to assess effectiveness, equitable execution and delivery. In the event that modifications are made, updates will be circulated accordingly.

### **Career Promotion**

1. Department Supervisors wishing to recommend a promotion for an employee because of a vacancy or a change in job duties being performed should review and revise the employee's job description in accordance with that employee's actual job duties, making note of major changes in responsibility that would warrant consideration of a promotion. Promotions should be considered at evaluation time or when deemed necessary.
2. The department supervisor should submit the updated job description, along with a *Position Request Form* outlining recommended salary and job title with a Memorandum of Support recommendation detailed in the comments section via DocuSign.
3. The Human Resources department will perform a review of the position description, appropriate job classification, and recommended compensation taking into consideration CCS' salary band structure and internal equity for the PRC review. For full consideration of Career Promotion requests, all of the following must be included on the Position Request Form:
  - The type of request (promotion or job change), increased job duties, change in compensation and any other relevant information.
  - Comments in the Memorandum of Support section on the Position Request Form that addresses promotion criteria.
  - Information regarding work station/space for employee and funding plan from evaluating the impact on CCS' budget.
  - Additional details as needed by Human Resources and/or PRC.

4. After initial review by Human Resources, the CCS's Position Review Committee (PRC) which includes the Vice President of Finance, appropriate Vice President or Dean, and Director of Human Resources, will determine if the recommendation should be supported, modified, or denied. The Committee membership is subject to change periodically.
5. After PRC concludes the review process, the supervisor will be notified of the decision by HR.
6. This process will be updated as determined by the Leadership Team to assess effectiveness, equitable execution and delivery. In the event that modifications are made, updates will be circulated accordingly.

### **3.10.6 Position Review Committee**

The Position Review Committee (PRC) at CCS includes the Vice President of Finance and the Director of Human Resources.

The PRC meets weekly to consider new requests and works toward resolving requests that require further deliberation and analysis. From time to time, the PRC may ask for additional information regarding the request. Monthly, the committee clearly communicates status updates to managers with outstanding position requests.

HR will be responsible for initiating job offers, with consultation from the appropriate department supervisors. Employees can choose to accept or decline offers without repercussions in their current position.

The President may, from time to time, promote an employee or create and fill a position without a recruitment procedure in consultation with the Leadership Team.

All Vice President level positions require Board of Trustee Executive Council approval.

### **3.10.7 Pay Changes**

All changes in pay should be consistent with the College's compensation guidelines. Salary offered for a new position will be determined primarily on the employee's qualifications for the new position and CCS' Salary Band structure.

Individuals receiving a change in salary related to a promotion are not eligible for a merit increase if that merit increase occurs within six months of the promotion/salary increase. For example, if merit increases are effective on October 1, an employee that has received a promotion/salary increase on or after April 1 of that year will not be eligible. This does not apply to an employee who has made a lateral job change that did not include a salary increase.



## **3.11 Fair Labor Standards Act (FLSA)**

The Fair Labor Standards Act (FLSA) is a federal law requiring covered employees be paid at least the federal minimum wage for all hours worked and overtime pay (generally computed at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek), unless the employee falls into one of several designated exemptions. To qualify for exemption, employees generally must meet certain tests regarding their job duties and, for some exemptions, be paid on a salary basis at not less than the minimum designated by the FLSA. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the FLSA. You will be advised whether your position is classified as exempt (and not subject to the minimum wage and/or overtime provisions of FLSA) or nonexempt (and subject to the minimum wage and overtime provisions of FLSA) at the time you are hired.

To qualify for many exemptions applicable at CCS, employees must be paid on a salary basis. Consistent with CCS's long-standing policy and practice, exempt employees are paid on a salary basis as required by law. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Absent an exception listed below, the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work and an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. However, exempt employees do not need to be paid for any workweek in which they perform no work. Generally, if the employer makes deductions for an employee's predetermined salary because of the operating requirements of the business, that employee is not paid on a "salary basis." That is, if the employee is ready, willing and able to work, deductions typically may not be made for time when work is not available.

### **3.11.1 FLSA Compliance**

It is CCS's policy to comply with all FLSA requirements and applicable wage and hour laws and regulations. Therefore, college supervisors are prohibited from making or authorizing any improper deductions from the salaries of exempt employees.

## **3.12 Administrative Staff Benefits**

### **3.12.1 Benefits**

Full-time administrative staff members are entitled to participate in all the benefit programs available to full-time employees. The current programs are briefly described below. CCS periodically reviews its benefit programs and will make modifications as it deems appropriate from time to time. All benefits are

subject to the terms and conditions of the underlying insurance policies and plan documents, and the terms of the insurance policies control all decisions concerning eligibility and coverage.

### **3.12.2 Tax Sheltered Annuity Plan (403b)**

Because CCS is a non-profit organization, the IRS allows CCS employees to place a portion of their pay in a Tax Sheltered Annuity Plan without paying current federal, state and city income taxes on the amount contributed. Full-time employees, and qualified part-time employees, are eligible to participate on the first of the month following thirty (30) days of employment. CCS contributes 3% of an employee's gross earnings per pay. Employees may choose to contribute a percentage of their pay on a pretax basis, up to IRS limitations. CCS offers numerous investment funds for employees to choose from. The CCS Tax Sheltered Annuity Plan is administered by TIAA/CREF.

### **3.12.3 Social Security**

Employees of CCS are covered by Social Security. As provided by law, CCS pays one half of your total Social Security taxes, and the other half is paid by you through withholding from your paycheck. In addition to providing you with retirement, Social Security may provide disability pay, burial benefits, and monthly survivor benefits for your spouse and minor children if you qualify.

### **3.12.4 Health Insurance**

Medical, dental and vision insurance are available to all full-time employees on the first of the month following thirty days of employment. Employees may from time to time have a choice of plans and are required to pay a portion of the premium. Refer to individual plan summaries from the Office of Human Resources for details. The employee will have his/her contribution deducted on a pre-tax basis.

In certain instances, federal law requires availability of continued coverage where coverage under the group plan would otherwise end. In compliance with the federal COBRA program, CCS offers employees and their families the opportunity for a temporary extension of health coverage at group rates with the employee paying the full cost of coverage plus a 2% administrative fee.

### **3.12.5 Employee Reimbursement Accounts**

The Employee Reimbursement Account enables you to pay a portion of your Uninsured Health Care and Dependent Care expenses with pretax dollars. Prior to the beginning of each plan year, you will have the opportunity to elect to fund your Reimbursement Account for the coming year. The amount that you select will be deducted from your gross salary through automatic payroll deductions. Then, during the plan year, you may submit claims to the Administrator to

reimburse yourself for health care expenses and/or dependent care expenses incurred during the plan year that were not reimbursed by your insurance plans.

### **3.12.6 Short-Term Disability**

The short-term disability (STD) benefit provided by CCS is a payroll practice plan providing income replacement for eligible employees unable to work due to a non-work-related illness/ injury or pregnancy and/or childbirth. STD is governed by the applicable Program Document.

#### **Eligibility**

A regular, full-time, active employee who has completed six months (180 days) of continuous employment and who is unable to work due to a covered non-work-related illness/ injury or pregnancy/childbirth is eligible. An employee receiving worker's compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for the STD disability benefits, the employee must not engage in outside employment. Part-time employees are not eligible. For purposes of this benefit, regular, full-time employees are Maintenance/Environmental employees who are scheduled to be actively at work at least 40 hours a week and other administrative staff who are scheduled to be actively at work at least 35 hours each week.

#### **Medical Certification**

Employees should notify Human Resources 30 days prior to leave, if known ahead of time, or immediately upon learning of the need for leave if the need for leave is not known 30 days prior to the leave. Human Resources will provide the employee with a short-term disability application form and a medical certification form. The employee's healthcare provider must complete the medical certification that includes the start and expected end date of the disability and other medical facts. This application and medical certification must be submitted to the third-party administrator, which will review the employee's eligibility and the STD certification and make a determination on benefit qualification as defined in the Program Document. Exclusions and limitations are described in the Program Document and apply. Periodic medical certification may be required for the continuation of benefits. Failure to provide the requested certification will result in the discontinuation of the STD benefits.

CCS or the third-party administrator has the discretion to require an independent medical examination as a condition for receiving or continuing short-term disability benefits.

#### **Benefit Payment**

The amount of the short-term disability benefit is calculated on the employee's base wage/salary at the time of claim initiation at the following percentage payment schedule.

Length of Employment	PTO required	Percent of Pay			
		100%	90%	80%	70%
Less than 180 days		n/a	n/a	n/a	n/a
180 days to 2 years	Waiting period	n/a	n/a	12 weeks	13 weeks
2 years to <5 years	Waiting period	6 weeks	n/a	7 weeks	12 weeks
5 years or more	Waiting period	12 weeks	13 weeks	n/a	n/a

Waiting period: 7<sup>th</sup> day of illness/injury (calendar days)

Employees will be required to use accrued PTO during the waiting period prior to disability benefits beginning, and should no accrued PTO be available, the waiting period will be unpaid.

The short-term disability benefit may be paid for up to a maximum of 26 weeks, which includes the waiting period. Although the claims must be submitted to the third-party administrator for review and approval, upon approval payments will be made by CCS on regularly scheduled pay dates and will be taxable income.

If an employee has a serious health condition and is eligible for leave under the Family and Medical Leave Act (FMLA), the employee may be simultaneously entitled to up to 12 weeks of job-protected leave under the FMLA and income benefits under this short-term disability plan.

Employees will continue to be maintained on CCS's health plan while receiving STD benefits, and the employee portion of the premiums will be deducted from the employee's STD payments.

### **Return To Work**

The employee must return to work (with or without accommodation) as soon as permitted by his or her healthcare provider and must submit a fitness for duty clearance to the Human Resources Director prior to returning. The Human Resources office will confirm an employee's actual return to work date with the employee and supervisor.

Should an employee's medical condition prevent them from returning to work after 26 weeks, the employee may be eligible for income replacement benefits under the Long-Term Disability Plan.

### **Temporary Recovery**

If an employee who has returned to work after receiving STD benefits is unable to work for the same cause(s) for which STD benefits were approved within 90 days of returning to work, this will be considered a temporary recovery. This means that the second period of disability will be considered part of the prior claim, and STD benefits will be limited to a total of 26 weeks for the successive periods of disability. Where another period of disability for the same reason occurs after the employee has been back at work for 90 days, that will be considered a new claim rather than a temporary recovery.

Please note that the STD benefits are income replacement, and the STD policy does not guarantee a job for any particular period of time. An employee's right to job continuation is governed by CCS's leave policies.

**CCS expressly reserves the right to amend or terminate the short-term disability policy at any time in its sole discretion. This statement is a brief description of the current short-term disability benefits offered. In any instances in which this document and the program document conflict, the program document language, and not this description, will control.**

### 3.12.7 Long-Term Disability

CCS provides long-term disability ("LTD") insurance through a private insurer for full-time employees after they have worked at CCS for one year. Through this insurance policy, full-time employees who are unable to work for more than twenty-six weeks as the result of a non-work-related illness/injury are eligible to receive up to 60% of their regular salary, up to a maximum of \$10,000 per month when integrated with other benefits, as specified in the policy. Employees will remain eligible for benefits for as long as they meet the definition of disability and satisfy certification requirements and all other requirements imposed by the policy, up to the maximum age as specified in the policy. This insurance policy has a twenty-six-week qualification period, during which the employee may be eligible to receive short-term disability benefits as described above. This statement is a brief description of the current long-term disability benefits insurance offered. In any instances in which this document and the policy conflict, the policy language, and not this description, will control.

**CCS expressly reserves the right to amend or terminate the provision of long-term disability insurance at any time in its sole discretion.**

### 3.12.8 Workers Compensation

Workers compensation insurance is designed to cover all occupational injuries and illnesses. It is paid by the College and is effective from your first day of work. Workers compensation insurance provides benefits that may apply as a result of a work-related illness or injury. These benefit payments may cover expenses incurred for medical care, replacement of a portion of your income lost as a result of disability, and lump-sum payments to beneficiaries in case of death.

If you are injured while you are at work, or become ill as a result of your job, you must report this to your supervisor immediately. In all cases of work related injury or illness, no matter how minor, an Accident/Injury Report form must be completed and forwarded to the Office of Human Resources. This record-keeping is required by OSHA and MIOSHA.

### **3.12.9 Liability Insurance / Errors and Omissions**

CCS carries insurance that covers employees if they are sued as a result of actions taken within the scope of their duties at CCS. This insurance provides for the cost of legal defense as well as financial settlements. The total amount of coverage per claim is \$5,000,000. The aggregate coverage for a single year is also \$5,000,000.

Scope of duties for an administrative staff member would include anything reasonably expected in the course of their administrative duties and any assigned tasks by CCS. This coverage includes defense costs as well. This coverage would not apply in those cases where an employee has actually committed an unlawful act, as such acts are generally not insurable.

### **3.12.10 Life Insurance and Accidental Death and Dismemberment**

Full-time employees are eligible to participate in the group life insurance plan on the first of the month following thirty days employment. CCS pays 100% of the premium. The amount of the insurance is two times the employees' annual salary, rounded to the next highest thousand. The same amount of coverage is applied to accidental death and dismemberment coverage. Employees have optional supplemental life insurance and dependent life insurance plans available.

### **3.12.11 Unemployment Insurance**

This insurance provides a continuation of a certain portion of your salary in the event you lose your job through no cause of your own. If your employment is terminated, you may be eligible to receive unemployment compensation from the state. If it is your choice to leave CCS, generally you will not be eligible for benefits. If your termination was the choice of CCS, you may be entitled to receive unemployment benefits, depending on the circumstances.

### **3.12.12 Paid Time Off (PTO)**

#### **Eligibility**

Full-time and part-time staff employees who work at least ten hours per week are eligible to accrue Paid Time Off (PTO) according to the schedule below. PTO must be scheduled and approved in advance by the employee's supervisor, except for last minute illnesses, injury or emergencies. In these instances, employees should notify their supervisor as soon as possible. Part-time staff that work less than 10 hours per week and temporary employees or contractors are not eligible for PTO.

#### **Accruals**

PTO is accrued at the following rates for full-time employees:

Employee Type	Calendar years beginning prior to completion of 5 years of full-time status	Calendar years beginning after completion of 5 years of full-time status*
Executive	31 days per year	31 days per year
Full Time 12 Month Employee	24 days per year	31 days per year
Full Time 10 Month Employee	20 days per year	26 days per year
Full Time 10 Month, Half time 2 (10 and 2)	22 days per year	26 days per year
Full Time 9 Month Employee	18 days per year	24 days per year

*\*Employees start accruing at the 5 year rate on January 1st following their 5 year anniversary of their hire date.*

### **Part Time Staff Employees**

Effective January 1, 2024, Part-Time, hourly staff employees will accrue PTO at a rate of .0923 hours for each hour worked.

Employees are permitted to take more PTO than they have earned, if approved by their supervisor. An employee who does so will be considered to have a “negative PTO balance.” Employees cannot borrow PTO from future years.

### **Full Time Staff Employees**

On January 1st of each year, Full time staff employees will have their PTO entitlement for the entire calendar year deposited into their PTO bank and available for immediate use. Although it will be available for immediate use, it will be earned on a pro-rated basis each month.

For example, a 12-month Full Time employee who has worked for CCS less than five years will have 24 days of PTO deposited into their PTO bank on January 1. The employee can begin using this immediately. Employees are permitted to take more PTO than they have earned, if approved by their supervisor. An employee who does so will be considered to have a “negative PTO balance.” Employees cannot borrow PTO from future years.

PTO will be prorated accordingly when an employee is hired or terminates mid-month. When hired on or before or terminated on or after the 15th of the month, a full month’s accrual will be credited. If hired after the 15th of the month or terminated before the 15th of the month, no PTO will be accrued for the month. An employee may carry over a maximum of 1 year of PTO into the new calendar year. Excess PTO that is not taken and cannot be carried over will be forfeited.

### Using PTO

Employees should follow their department procedures when requesting time off. Non-exempt employees may take PTO in increments as small as 1 hour. Exempt employees may take PTO in increments as small as one-half day. All PTO is to be used before time is taken without pay in the case of emergent situations only.

Please note that even if an employee has PTO available, excessive use of unscheduled time off is disruptive and may lead to disciplinary action. See Attendance and Timeliness policy<sup>24</sup>. CCS's PTO policy is intended to and will be interpreted to comply with the provisions of Michigan's Paid Medical Leave Act.

### PTO In Conjunction With STD And Workers' Compensation

1. A seven calendar day waiting period is required before short term disability begins to pay any benefits. Employees are required to use their PTO during the seven day waiting period. Employees will not accrue PTO while on Short Term Disability, but they will accrue PTO during the seven day waiting period when PTO is used. If the seven day waiting period when PTO is used ends on or after the 15th of the month, PTO will be accrued for that month. If the seven day waiting period ends before the 15th of the month, PTO will not be accrued for the month. An employee cannot use PTO to bring their pay up to 100% if they are receiving less than 100
2. An employee receiving benefits under workers' compensation will not be paid from both PTO and workers' compensation for the same hours. They may use PTO if there is a waiting period before income replacement benefits begin.

### Payout Of PTO

Payment of earned, unused PTO time will be made at the employee's regular rate of pay when employment terminates. If a negative PTO balance exists at the time of termination, the employee's last paycheck will be reduced by this amount (subject to compliance with applicable state law). The employee's Timeclock Plus record will need to be up to date before any PTO payout is issued. PTO payouts are generally paid on the pay date after the employee's last paycheck.

### 3.12.13 Holidays

The college provides fourteen (14) paid holidays annually for full-time employees as follows: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanks-

<sup>24</sup>Attendance and Timeliness policy (<https://campus.collegeforcreativestudies.edu/staff-handbook/attendance-and-timeliness/>)



giving, Christmas Eve Day, Christmas Day, (3) three seasonal days, and New Year's Eve Day. College offices are closed on all these days.

### **3.12.14 Tuition Remission**

After one year of service, full-time and part-time employees (including adjunct faculty), their spouses, and dependents are eligible for tuition remission up to the equivalent of one full-time enrollment in the College's undergraduate and graduate programs per year. In addition, full-time employees and their spouses and dependents are eligible for tuition remission toward Precollege and Continuing Studies (PCS) classes. Dependents are defined as spouses or children up to age 25, who can legally be claimed on the employee's annual tax filings with the IRS. Audited courses do not qualify for tuition remission. Full-time and part-time employees may not be enrolled in courses during their normal work schedule with the exception of courses that begin at 4pm provided the courses do not interfere with their primary responsibilities and scheduled work times. These exceptions must have supervisor approval on file with the Human Resources Office prior to enrolling.

#### **Undergraduate and Graduate Courses**

Full-time and part-time degree seeking employees, spouses, and dependents will have the class tuition waived but will be responsible to pay for registration and appropriate course fees prior to beginning classes. Failure to make this payment or to sign up for a payment plan, will result in being withdrawn from all classes for the semester. To sign up for a payment plan, please click here.<sup>25</sup>

Full-time and part-time non-degree seeking employees, spouses, and dependents must follow the registration policy for Guest/Non-Matriculated Students located in the College's Policy Database.

Staff members who are pursuing a CCS degree are ineligible for Student development funds. Staff members who attend classes at CCS already receive tuition benefits. CCS reserves the student development funds for tuition paying undergraduate or graduate students.

#### **Precollege and Continuing Studies Courses**

For PCS classes, full-time employees, their spouses, and dependents are eligible for tuition remission on a space available basis for the fall and winter semesters, as well as adult classes during the summer. Summer semester youth and teen classes will be available to eligible dependents of CCS full-time employees at a discounted tuition rate. Additional materials and various fees must be paid in full, along with the discounted tuition, when registering for the classes. Please contact the PCS office or Human Resources for the current discounted tuition rate.

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<sup>25</sup>ACI Payments, Inc. Payment Plan - Enrollment ( <https://payplan.officialpayments.com/PlanEnrollment/SelectEntityStep.aspx> )

**Free Application for Federal Student Aid (FAFSA) and CCS Scholarships and Grants**

**Degree Seeking Students** Degree seeking employees, spouses, and dependents receiving tuition remission must file the Free Application for Federal Student Aid (FAFSA) by February 1st to determine eligibility for financial aid from the federal and state governments and the student must accept all federal and state scholarships and grants awarded. The FAFSA may be completed at [www.fafsa.gov](http://www.fafsa.gov)<sup>26</sup>. The CCS Tuition Remission Voucher will cover the remaining eligible tuition after grants from the State of Michigan have been applied to the student's tuition and mandatory fee charges. Funding from Federal Pell Grants and Federal Direct Stafford Loans may be refunded to the student after all applicable charges have been paid in full.

CCS scholarships and grants are not available if tuition costs are covered in full by tuition remission. If the student is eligible for a partial tuition remission, this amount is compared to the amount they may be eligible for in CCS scholarship and grant funds. The student will receive the higher of the two amounts.

**Non-Degree Seeking and PCS Students** Non-degree seeking/non-matriculating and PCS students are not required to complete the FAFSA since their enrollment status is ineligible for Title IV aid.

**Withdrawals, Dropped Courses, or Failing Grade**

Employees, their spouse, or dependents will be responsible for the tuition charges/surrender fees for a withdrawn, dropped, or failed course(s).

Employees should contact the Office of Human Resources to determine tuition remission eligibility and to obtain the Tuition Remission Voucher and instructions.

**3.12.15 Employee Assistance Program (EAP)**

The College provides access to an Employee Assistance Program (EAP), which is currently through an outside organization called Ulliance. Ulliance provides confidential assistance to employees and family members to help resolve any concerns that may affect the employee's personal or work life. Services are provided for such concerns as family and children problems, marital and relationship conflicts, stress or other emotional difficulties, grief and loss issues, and alcohol or other drug use. Ulliance also provides assistance with legal issues, financial concerns, elder care referrals, and child care resources. Ulliance's role is to guide the employee and family members in finding whatever type of assistance is needed, either by providing that service directly, or connecting with an organization that can help. Ulliance is an outside vendor under contract to the College. The College pays for the services of Ulliance, up to limits set

<sup>26</sup>Free Application for Federal Student Aid ( <https://www.fafsa.gov> )

forth in its agreement with Ulliance. However, individuals providing services for Ulliance do not work for the College, and the College disclaims any liability related to the provision of services by Ulliance or any other EAP provider with whom the College may contract.

### **3.12.16 Pre-Paid Legal**

The College provides two voluntary benefit plans for employees. The Family Legal Plan provides for services such as creating a will, traffic violations, home purchase, civil suits, document review, and attorney consultations. Identity Theft Shield provides for Credit Report Analysis and Monitoring, Identity Theft Restoration, and protection against crimes and unauthorized credit use in your name.

### **3.12.17 Discounts**

A discount of 20% is generally offered to CCS employees in the bookstore on supplies, books, clothing and souvenir items.

### **3.12.18 Part-Time Administrative Staff Benefits**

Part-time administrative staff are defined as working fewer than 30 hours per week for up to 50 weeks per year. Part-time staff are eligible for the following limited number of benefit programs.

Tax Sheltered Annuity Plan (403b) – employees receive a 3% contribution from the College to their tax sheltered annuity plan. Employees can contribute pre-tax from their paycheck up to the maximum allowed by the Internal Revenue Service.

Paid Time Off (PTO) – Part-time employees who work at least 10 hours a week accrue 1 PTO day per month worked. Employees may carry over up to 1 PTO day per month worked each year. The PTO days that accrue are the same length as the employee's workday. For example, employees who work four hours a day will accrue one four-hour PTO day each month.

Tuition Remission – Employees are eligible for a part-time tuition waiver. Part-time administrative staff must be regularly scheduled for a minimum of 20 hours per week and are eligible for up to a half-time tuition waiver.

## **3.13 Remote Work Arrangement (RWA) Guidelines**

General Information and Guidelines for CCS Staff  
(July 2021)

### 3.13.1 Overview

The College for Creative Studies (CCS) is committed to providing an in-person learning environment with face-to-face experiences for students and employees. An energetic in-person campus is necessary to learning and creating an engaging and dynamic campus culture. The College also recognizes the benefits of offering a remote work option for up to two days per week to some of its employees under appropriate circumstances and has established the Remote Work Arrangement (RWA) Guidelines. By allowing for remote work arrangements, CCS may be able to retain valued employees, attract quality applicants, increase productivity, improve morale, and optimize use of office space.

The RWA option is a six (6) month temporary pilot program, subject to be continued as is, with modifications or discontinued.

### 3.13.2 Guidelines

All academic and student support offices must be open and staffed for in-person assistance Monday through Friday during regular business hours. Supervisor approval is necessary for all RWA requests. Supervisors must provide, in writing on the RWA Request Form, their decision to approve or deny an RWA request. Any such decision should be based on the guidelines set forth below.

#### Guidelines for Supervisors

1. Supervisors must determine an employee's suitability for an RWA based on:
  - The nature of the employee's position and the need for face-to-face interaction with students, co-workers, faculty, and clients/customers or vendors. Some positions do not qualify for RWA due to the nature of the work performed.
  - How student/faculty/staff/external partner interaction may be affected by an employee's RWA.
  - The likelihood the employee will be able to perform the essential functions of the position while on an RWA at the same or higher level of performance as when not on an RWA.
  - The employee's performance and disciplinary history. Employees with current performance or disciplinary concerns may not be eligible for an RWA.
2. Remote Work Arrangements cannot exceed two days per week. RWAs are subject to be continued/discontinued, suspended, or modified at any time at the discretion of the supervisor. RWAs can also be discontinued if the College changes or terminates its policy with regard to RWAs.
3. Supervisors should be careful to avoid unfairly distributing work to other employees in order to accommodate another employee's RWA. An employee on an RWA is responsible for performing all of their own job duties.

### **Guidelines for Employees Seeking a Remote Work Arrangement**

All employees should discuss their potential eligibility for an RWA with their supervisor. Eligible employees are required to submit the Remote Work Arrangement Form to their supervisor for consideration.

#### **Employees Who Seek an RWA Must Comply with the Following:**

1. If working remotely, understand the expectations to perform your job duties remain the same as if you are working from your office (e.g., attend meetings remotely, interface with your co-workers as required, be responsive during established work hours, and complete assigned work timely).
2. An RWA should not cause additional work for co-workers or your supervisor.
3. Be available to work in person on campus if requested.
4. Remote working cannot be used as an alternative method to provide dependent care. Employees need to ensure that dependent care responsibilities do not interfere with their agreed upon work schedule or completion of work.
5. Employees accept responsibility for maintaining the security and confidentiality, if required, of all work-related information, data, documents, and other materials kept at their remote workplace or stored on personal electronic equipment. In the event of a breach of security or if CCS information is lost or stolen, the employee will immediately report the incident to their supervisor.
6. For remote work, familiarize yourself with remote access and accessing your voicemail from off campus.

**Extreme Winter Weather and Other Emergency Closures** In the event of a campus closure due to severe weather or other emergencies, the process for an employee working under an RWA is the same as it is with employees under a non-RWA. If the campus is closed, employees are not expected to work unless they have been identified by their supervisor as a critical infrastructure worker.

## **3.14 Americans With Disabilities Act**

The Americans with Disabilities Act (ADA)<sup>27</sup> is meant to provide fair and equitable treatment of the disabled through non-discriminatory practices and reasonable accommodations.

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<sup>27</sup>The Americans with Disabilities Act (ADA) (<https://www.ada.gov/pubs/adastatute08.pdf>)

The ADA protects people who are disabled – defined as anyone with a physical or mental impairment that substantially limits one or more major life activities. The law protects both job applicants and employees.

CCS supports and follows the provisions of the Americans with Disabilities Act and Michigan law, as stated in the law. It is CCS's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. In addition, CCS provides reasonable accommodation for qualified individuals with a disability in accordance with the ADA and other applicable laws, except where such an accommodation is unreasonable or would create an undue hardship on CCS. Reasonable accommodation may also be provided to pregnant employees, even where they do not qualify as disabled under the ADA or state law.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Human Resources. Requests for accommodation should be made as soon as possible after the need is known. Under Michigan law, the request for reasonable accommodation must be made in writing within 182 days of knowing of the need for such accommodation.

Employees who believe they or another employee have been treated in violation of this policy should follow the reporting procedure set forth above in the College's Policy on Equal Opportunity, Discrimination and Harassment.

### **3.14.1 ADA Request For Academic Accommodations Process**

Students should:

- Contact the Dean of Students at 313-664-7675 to set up a meeting to discuss academic accommodations.
- Submit official documentation substantiating the disability. Regardless how obvious a disability may be, official documentation is needed. A disabilities intake form is available on the College website and on BlackBoard.

CCS will then:

- Review requests for academic accommodations.
- Take appropriate measures to make approved accommodations.

Information disclosed to CCS regarding disabilities will not be shared with anyone, except CCS personnel who need to know based on the academic accommodations being requested. Disclosure will be determined on an individual basis and the student will be notified prior to the dissemination of any information. All students are encouraged to self-disclose their disabilities which they

feel may affect their academic work before the start of each term. Retroactive accommodations cannot be made for students disclosing after an assignment and/or exam.

Questions can be directed to the Dean of Students at 313-664-7675.

### **3.15 Pregnant Workers Fairness Act Policy**

The College provides reasonable accommodation for an employee's pregnancy, childbirth, or any condition related to the employee's pregnancy, including, but not limited to, lactation or the need to express breast milk for a nursing child, unless the accommodation causes undue hardship to the College. Employees are entitled to reasonable accommodations for pregnancy or related conditions, even if the employee is not experiencing a pregnancy-related disability. Reasonable accommodations may include, but are not limited to:

- More frequent or longer paid or unpaid breaks
- Time off for appointments, pregnancy complications, or recovery from childbirth
- Acquisition or modification of equipment or seating
- A temporary transfer to a less strenuous or hazardous position, including light duty
- Job restructuring
- Private non-bathroom space for expressing breast milk
- Assistance with manual labor
- Modification of work schedule

Requests for accommodation should be directed to Human Resources. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation requested, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation. The College engages in an interactive process with the employee to determine an appropriate accommodation. Accommodations are provided unless it creates an undue hardship. The College prohibits retaliation against an employee who requests or receives an accommodation under this policy law. Employees have the right to be free from discrimination in relation to pregnancy or related conditions, including but not limited to lactation or the need to express breast milk for a nursing child, as well as a right to reasonable accommodations as stated above.

### 3.16 Basic Rights For Pregnant Students

- Pregnant students have equal access to classes and activities. They are entitled to academic adjustments for pregnancy and childbirth.
- The school/department must excuse student absences and reschedule exams due to pregnancy or childbirth for as long as a student's doctor says is necessary.
- When a student returns, the student's school/department must allow the student to return to the same academic and extracurricular status student had before they left.
- The school/department cannot make a student take time off if the student doesn't want to.
- The school/department cannot exclude a student from a special program because the student is pregnant.

#### 3.16.1 Classes And Coursework

- **The school/department cannot make a student change their major or degree program** because the student is pregnant or parenting. They also cannot force a student to attend an alternate program, like an evening program.
- **Faculty and staff should not ask the student for documentation. A student should work directly with the Title IX Coordinator for assistance.**

#### 3.16.2 School Activities And Extracurriculars

**A pregnant student can take part in activities for as long as they want.** The school/department cannot stop a student from joining clubs, going to events, or participating in research unless the same rules apply for all students who have a temporary medical condition.

#### 3.16.3 Support And Adjustments

- **Reasonable adjustments** to support a student during their pregnancy can include, but is not limited to a larger desk, elevator access, or allowing a student to make frequent trips to the restroom, when necessary.
- **Excused Absences are required** for as long as a doctor says it is necessary.
- **Faculty and staff may not refuse to allow a student to submit work after a missed deadline because of pregnancy or childbirth.** If grading is based in part on class participation or attendance the student



should be allowed to make up the participation or attendance credits they didn't have the chance to earn.

- **Special services provided to students with temporary medical conditions will be granted to pregnant students.** This includes homebound instruction/at-home tutoring/independent study.

## 3.17 Family and Medical Leave Policy

CCS has a Family and Medical Leave policy that conforms to the federal Family and Medical Leave Act (FMLA). The act entitles qualifying employees to a job-protected, unpaid leave of absence in certain circumstances. All rights and obligations under the FMLA and this policy are interpreted according to the law. All leaves of absence, including workers' compensation, temporary disability and FMLA leaves, will be coordinated and will run concurrently as allowed by law. The policy is described here. Contact Human Resources for appropriate forms.

### 3.17.1 Family and Medical Leave Act (FMLA)

#### Purpose

The College affords eligible employees family or medical leave in accordance with the federal Family and Medical Leave Act<sup>28</sup> (FMLA). All rights and obligations under the FMLA and this policy are interpreted according to the law. All leave of absence, including workers' compensation, temporary disability and FMLA leaves, will be coordinated and will run concurrently as allowed by law.

#### The Leave Policy

You may be eligible for a job-protected, unpaid leave of absence for up to twelve (12) weeks each leave year if you:

1. have been employed by CCS for at least 12 months (the months need not be consecutive);
2. worked at least 1,250 hours of service in the 12 months immediately preceding the leave; and
3. are taking the leave for a qualifying reason.

A leave year is defined as the rolling 12-month period measured backward from the date you first took FMLA leave. During FMLA leave, you will be entitled to group health benefits as if you were still working. Upon completion of FMLA leave, you will be restored to your same or equivalent job with the same pay, benefits and conditions of employment. After 12 weeks, the FMLA provisions regarding job restoration do not apply. If your leave exceeds 12

<sup>28</sup>Family and Medical Leave Act ( <https://www.dol.gov/whd/fmla/employeeguide.pdf> )

weeks, your right to job restoration and/or benefits, if any, will be determined by CCS's existing policies and any applicable laws, including the Americans with Disabilities Act. Please note that CCS's short-term and long-term disability plans are income protection plans for eligible employees and do not guarantee a job, or any particular job, following an absence.

### **Reasons for Leave**

FMLA leave may be taken for any of the following reasons:

1. the birth of a son or daughter and in order to care for such child;
2. the placement of a child with you for adoption or foster care;
3. to care for your spouse, child or parent ("covered relation") with a serious health condition; or
4. because your own serious health condition renders you unable to perform the essential functions of your position.
5. because of a "qualifying exigency" arising out of active duty or a call to covered active duty of a covered relation in the Armed Forces or:
6. to care for a covered relation or next of kin who is a covered service member and has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces, including the National Guard or Reserves.

FMLA leave may not exceed 12 weeks per leave year, except where the leave is to care for an injured or ill service member, in which case an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks on a single 12-month period. A leave to care for a newborn son or daughter or due to the placement with you of a foster or adopted son or daughter must conclude within 12 months of the birth or placement. Spouses who both work for CCS will be entitled to a combined 12 weeks of FMLA in a given leave year when leave is taken for the birth of a child, placement of a child for adoption or foster care, or care of a parent with a serious health condition. Similarly, spouses who both work for the College may take only a combined 26 workweeks of leave to care for a covered service member with a serious injury or illness.

A child includes a biological, adopted, foster or stepchild (or legal ward) who is under 18 years old. Children over 18 who are incapable of self-care because of physical or mental disability are also included. (However, where leave is due to a qualifying exigency arising out of active duty or a call to active duty or to care for an injured or ill service member, there is no age limit on the child). A "parent" includes your biological parent or person who stood in the position of parent to you when you were a child. A parent does not include your spouse's parent.

“Spouse” as defined in the FMLA, means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a same-sex marriage or common law marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

A “qualifying exigency” means short-notice deployment (notice of seven days or less), military events, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where CCS and the employee agree.

“Covered active duty” means, in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country, and, in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

A “covered service member” is (1) a member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise in the temporary disability retired list, for a serious injury or illness or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

A “serious injury or illness” is one that was incurred in the line of duty on active duty (or existed before the beginning of active duty and was aggravated by service in the line of duty on active duty) and that may render the service member medically unfit to perform duties of the member’s office, grade, rank, or rating. With respect to a veteran who was a member of the Armed Forces at any time during the period of five years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, a serious injury or illness means that qualifying injury or illness that was incurred in the line of duty on active duty or existed before the beginning of active duty and was aggravated by service in the line of duty and that manifested itself before or after the member became a veteran.

### Use of Paid Leave

In general, FMLA leave is unpaid. However, CCS generally requires that you substitute any paid leave (assuming you are eligible for paid leave) for unpaid leave. Your entitlement to up to 12 weeks of FMLA leave will run concurrently with any workers' compensation or temporary disability absence as long as the criteria for a serious health condition is met. You may use any available unused paid time off (PTO) to supplement your worker's compensation or temporary disability pay, up to 100% of your regular pay.

### Notice of Leave

If it is foreseeable that you will need FMLA leave, you must give CCS at least 30 days' advance written notice. If your need for FMLA leave, or the timing of the leave, is unforeseeable, you must give CCS notice as soon as practicable, generally within two business days after the need for leave becomes known to you. You are also expected to comply with CCS's normal call-in or reporting practices and procedures. Failure to give the required notice may result in the delay of your leave. If the leave is due to planned medical treatment, you must make a reasonable effort to schedule the treatment to minimize disruption to CCS. Requests for leave must be submitted to Human Resources and forms are available in that office.

### Medical and Family Certificates

If you request leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply an appropriate medical certification to CCS. You may obtain Medical Certification forms from Human Resources. Generally, for foreseeable leave, any required medical certification must be provided to Human Resources before your leave begins, unless it is impractical to do so, in which case a medical certification must be provided as soon as possible. Also, if the leave is for the birth, placement of a child for adoption or foster care, or care of a covered relation, CCS may require you to provide reasonable documentation or a statement confirming the family relationship. In addition, if you are requesting leave for a qualifying exigency related to military service, you may be required to provide an appropriate certification. Failure to timely provide the requested medical certification or other documentation may result in a delay or denial of your leave.

CCS may, at its discretion and expense, require an examination by a second health care provider designated by CCS. If the second health care provider's opinion conflicts with the original medical certification, CCS may require a third, mutually acceptable health care provider to conduct an examination and provide a binding opinion. (Second and third opinions will not be requested for a covered service member's serious injury or illness, however.)

*Notice: The Genetic Information nondiscrimination act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the*

*individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to requests for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

### **Reporting During Leave and Upon Return From Leave**

If you take an FMLA leave due to your own or a covered relation's serious health condition, CCS will require you to provide medical re-certifications, at reasonable intervals during your leave, generally not more than every 30 days. While on an FMLA leave, you must periodically report on your status and intent to return to work. If the circumstances precipitating the need for an FMLA leave change while you are on leave, you must promptly notify the Human Resources office in writing of those changes, generally within two (2) business days.

CCS will require you to provide a certificate of fitness to return to work, which may address your ability to perform the essential functions of your job, at your expense, when your leave was due to your own serious health condition. A fitness to return to work certificate will not be required if the leave was taken on an intermittent or reduced schedule basis. Failure to timely provide the above status reports, re-certifications or fitness to return to work certificates may result in the delay or denial of leave, or restoration to your position.

### **Medical and Other Benefits During Leave**

During an approved FMLA leave, CCS will maintain your group health benefits as if you continue to work. All other benefits will be maintained in accord with CCS established policies. Paid time off (PTO) days do not accrue during leaves of absence, including FMLA and temporary disability absences (except during the time period that the leave is being covered by PTO).

If you normally pay a portion of your group health or other elective benefit premium, and if you are on a paid leave, CCS will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium to the Human Resources office by the 20th day of the month prior to the month the premium will cover. Failure to timely pay your portion of the premium may result in termination of coverage, provided you are notified in advance that coverage will lapse. If CCS pays your portion of any elective benefit premium or group health premium during your leave, CCS will seek reimbursement from you when you return to work.

If you do not return to work at the end of the leave period, you will be required to reimburse CCS for its share of the premiums paid for maintaining your group health benefits during any unpaid leave, unless you cannot return

to work due to a serious health condition or other circumstances beyond your control.

### **Intermittent and Reduced Schedule Leave**

Leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work) when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt CCS's operations. Leave for qualifying exigencies may also be taken on an intermittent basis.

If your leave is unpaid, CCS will reduce your salary as permitted by law based upon the amount of time actually worked. In some situations, while you are on an intermittent or reduced schedule leave, CCS may temporarily transfer you to an available alternative position (with equivalent pay and benefits) that better accommodates your leave request. Intermittent or reduced schedule leave to care for a newborn child or child placed with you for adoption or foster care requires prior consent of CCS (unless the leave is due to a serious health condition). Special FMLA Rules Applicable to Instructional Employees

The FMLA contains special rules for instructional employees who seek intermittent leave or a leave near the end of an academic term. "Instructional employees" include, for example, faculty members. Generally, teacher assistants and counselors are not considered instructional employees. The purpose of the special rules is to avoid undue disruption to students. If the special rules apply to you, CCS may require you to remain on leave until the end of the semester. If you have requested intermittent or reduced schedule leave, CCS may require that you take leave in a block of time or it may temporarily transfer you to another position. If you have any questions regarding these special FMLA rules and whether they apply to you, contact Human Resources.

### **Additional Information**

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the existence of any right provided under the FMLA or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede and State or local law or collective bargaining agreement which provides greater family or medical leave rights. If you have any questions regarding this policy, please contact Human Resources.

CCS reserves the right to modify this policy when circumstances warrant modification, or to change any provision of this policy as determined by CCS in its discretion, consistent with the FMLA and any other applicable law.

## **3.18 Performance Appraisal**

It is CCS's goal to evaluate the performance of each full-time administrative staff member annually. The purpose of the evaluation is to provide the immediate supervisor and the staff member an opportunity to review the administrative staff member's work during the past year, to outline the strengths and weaknesses in the staff member's performance, to share concerns and criticisms, to lay out a plan for the staff member's work in the coming year, and generally to provide support, encouragement, and direction to the administrative staff member in the pursuit of excellence.

Annual performance appraisal meetings are customarily scheduled during the month of July. The performance appraisal form is prepared by the supervisor, reviewed by the second level supervisor, and then presented to the employee during a performance appraisal meeting. Employee feedback concerning job satisfaction, position responsibility and career goals is encouraged during the appraisal and any time during the year.

## **3.19 Separations**

### **3.19.1 Resignation**

An employee who voluntarily resigns should submit a letter of resignation to his/her supervisor, with a copy to the Director of Human Resources. A minimum of two weeks notice is preferred.

### **3.19.2 Termination**

In accepting and maintaining employment with the College, you acknowledge and agree that your employment is at-will and may be terminated either by you or the College, with or without cause or notice, at any time. The College is committed to encouraging the professional development of its employees and to providing a supportive environment in which to work. It also has high standards for its employees' performance. While the College attempts to resolve instances of poor performance and to help employees correct deficiencies, it reserves the right to terminate staff members for reasons including, but not limited to, incompetence or inefficiency, unsatisfactory performance, violation of College policy, dishonesty, mistreatment of students or other employees, and other factors determined at the sole discretion of the College.

### **3.19.3 Exit Interview**

When an employee leaves CCS for any reason, he/she is requested to meet with the Office of Human Resources for an exit interview. The exit interview will allow for converting benefit plans and the return of any College property.

### **3.20 Employment of Relatives**

The College may hire relatives of current employees, based on their qualifications for the job. However, an employee may not directly supervise an immediate family member. An immediate family member under this policy is your spouse, parent, child, grandparent, grandchild, brother, sister, in-law, uncle, aunt, nephew, niece or a domestic partner. Further, an immediate family member of a current employee will not be hired (or transferred into a position) where this would have the potential for creating an adverse impact on work performance or create an actual or apparent conflict of interest.

### **3.21 Complaint Procedure**

If an employee faces a problem relating to his/her work, the College wants the employee to have every possible opportunity to resolve it. An employee should always first attempt to resolve the problem by meeting with his/her supervisor. If this approach is not successful, you should discuss the matter with the Director of Human Resources, or the supervisor's Dean or Vice President. If the complaint relates to a dean or vice president, you should discuss it with the Director of Human Resources. You are strongly encouraged to provide the College with a written complaint as early as possible that details the issues of concern. Written complaints prepared by you ensure that the complaint is accurately documented.

All employee problems at every step of this process will be confidential to the extent the College can do so without compromising its investigatory obligations. There will be no discrimination, recrimination or penalty against any employee for his/her good faith participation in this process.



## Chapter 4

# Academic Policies and Procedures

### 4.1 Registration

#### 4.1.1 Academic Advising and Registration Office

#### 4.1.2 Registration Procedures

*New Students:* New students receive a letter welcoming them to the College along with their username and password. Students are sent electronic communication from their academic advisor with directions on how to register along with an academic evaluation. New Students are encouraged to register online via WebAdvisor or in person with their Academic Advisor. WebAdvisor is a secure Web interface that allows students and faculty to access information contained in the college's administrative database. For example, students can view their grades and transcript, search for open classes, view account balance information and print degree audits. Faculty members can view their class rosters, their scheduled classes, student information, and enter grades.

*Returning Students:* Returning students are emailed an academic evaluation from the Academic Advising and Registration Office. The Advisor audits the student's academic evaluation. If the student is on track with their academic program they are free to register in person or on-line. If the Advisor detects a concern with the academic evaluation, they place an advising hold on the student's record. The student is then required to meet with their Academic Advisor to consult about their schedule. Once the hold is removed, the student may register online or at the Academic Advising and Registration Office. All students must pay a \$100 commitment fee in order to register.

### 4.1.3 Class Rosters

Taking attendance is a mandatory requirement and must be done electronically through the WebAdvisor system (see Appendix L). The preliminary class rosters are passed out as a courtesy for you to have on the first day of class. The first week of each semester is an add/drop period during which students may drop courses for which they previously registered or register for new courses with no penalty. After the add/drop period instructors must access their attendance roster online. Instructors are required to maintain attendance records electronically, which must be submitted at the end of the semester along with final grades. The roster includes all students registered in your class(es) through the end of the add/drop period.

If there is a person in your class who is NOT on your roster, it means the student is NOT REGISTERED for your class. It is imperative that you immediately send them to the Academic Advising and Registration office. Students are not permitted to be in your class unless they have officially registered for that class.

Faculty will begin to receive a weekly “drop notice” via email to inform you of any student who has officially withdrawn from your class(es). If there is a student listed on your roster who is not attending class you must contact the Academic Advising and Registration Office, and they will inquire why he/she has not been attending.

In addition, you may notice a “V” next to the names of some students on your roster. This means the students receive benefits from the U.S. Dept of Veterans Affairs. The VA requires attendance rosters, and it is the instructor’s responsibility to monitor this. The Academic Advising and Registration Office must report non-attendance of these students to the VA within 30 days of the last date of attendance. Instructors must report any “V” student who has missed three (3) weeks of class as soon as he/she misses the third week.

### 4.1.4 Adding/Dropping Classes

Courses for which a student is enrolled at the conclusion of the Add/Drop period will be used to determine attempted courses for the Course Completion Rate. Therefore, if it is necessary to adjust one’s class schedule, it is best to do so during the Add/Drop period of the semester. Courses that are dropped after conclusion of the Add/Drop period will show a recorded grade of W, WN, or WF. This will be counted as an unsuccessfully completed course, thus lowering your completion rate.

- Students may use WebAdvisor<sup>1</sup> to add or drop classes up until the first day of class. After this time, if a student wishes to add or drop a course, students must complete the add/drop form that is available from the Academic Advising and Registration Office.

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<sup>1</sup>WebAdvisor (  
<https://helena.collegeforcreativestudies.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9865274880> )

- Students who drop classes during the first 7 business days of classes (see Academic Calendar for specific dates) are not charged for the drop. After the 7th day dropped classes are charged on a sliding scale and those courses will receive a grade of “W”, “WN”, or “WF”.
- Please refer to the academic calendar<sup>2</sup> for specific tuition reimbursement information. The last day to withdraw from a course is on Friday, the thirteenth week of classes. No exceptions to this deadline will be made.
- The College reserves the right to cancel or change classes, instructors and schedules; to revise tuition and fee structure; and to amend College policies for the efficient operation of the College. Students are notified by the Academic Advising and Registration Office of any course changes.

#### 4.1.5 Waived Course

A required course may be waived by the Department Chair only. Waiving a course means only that the specific course is waived, not the credits attached to that course. The student must still plan to take a course to fill the credit deficiency. The Program Chair must complete a Curriculum Change form to indicate which course will replace the waived course. The Curriculum Change form is then submitted to the Academic Advising and Registration Office.

#### 4.1.6 Restricted Course

Students who intend to register for a course that is restricted to a particular major or class level (for example, Crafts only or juniors only) and who are not in that department or at the required class level must have the department chair or administrator complete and sign the Registration Permission Form and submit it to the Academic Advising and Registration Office.

#### 4.1.7 Independent Study

An Independent Study is available to undergraduate students who are at Junior or Senior level standing and first and second year graduate students with a cumulative grade point average of 3.00 or above. The student may receive approval to work in an area or on a project that is not otherwise offered or addressed in the curriculum. Students may receive credit toward graduation for no more than 6 credit hours.

- The student must complete an Independent Study Form. Please see the Academic Credit Opportunities<sup>3</sup> page for more information.

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<sup>2</sup>Academic Calendar (<https://campus.collegeforcreativestudies.edu/academic-calendar/> )

<sup>3</sup>Academic Credit Opportunities ( <https://campus.collegeforcreativestudies.edu/academic-advising/academic-credit-opportunities/> )

- The student must submit a minimum 150-word Independent Study Proposal, along with the Independent Study Approval Form, to the faculty member overseeing the Independent Study. The proposal should state the reason for the independent study and their plan for study, including topics to be covered and goals.
- The faculty member appointed to oversee the Independent Study must write an Independent Study Syllabus with a detailed course description, learning outcomes, assignments, meeting dates (minimum of four), due dates, and grading criteria.
- Students must submit the Independent Study Proposal and the completed Syllabus from the faculty member to the Department Chair. The Department Chair approves of the Student's proposal, the Independent Study and the Syllabus with a detailed course description, learning outcomes, assignments, meeting dates (minimum of four), due dates, and grading criteria.
- The Independent Study Approval Form, with faculty and Chair signatures, must be submitted to the Office of Academic Affairs for final approval by the Undergraduate Dean, Graduate Dean, or the Dean of Academic Affairs.
- The student takes the final approved form to the Academic Advising and Registration Office in order to register for the Independent Study. Independent Study forms must be turned in no later than the final day to add a class of the semester in which the Independent Study is to be taken.

## 4.2 Academic Advising and Registration Office Forms

A list of helpful Academic Advising and Registration forms available on the College's Campus Offices page follows:

- Academic Alert Form<sup>4</sup> – This online form was designed to proactively help students who may need additional support with their academic progress. An instructor may submit an Academic Alert Referral for any student in order to address an academic concern.
- Registration Permission<sup>5</sup> – An online form that requires the signature of the Department Chair or Program Manager, granting a student permission to register for a course that is filled or that has some other restriction.

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<sup>4</sup>Academic Alert Form ( <https://campus.collegeforcreativestudies.edu/student-affairs/academic-alert-referral/> )

<sup>5</sup>Registration Permission ( <https://ccsedu.wufoo.com/forms/registration-permission-form/> )

- Drop Request<sup>6</sup> – An online form that the student must complete in order to begin the process of dropping (withdrawing) a course. The student's Academic Advisor must sign the form for drops. If the student is changing section numbers no Advisor's signature is needed.
- Curriculum Change – An online form completed by a Department Chair advising Registration to alter a student's curriculum in some way. Contact the Academic Advising and Registration Office<sup>7</sup> to obtain the appropriate form.
- Change of Major<sup>8</sup> – A form with which a student may transfer from one program to another. The student must present their portfolio to the proposed new Department Chair for acceptance. The new Department Chair will sign and date the form, which indicates acceptance of the student into the major and confirms the assignment of studio credit.
- Declaration of Minor – A form with which an undergraduate student may declare a minor.
  - Liberal Arts Minor Declaration<sup>9</sup>
  - Studio Minor Declaration<sup>10</sup>
- Complete Withdrawal Form<sup>11</sup> – If a student intends a complete withdrawal from CCS for the semester they must meet with an Advisor in the Academic Advising and Registration Office and then a Financial Aid officer for an exit interview. The Academic Advising and Registration Office processes the Complete Withdrawal form and distributes it to all concerned departments.

## 4.3 Grading and Academic Progress

### 4.3.1 Grading

Grading is based on performance in coursework, growth in ability, attendance, and attitude. A continuous record of all grades throughout a student's enrolment is kept in the Academic Advising and Registration Office. Final grade reports

<sup>6</sup>Drop Request ( <https://ccsedu.wufoo.com/forms/course-withdrawal-form/> )

<sup>7</sup>Academic Advising and Registration Office ( [aaro@collegeforcreativestudies.edu](mailto:aaro@collegeforcreativestudies.edu) )

<sup>8</sup>Change of Major ( <https://campus.collegeforcreativestudies.edu/academic-advising/wp-content/uploads/sites/9/2019/10/2022-09-14-AAO-CHANGE-OF-MAJOR.pdf> )

<sup>9</sup>Liberal Arts Minor Declaration ( <http://campus.collegeforcreativestudies.edu/academic-advising/wp-content/uploads/sites/9/2020/02/AAO-LIBERAL-ARTS-MINOR-DECLARATION-FORM-22-23.pdf> )

<sup>10</sup>Studio Minor Declaration ( <https://campus.collegeforcreativestudies.edu/academic-advising/wp-content/uploads/sites/9/2021/09/AAO-STUDIO-MINOR-DECLARATION-FORM-22-23.pdf> )

<sup>11</sup>Complete Withdrawal Form ( <https://docs.google.com/forms/d/e/1FAIpQLSePrLcNpiNmpE8YpzhkA-ZwF9tQeswwOlfS8F8ddmMULC0bg/viewform> )

are available on Blackboard the week after classes end. CCS uses the following grading system:

#### Undergraduate Grading Scale

Grade	Rating	GPA	Description
A	Excellent	4.00	grade point
A-		3.70	grade point
B+		3.30	grade point
B	Good	3.00	grade point
B-		2.70	grade point
C+		2.30	grade point
C	Average	2.00	grade point
C-		1.70	grade point
D+		1.30	grade point
D	Poor	1.00	grade point
D-		0.70	grade point
F	Failing	0.00	grade point
P	Passing	0.00	no grade point value
I	Incomplete	0.00	no grade point value
W	Withdrawal	0.00	second through fourth week of class
WN	Withdrawal	0.00	after the fourth week of class
WF*	Wthdrawal	0.00	stopped attending course without official withdrawal

#### Graduate Grading Scale

Grade	Rating	GPA	Description
A	Excellent	4.00	grade point
A-		3.70	grade point
B+		3.30	grade point
B	Good	3.00	grade point
B-		2.70	grade point
C+		2.30	grade point
C	Below Graduate	2.00	grade point (minimum required standard)
F	Failing	0.00	grade point
P	Passing	0.00	no grade point value
I	Incomplete	0.00	no grae point value
W	Withdrawal	0.00	second through fourth week of class
WN	Withdrawal	0.00	after the fourth week of class
WF*	Withdrawal	0.00	stopped attending course without official withdrawal

#### NOTE:

*Due to the COVID-19 Pandemic, students have the option to request that their grade(s) be changed to P/NC (Pass/No Credit) for the Winter 2020, Fall 2020,*

and Winter 2021 semesters. Please see the *Pass/No Credit - Winter 2020*<sup>12</sup> and *Pass/No Credit - 2020 - 2021 Academic Year*<sup>13</sup> policies for more details.

### Midterm Grade Procedure

CCS requires that midterm grades be submitted electronically during the eighth (8th) week of the semester. The Academic Advising and Registration office will email instructions to faculty on how to submit midterm grades via WebAdvisor during the sixth (6th) week of classes. Faculty should notify a student if their name does not appear on the electronic roster. The student **MUST** be advised to see the Academic Advising and Registration Office to verify enrollment in that course. Once all midterm grades are submitted via WebAdvisor they are made available to students. Instructors are obligated to assign a midterm grade to each student who is listed as registered for their class.

Valid mid-term grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, WF\*. You may not assign the “I,” “W”, or “WN” grades at midterm. A “WF” may be assigned at midterm.

\*The “WF” grade is counted in the student’s grade point average calculation like an “F” grade. Students that receive a “WF” grade for all classes in a semester will be administratively withdrawn from CCS effective on the last date of attendance. “WF” grades may affect grade point average and satisfactory academic progress.

Midterm grades are a progress report only; they do not affect a student’s cumulative grade point average. However, these grades are an essential component in the advising process.

### Final Grade Procedure

The Academic Advising and Registration Office emails faculty instructions on how to enter final grades into the WebAdvisor portal on the Monday of the 13th week of the semester (students are not permitted to withdraw after the 12th week of classes).

Faculty must enter final grades into WebAdvisor, the Monday after the last day of classes for the semester. There are no exceptions to the due date. Final grades are available to students once all grades are entered and they verified by the Academic Advising and Registration Office.

Faculty are obligated to assign a grade to each student who is still registered for their class. If a student is listed as anything other than a drop on your roster, the student is still officially registered for your class and you **MUST** assign a grade.

Valid final grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I\*, W, WN, WF\*\*.

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<sup>12</sup>Pass/No Credit - Winter 2020

( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-winter-2020-2/> )

<sup>13</sup>Pass/No Credit - 2020 - 2021 Academic Year

( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-fall-2020/> )

\* A grade of I (incomplete) should only be given rarely, when a student has encountered an unusual situation that prevented him/her from completing a SMALL portion of the semester's work. When you enter an "I" grade in WebAdvisor you must also enter an expiration date. This date will be given to you. Incomplete ("I") grades should NOT be assigned to a student if a student has stopped coming to class or has missed several assignments. If you have given a grade of "I" to a student in your class, you must also submit an Incomplete Grade Verification Form to the Academic Advising and Registration Office in addition to submitting the "I" grade via WebAdvisor. You and your Department Chair must sign this form before its submission. This form is available from your Department Administrator or the Academic Advising and Registration Office. Grades of "I" automatically become "F" if the instructor has not submitted a grade change form by the end of the next full semester.

\*\* The "WF" grade is counted in the student's grade point average calculation like an "F" grade. Students that receive a "WF" grade for all classes in a semester will be administratively withdrawn from CCS effective on the last date of attendance. "WF" grades may affect grade point average and satisfactory academic progress.

### 4.3.2 Grade Change Forms

An instructor may change a student's grade. The reason for this change may be due to completion of work from the previous semester (grade of "I" being changed to a letter grade) or a review of the student's work which resulted in a better grade. A student who receives an "I" grade has one semester (Fall or Winter) to complete the work and receive the appropriate grade. After the one semester deadline, the "I" grade will be changed to an "F". Instructors and Program Managers can obtain the Grade Change form from the Academic Advising and Registration Office<sup>14</sup> (AARO). The instructor and Department Chair must sign the form, and it is then sent to the Office of Academic Affairs who return the approved form to the AARO. Instructors must provide complete and accurate information to ensure quick processing.

Students may appeal a grade up to 60 days after the last day of the semester in which the student was enrolled in the course. Appealing students should submit a written request to the Office of Academic Affairs identifying the course, instructor, and an explanation of the circumstances and reason for the request. The request will be reviewed and decided upon by the Academic Performance Committee.

### 4.3.3 Course Repetitions

A student may repeat a course in which credit has been earned in order to improve their grade. When a course is repeated, the higher grade will be used in the calculation of the cumulative grade point average. Any course, or its equivalent transfer course, may be applied only once toward fulfillment of any and all

<sup>14</sup>Academic Advising and Registration Office ( aaro@collegeforcreativestudies.edu )



degree requirements, including elective credit. Work from previous attempts at the course cannot be reused in future attempts without written approval from the faculty member teaching the repeated course.

#### 4.3.4 Dean's or President's List

Students who complete a minimum of 12 credits during any semester and who attain a grade point average of 3.50 to 3.799 are placed on the Dean's List. Students who achieve a GPA of 3.80 or above are placed on the President's List. A notation will be placed on the student's transcript for each semester that Dean's List status is achieved. Students on the Dean's or President's List for two consecutive semesters will receive a letter of acknowledgement from the Office of Academic Affairs.

#### 4.3.5 Junior Status

Students are required to complete all 15-18 credits of Foundation courses and 15 credits of 100/200 level Liberal Arts courses before they can begin their junior level departmental studio courses.

Each department decides which departmental courses students must complete before progressing to junior level department courses. Students who place into ELS 107 are not subject to the same Junior Status Policy requirements.

Students who fail to complete Junior Status requirements by the end of their sophomore year will receive a "Junior Status hold" and may need registration approval.

#### Foundation Courses Required

- DFN 101, Foundation Drawing I
- DFN 102, Foundation Drawing II, or DFN 112 Visualization, or DFN 141, Fundamentals of Imaging
- DFN 116, 3D Techniques
- DFN 117, 2D Design
- DFN 118, 3D Design
- DFN 119, Digital Techniques

#### Liberal Arts Courses Required

- DFS 101, Introduction to Interdisciplinary Study
- DEN 108, Composition II: The Art of Argumentation
- DEN 239, Survey of World Literature (catalog year, 2021 or earlier) or DAH —, History of Major (i.e. History of Advertising, Photography, etc.) (catalog year, 2022 or later)

- DAH 200, Art & Culture: Ages of Discovery
- DAH 201, Visual Narration: Asia or Africa/America

## 4.4 Satisfactory Academic Progress

### 4.4.1 Financial Aid Satisfactory Academic Progress – Graduate Students

#### Graduate Students

The standards of Satisfactory Academic Progress (SAP) measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement, a Pace/Course Completion Rate requirement, and a Maximum Timeframe requirement.

Students who receive financial aid must demonstrate SAP as determined by the College for Creative Studies (CCS) in accordance with federal regulations. Financial aid recipients are required to be in good academic standing and to maintain satisfactory academic progress toward their degree requirements for each semester in which they are enrolled.

SAP is evaluated at the end of each term in which a student is enrolled (Fall, Winter, and Summer). Federal regulations require the College to evaluate students who receive federal financial aid using standards that are at least as strict as standards that apply to students who do not receive federal financial aid; CCS evaluates all students using the same standards. SAP is evaluated based on the student's cumulative academic record.

#### REQUIREMENTS FOR MAINTAINING SAP

**GRADE POINT AVERAGE** At the end of each semester, a student's cumulative grade point average is calculated. He or she must have a minimum cumulative grade point average of 3.0 to achieve SAP.

**REQUIRED PACE/COURSE COMPLETION RATE** Required course completion rate also determines SAP. Students must complete their academic program within 150% of the published length of the program. To meet this requirement, students must successfully complete, with a grade of C or better, at least two-thirds (67%) of attempted cumulative credit hours. Examples are as follows:

Credits Attempted	Must Complete
6	4
15	10
30	20

**MAXIMUM TIMEFRAME (MTF)** Federal regulations require that a student must complete his or her educational program within a MTF no longer than 150% of the published length of the educational program measured in credit hours attempted.

Example: Graduate Student

If a graduate student is enrolled in an academic program that requires 60 credit hours for graduation, he or she would be allowed a maximum of 90 (60 x 150%) attempted credits in order to obtain his/her degree.

**TRANSFER CREDITS** Courses that are transferred from another institution and accepted toward an academic degree program at the College (at the time of SAP Review) count as attempted and completed hours for Pace/Course Completion Rate (CCR) and MTF. The GPA is determined only with courses taken in residence at the College.

**GRADE CHANGES** Students who have a grade change or incomplete grade changed after SAP has already been process for any semester must notify Academic Advising and Registration of the change. At that time SAP will be recalculated to determine if the SAP status needs to be modified and the Office of Academic Advising and Registration will notify the Office of Financial Aid.

**CHANGE OF MAJOR/DEGREE** If a student decides to change majors, all classes already taken will count in the maximum timeframe SAP evaluation. It is possible a change of major could impact your SAP standing.

**GRADES** Successful completion of attempted courses is required for SAP. Therefore, grades of A through C are acceptable unless otherwise specified. Courses for which these grades are received will be used to establish your cumulative GPA and CCR.

Grades of D, F (failing), I (incomplete), W or WN (withdraw), WF (withdraw-unofficial) are not acceptable. Courses for which these grades are received will not be counted as successfully completed courses and will be valued at 0.00 grade points, thus also lowering your CCR and cumulative GPA.

**NOTE:** *Due to the COVID-19 Pandemic, students have the option to request that their grade(s) be changed to P/NC (Pass/No Credit) for the Winter 2020, Fall 2020, and Winter 2021 semesters. Please see the Pass/No Credit - Winter 2020<sup>15</sup> and Pass/No Credit - 2020 - 2021 Academic Year<sup>16</sup> policies for more details.*

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<sup>15</sup>Pass/No Credit - Winter 2020

( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-winter-2020-2/> )

<sup>16</sup>Pass/No Credit - 2020 - 2021 Academic Year

( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-fall-2020/> )

**DROPPING CLASSES (after the Add/Drop period)** Courses for which a student is enrolled at the conclusion of the Add/Drop period will be used to determine attempted courses for the CCR. Therefore, if it is necessary to adjust one's class schedule, it is best to do so during the Add/Drop period of the semester. Courses that are dropped after conclusion of the Add/Drop period will show a recorded grade of W or WN. This will be counted as an unsuccessfully completed course valued at 0.00 grade points, thus lowering your completion rate and cumulative GPA.

**COMPLETE WITHDRAWALS (OFFICIAL OR UNOFFICIAL)** Students who officially withdraw from the College or stop participating in their courses (unofficial withdrawal) after the Add/Drop period are considered to have no successfully completed courses for the semester. This will lower your CCR and cumulative GPA and can result in being placed on Academic Probation or being suspended from the College resulting in the loss of financial aid eligibility if you already had a low pace/course completion rate or GPA or there are consecutive withdrawals over a number of semesters. Unofficial withdrawals will be reviewed at mid-term and end of the semester. If a student has been determined to be unofficially withdrawn, the Office of Financial Aid (OFA) will reach out to all enrolled course professors to determine last date of attendance (LDA). If the OFA does not receive a response, mid-term date will be used to determine the withdrawal date.

**REPEATED COURSES** When a successfully completed course is repeated, the previous enrollment is not counted as a successfully completed course; therefore, this will lower your CCR. Only the last grade received is counted in the cumulative GPA.

Per the Federal Student Aid Handbook, students may repeat a course as many times as necessary to receive a passing grade and receive federal funding for that course. The federal definition of a passing grade is anything above an F.

Once the student has taken the course and received a grade above failing (anything above an F), the student may repeat the course only one additional time to try to earn a higher grade and receive federal financial aid funds. Any subsequent repeats of that course cannot be covered by federal financial aid funds. CCS does have some required courses that require at least a C grade per College policy. The College policy does not affect federal eligibility, so the student may still only retake this course one after receiving a grade above an F and receive federal funding.

**FAILURE TO MEET SAP** SAP is monitored at the end of each semester and if a student fails to meet the 3.0 cumulative GPA requirement or does not complete two-thirds (67%) of the cumulative credit hours attempted to date, he or she will be placed on SAP financial aid warning for a period of one semester. During the SAP financial aid warning semester, a student can receive financial

aid. If the student fails to raise the GPA to 3.0 or the completion rate to two-thirds (67%) at the end of the financial aid warning semester, they will lose eligibility for financial aid.

#### **NOTIFICATION OF UNSATISFACTORY ACADEMIC PROGRESS**

Students who do not meet SAP standards will be notified, by the Director of Financial Aid, in writing via email, which will be sent to their College for Creative Studies email.

**SAP APPEAL PROCESS** Students may appeal their loss of financial aid eligibility by submitting an appeal letter to the Director of Financial Aid. Appeals should be based on circumstances beyond the student's control such as, injury or illness, death of a relative, or other special circumstances. The appeal must explain the failure to make satisfactory progress and what has changed that will allow satisfactory progress in the future.

If the appeal is approved, the student will be placed on SAP financial aid probation and will be required to follow an Academic Success Plan. This status is limited to one semester (or time as specified by the Academic Success Plan), during which the student may receive financial aid. At the end of that semester, a student on SAP financial aid probation will have his/her academic progress reviewed and must be meeting the SAP standards. If a student fails to meet these standards, the student loses financial aid eligibility.

**REESTABLISH FINANCIAL AID ELIGIBILITY WITHOUT AN APPEAL** Students who become ineligible for assistance can reestablish their eligibility by attending CCS at their own expense until they achieve the minimum SAP standards.

Note: Neither paying for classes nor sitting out periods of enrollment in and of themselves improves a student's SAP standing; therefore, neither action is sufficient to regain financial aid eligibility.

### **4.4.2 Financial Aid Satisfactory Academic Progress – Undergraduate Students**

#### **Undergraduate Students**

The standards of Satisfactory Academic Progress (SAP) measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement, a Pace/Course Completion Rate requirement, and a Maximum Timeframe requirement.

Students who receive financial aid must demonstrate SAP as determined by the College for Creative Studies (CCS) in accordance with federal regulations. Financial aid recipients are required to be in good academic standing and to maintain satisfactory academic progress toward their degree requirements for each semester in which they are enrolled.

SAP is evaluated at the end of each term in which a student is enrolled (Fall, Winter, and Summer). Federal regulations require the College to evaluate students who receive federal financial aid using standards that are at least as strict as standards that apply to students who do not receive federal financial aid; CCS evaluates all students using the same standards. SAP is evaluated based on the student's cumulative academic record.

### REQUIREMENTS FOR MAINTAINING SAP

**GRADE POINT AVERAGE** At the end of each semester, a student's cumulative grade point average is calculated. He or she must have a minimum cumulative grade point average of 2.0 to achieve SAP.

**GRADE POINT AVERAGE REQUIREMENT FOR ART EDUCATION MAJORS** In the Art Education program it is the student's responsibility to maintain a cumulative grade point average of 2.50 at the end of each term. Additionally, teacher candidates must maintain a cumulative grade point average of 2.70 in Art Education courses. Only grades of "C" or better will be accepted in required art education courses. If a student receives a grade of "C-" or below they must retake the course to obtain a grade of "C" or better. The higher grade is always recorded for purposes of calculating cumulative GPA; each attempt is counted as "credits attempted" but only the attempt associated with the higher grade is counted as a successfully completed course for purposes of the Pace/Course Completion Rate. The Center for Tutoring and Writing <sup>17</sup> is available for all students seeking assistance with any course content.

**REQUIRED PACE/COURSE COMPLETION RATE** Required course completion rate also determines SAP. Students must complete their academic program within 150% of the published length of the program. To meet this requirement, students must successfully complete, with a grade of D- or better, at least two-thirds (67%) of attempted cumulative credit hours. Examples are as follows:

Credits Attempted	Must Complete
6	4
12	8
15	10
18	12
66	44
100	67
126	84

**MAXIMUM TIMEFRAME (MTF)** Federal regulations require that a student must complete his or her educational program within a MTF no longer

<sup>17</sup>Center for Tutoring and Writing

<https://campus.collegeforcreativestudies.edu/tutoring-writing-center/>

than 150% of the published length of the educational program measured in credit hours attempted.

Example: Undergraduate Student

If an undergraduate student is enrolled in an academic program that requires 127 credit hours for graduation, he or she would be allowed a maximum of 191 (127 x 150%) attempted credits in order to obtain his/her degree.

Example: Undergraduate Art Education Student

If an undergraduate Art Education student is enrolled in an academic program that requires 148 credit hours for graduation, he or she would be allowed a maximum of 222 (148 x 150%) attempted credits in order to obtain his/her degree.

**TRANSFER CREDITS** Courses that are transferred from another institution and accepted toward an academic degree program at the College (at the time of SAP Review) count as attempted and completed hours for Pace/Course Completion Rate (CCR) and MTF. The GPA is determined only with courses taken in residence at the College.

**GRADE CHANGES** Students who have a grade change or incomplete grade changed after SAP has already been process for any semester must notify Academic Advising and Registration of the change. At that time SAP will be recalculated to determine if the SAP status needs to be modified and the Office of Academic Advising and Registration will notify the Office of Financial Aid.

**CHANGE OF MAJOR/DEGREE** If a student decides to change majors, all classes already taken will count in the maximum timeframe SAP evaluation. It is possible a change of major could impact your SAP standing.

**SECOND DEGREE** If you are obtaining a second degree, you will need to have a degree audit performed to determine your new SAP standing. This will allow Financial Aid to create a new Maximum Timeframe.

**GRADES** Successful completion of attempted courses is required for SAP. Therefore, grades of A through D- are acceptable unless otherwise specified. Courses for which these grades are received will be used to establish your cumulative GPA and CCR.

Grades of F (failing), I (incomplete), W or WN (withdraw), WF (withdraw-unofficial) are not acceptable. Courses for which these grades are received will not be counted as successfully completed courses and will be valued at 0.00 grade points, thus also lowering your CCR and cumulative GPA.

**NOTE:** *Due to the COVID-19 Pandemic, students have the option to request that their grade(s) be changed to P/NC (Pass/No Credit) for the Winter 2020, Fall 2020, and Winter 2021 semesters. Please see the Pass/No Credit - Winter*

*2020<sup>18</sup> and Pass/No Credit - 2020 - 2021 Academic Year<sup>19</sup> policies for more details.*

**DROPPING CLASSES (after the Add/Drop period)** Courses for which a student is enrolled at the conclusion of the Add/Drop period will be used to determine attempted courses for the CCR. Therefore, if it is necessary to adjust one's class schedule, it is best to do so during the Add/Drop period of the semester. Courses that are dropped after conclusion of the Add/Drop period will show a recorded grade of W or WN. This will be counted as an unsuccessfully completed course valued at 0.00 grade points, thus lowering your completion rate and cumulative GPA.

**COMPLETE WITHDRAWALS (OFFICIAL OR UNOFFICIAL)** Students who officially withdraw from the College or stop participating in their courses (unofficial withdrawal) after the Add/Drop period are considered to have no successfully completed courses for the semester. This will lower your CCR and cumulative GPA and can result in being placed on Academic Warning or being suspended from the College resulting in the loss of financial aid eligibility if you already had a low pace/course completion rate or GPA or there are consecutive withdrawals over a number of semesters. Unofficial withdrawals will be reviewed at mid-term and end of the semester. If a student has been determined to be unofficially withdrawn, the Office of Financial Aid (OFA) will reach out to all enrolled course professors to determine last date of attendance (LDA). If the OFA does not receive a response, mid-term date will be used to determine the withdrawal date.

**REPEATED COURSES** When a successfully completed course is repeated, the previous enrollment is not counted as a successfully completed course; therefore, this will lower your CCR. Only the last grade received is counted in the cumulative GPA.

Per the Federal Student Aid Handbook, students may repeat a course as many times as necessary to receive a passing grade and receive federal funding for that course. The federal definition of a passing grade is anything above an F.

Once the student has taken the course and received a grade above failing (anything above an F), the student may repeat the course only one additional time to try to earn a higher grade and receive federal financial aid funds. Any subsequent repeats of that course cannot be covered by federal financial aid funds. CCS does have some required courses that require at least a C grade per College policy. The College policy does not affect federal eligibility, so the

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<sup>18</sup>Pass/No Credit - Winter 2020 ( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-winter-2020-2/> )

<sup>19</sup>Pass/No Credit - 2020 - 2021 ( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-fall-2020/> )



student may still only retake this course one after receiving a grade above an F and receive federal funding.

**EXAMPLE:** A student has taken a course requiring a C grade and received above an F but less than a C. The student takes the course a second time but again earns less than a C. The student must continue to retake the course to pass it per CCS policy but is no longer eligible for federal financial aid for that course. If the student subsequently enrolls for 12 credits, including the course they are having to repeat, only 9 of those credits are eligible for federal financial aid. Institutional aid is not affected and can still be processed at the full-time amount. Students who are enrolled for 15 credits are not affected since they will still have 12 eligible credits and would still be considered full-time.

**FAILURE TO MEET SAP** SAP is monitored at the end of each semester and if a student fails to meet the 2.0 cumulative GPA requirement or does not complete two-thirds (67%) of the cumulative credit hours attempted to date, he or she will be placed on SAP financial aid warning for a period of one semester. During the SAP financial aid warning semester, a student can receive financial aid. If the student fails to raise the GPA to 2.0 or the completion rate to two-thirds (67%) at the end of the financial aid warning semester, they will lose eligibility for financial aid.

#### **NOTIFICATION OF UNSATISFACTORY ACADEMIC PROGRESS**

Students who do not meet SAP standards will be notified, by the Director of Financial Aid, in writing via email, which will be sent to their College for Creative Studies email.

**SAP APPEAL PROCESS** Students may appeal their loss of financial aid eligibility by submitting an appeal letter to the Director of Financial Aid. Appeals should be based on circumstances beyond the student's control such as, injury or illness, death of a relative, or other special circumstances. The appeal must explain the failure to make satisfactory progress and what has changed that will allow satisfactory progress in the future.

If the appeal is approved, the student will be placed on SAP financial aid probation and will be required to follow an Academic Success Plan. This status is limited to one semester (or time as specified by the Academic Success Plan), during which the student may receive financial aid. At the end of that semester, a student on SAP financial aid probation will have his/her academic progress reviewed and must be meeting the SAP standards. If a student fails to meet these standards, the student loses financial aid eligibility.

#### **REESTABLISH FINANCIAL AID ELIGIBILITY WITHOUT AN APPEAL**

Students who become ineligible for assistance can reestablish their eligibility by attending CCS at their own expense until they achieve the minimum SAP standards.

Note: Neither paying for classes nor sitting out periods of enrollment in and of themselves improves a student's SAP standing; therefore, neither action is sufficient to regain financial aid eligibility.

## 4.5 Readmission

### 4.5.1 Undergraduate Student Readmission

Students returning to CCS after an absence of more than two consecutive academic years or students who seek readmission after suspension must complete the Application for Readmission<sup>20</sup>. This application along with a \$50 non-refundable readmission fee should be submitted to the Academic Advising and Registration Office at least two months prior to the start of the semester the student wishes to attend. Official transcripts with final grades from other institutions attended during the absence from CCS should be included with the readmission application.

Readmitted students must meet the program and graduation requirements in effect at the time of readmission. Studio courses older than seven years at the time of readmission cannot be used toward the degree, except with prior written approval from the department chair and Director of Academic Advising and Registration. The department chair must review and approve studio courses completed prior to the seven-year limit or taken at another college during the absence from CCS. This approval will be based on the student's ability to demonstrate current curriculum proficiency as evidenced by a review of a current portfolio. The cumulative grade point average for all readmitted students includes all CCS grades, regardless of how much time elapsed between enrollments.

Students, who have left for mandatory military service, are able to resume studies at CCS without completing the readmission application for up to three academic years from the time of their withdrawal.

#### Procedure

**Readmission For Students In Good Standing:** Students, who left CCS in good academic standing with a grade point average of 2.0 or higher, should complete the Application for Readmission<sup>21</sup> and attach the \$50 Readmission Fee. Students will be notified via mail when their application has been processed.

**Readmission After Academic Suspension:** Students applying for readmission after academic suspension, must complete the Application for Readmission, attach the \$50 Readmission Fee, and address the problems that led to the academic suspension and put forth the case for the student's success

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<sup>20</sup>Application for Readmission ( <https://ccsedu.wufoo.com/forms/application-for-readmission/> )

<sup>21</sup>Application for Readmission ( <https://ccsedu.wufoo.com/forms/z1p30jppj1ldkc4/> )

upon returning to CCS. This information should be provided in the “Student Explanation” section of the Application for Readmission<sup>22</sup>. The Committee on Academic Performance will review appeals for readmission after academic suspension. If approved, the student’s academic standing would carry the status of “Continued Academic Warning.”

**Readmission After Suspension Related To Conduct:** Students applying for readmission after suspension related to conduct must complete the Application for Readmission<sup>23</sup>, attach the \$50 Readmission Fee, and include any relevant information that will build a case for the student’s success upon returning to CCS. This information should be provided in the “Student Explanation” section of the readmission application. The Dean of Students will review appeals for readmission after a conduct suspension.

#### 4.5.2 Graduate Student Readmission

Students returning to College for Creative Studies (CCS) after an absence of more than two consecutive academic years or students who seek readmission after suspension, must complete the Application for Readmission. This application along with a \$50 nonrefundable readmission fee must be submitted to the Academic Advising and Registration Office at least two months prior to the start of the semester the student wishes to attend. Official transcripts with final grades from other institutions attended during the absence from CCS must be included with the readmission application.

Readmitted students must meet the program and graduation requirements in effect at the time of readmission. Studio courses older than seven years at the time of readmission cannot be used toward the degree, except with prior written approval from the program chair and Director of Academic Advising and Registration. The program chair must review and approve studio courses completed prior to the seven-year limit or taken at another college during the absence from CCS. This approval will be based the student’s ability to demonstrate current curriculum proficiency as evidenced by review of a current portfolio. The cumulative grade point average for all re-admitted students includes all CCS grades, regardless of how much time elapsed between enrollments. Students, who have left for mandatory military service, are not required to apply for readmission to the college for up to three academic years from the time of their withdrawal.

#### Readmission for students in good standing

Students, who left CCS in good academic standing with a grade point average of 3.0 or higher, must complete the Application for Readmission and attach the \$50 Readmission Fee. Students will be notified via email when their application has been processed.

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<sup>22</sup>Application for Readmission ( <https://ccsedu.wufoo.com/forms/z1p30jppj1ldkc4/> )

<sup>23</sup>Application for Readmission ( <https://ccsedu.wufoo.com/forms/z1p30jppj1ldkc4/> )

### **Readmission after academic suspension**

Students applying for readmission after academic suspension, must complete the Application for Readmission, attach the \$50 Readmission Fee, and address the problems that led to the academic suspension and put forth the case for their success upon returning to CCS. This information must be provided in the “Student Explanation” section of the Application for Readmission. The Committee on Academic Performance will review appeals for readmission after academic suspension. If approved, the student’s academic standing would carry the status of “Continued Academic Warning.”

### **Readmission after suspension related to conduct**

Students applying for readmission after suspension related to conduct, must complete the Application for Readmission, attach the \$50 Readmission Fee, and include any relevant information that will build a case for the student’s success upon returning to CCS. This information must be provided in the “Student Explanation” section of the readmission application. The Dean of Students will review appeals for readmission after a conduct suspension.

## **4.6 Attendance**

Regular class attendance is essential for learning and academic success. Students are expected to attend all class meetings, on time and for the full duration, and be prepared to work on that day’s assignment. Faculty are responsible for establishing an attendance policy for each of their classes and for outlining that policy on the course syllabus. Students are responsible for knowing the attendance policy for their class and adhering to those requirements. Exceptions to an instructor’s attendance policy should be discussed with that instructor.

CCS Students using veterans’ benefits will have attendance monitored throughout the semester for reporting purposes to the Department of Veterans Affairs (DVA).

### **4.6.1 Related Forms**

ABSENCE EXPLANATION FORM<sup>24</sup>

## **4.7 Transcripts and Enrollment Verification**

Requests for copies of academic transcripts must be submitted in writing<sup>25</sup> (with the student’s signature) to the Academic Advising and Registration Office or

<sup>24</sup>ABSENCE EXPLANATION FORM ( [https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ABSENCE-EXPLANATION-FORM\\_rev2.pdf](https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ABSENCE-EXPLANATION-FORM_rev2.pdf) )

<sup>25</sup>Transcript Request Form ( [https://www.collegeforcreativestudies.edu/assets/files/ak/transcript\\_request\\_form.pdf](https://www.collegeforcreativestudies.edu/assets/files/ak/transcript_request_form.pdf) )

electronically<sup>26</sup>. A \$5 charge is assessed for each transcript.

Enrollment verifications<sup>27</sup> are also available from the Academic Advising and Registration Office. There is no charge for the completion of enrollment verifications needed for insurance, loans, etc. A minimum of 3 working days is required for the processing of transcripts and enrollment verifications. No transcripts or enrollment verifications (except loan verifications) will be completed for students who have a RESTRICTION (HOLD) on their records. Students requesting “on-the-spot” transcripts will be charged \$10 for each copy.

“On-the-spot” transcript requests will be accepted only if time permits, subject to the approval of the registrar. Students may also view their transcripts through the WebAdvisor system. Once a student accesses the Registration and WebAdvisor tab, a transcript option is available under academic profile.

## 4.8 Graduation Requirements

To be certified for graduation, students must:

1. Fulfill all departmental and academic course requirements for graduation in his/her major as outlined in the College catalog. Students have the option of electing the requirements listed in the catalog that was in effect at the time of their most recent admission to the college or those in the catalog that is in effect at the time of their final course completion.
2. Receive departmental permission to graduate based on a final review and exhibition of their work, unless waived by the department. Departmental permission to graduate is good for one year. Students who fail to complete their degree requirements within one year of being approved to graduate must be re-approved and have their portfolio re-reviewed prior to receiving their degree.
3. Undergraduate students must have a cumulative grade point average of at least 2.0 (C). Graduate students must have a cumulative grade point average of at least 3.0 (B)
4. Have all official transcripts from other schools on file in the Academic Advising and Registration Office no later than the last day of the drop/add period of the semester that graduation is to occur.
5. Be enrolled at the College for Creative Studies at the time that their degree is awarded.
6. File an Application for Graduation with the Academic Advising and Registration Office no later than the end of the fourth week of the semester in which they anticipate graduating. Early applications are appreciated.

<sup>26</sup>Parchment ( <https://www.parchment.com/u/registration/individual> )

<sup>27</sup>Enrollment verifications ( [https://myccs.collegeforcreativestudies.edu/registration/pdf/verification\\_request\\_form.pdf](https://myccs.collegeforcreativestudies.edu/registration/pdf/verification_request_form.pdf) )

A commencement ceremony takes place in the spring and fall semesters. Students who have applied for graduation and have completed all their requirements for graduation within the year preceding this event are invited to participate.

## 4.9 Academic Integrity

### 4.9.1 Introduction

College for Creative Studies adheres to the highest standards of academic integrity throughout the educational experience, in both academic writing and research and in studio work. Students who violate the standards of academic integrity face serious disciplinary consequences, including letters documenting the incident in their permanent record, failure of the assignment, immediate course failure, and/or dismissal from the College.

Faculty members have a responsibility to foster a culture of creative honesty, freedom, and intellectual expression for all students. Promoting and cultivating an environment of integrity reinforces that mandate and upholds the reputation of the College and its students.

Students should make sure they that have a clear understanding of these important issues and how they apply to both Liberal Arts and studio classes. Special consideration may be given if the student's intent is to use parody or satire as their vehicle for communication. The instructor or Department Chair should be consulted for clarification of those considerations.

### 4.9.2 Scope and Purpose

This statement on academic integrity applies to all undergraduate and graduate students at College for Creative Studies. Students are responsible for seeking clarification in assignments to ensure full understanding of what practices might be deemed an incidence of academic misconduct, including unethical use of language, ideas, or creative expression.

The purpose of this statement is to:

1. Clarify the College's expectations of academic integrity, and
2. Outline the process to be followed if this policy is violated.

### 4.9.3 Definition

The College condones no form of dishonesty in any academic activities, whether in academic writing and research or studio work. This is defined as the use of another's words, ideas, visual material, or physical artifacts as one's own original work without proper permission, citation, or other appropriate recognition of source. Any act that assists academic dishonesty is itself a violation of the academic integrity policy. Acts of academic dishonesty include, but are not limited to, the following:

- **Written Plagiarism.** Using another person's language or ideas without proper acknowledgment. When using the exact words of another in the presentation of written material, those words must be placed in quotation marks, with attribution to the original source, including proper citation of the source. Referencing or appropriating ideas may be part of an assignment, but it is always the student's responsibility to properly acknowledge the source of the original material.
- **Creative Dishonesty.** Artists and designers commonly draw on the work of others for reference or inspiration or the conceptual use of an appropriated image. This type of exploration and use is to be expected; however, there is an important distinction between drawing inspiration from a piece and copying it. These distinctions may vary by discipline and students are ultimately responsible for knowing how they relate to the creative integrity of their work. Students should consult their Department Chair and/or faculty member for clarification as to what practices do and do not constitute creative dishonesty.

#### 4.9.4 Types of Violations

- Buying papers or having someone else write a paper, or produce a studio project for a student.
- Submitting the same work in two courses without explicit permission.
- Presenting all or part of work done from one course or independent study to another course requires permission of the instructor in the current course.
- Unauthorized collaboration. Many course activities permit and encourage collaboration. Course syllabi and in-class instructions will usually identify situations where collaboration on assignments is allowed. The student shares responsibility for determining whether collaboration is approved by seeking clarification from the instructor.
- Cheating. This is a very broad category encompassing a variety of unfair or dishonest methods to gain an advantage. Examples include: copying another student's work, using "crib notes" on tests, and accepting from or giving aid to another student unless authorized by the instructor.
- Misrepresenting experience or ability. This includes providing false information concerning academic and creative achievement or background. For example: falsely reporting the substance of an internship, omitting transcripts, or otherwise providing false information, including submitting a falsified portfolio as part of the admission process.
- Falsifying data or records.

- **Deleting/Destroying Student Work.** All students must refrain from altering work that does not belong to them, regardless of the date the piece was created or its location. Destruction or deliberate inhibition of the progress of another student's work is also strictly prohibited. This includes the deletion or destruction of digital files, sabotaging another student's artwork, or destroying College property, including library materials, lab materials, and computer software, hardware, or studio space.

#### 4.9.5 Statute of Limitations

There is no statute of limitations on academic integrity violations. Academic integrity violations may be discovered and acted upon at any time during the course of a semester, after a semester has ended, and even after a student has graduated. Academic dishonesty that occurred prior to a student being admitted to CCS, and which has a bearing upon their status as a student in good standing, may also be discovered and acted upon, including but not limited to falsification of transcripts, portfolio work, or relevant experience.

#### 4.9.6 Reporting Misconduct

Faculty, students, exam proctors, and administrative staff all share responsibility ensuring the honesty and fairness of the intellectual environment at CCS. It is the responsibility of every individual to report incidents of academic dishonesty to the appropriate faculty, Department Chair, exam proctor, and/or College officer.

#### 4.9.7 Processes, Procedures, and Potential Outcomes

- Faculty or staff who suspect a violation of academic integrity should immediately inform the student of the nature of the violation and advise him/her that they will not be able to withdraw from the course until the case is reviewed and resolved.
- Faculty or staff should complete an online Academic Integrity Violation Report<sup>28</sup> documenting the alleged violation. The report is sent automatically to the Office of Academic Affairs and the Academic Advising and Registration Office for recording.
- The faculty member or staff member should identify and collect supporting evidence of the alleged violation, such as comparisons of writing samples or creative processes, witness statements, and/or forensic investigations.
- Within seven business days of receiving the report, the chairperson of the department in which the alleged violation occurred, will notify the

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<sup>28</sup>Academic Integrity Violation Report ( <http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/AA-ACADEMIC-INTEGRITY-VIOLATION.011419.pdf> )



Office of Academic Affairs. The Office of Academic Affairs will appoint a Hearing Officer and will schedule an academic hearing to be attended by the instructor, the student, the Department Chair, and the Hearing Officer. The Student Advocate<sup>29</sup> may attend the hearing, at the student's request. No other persons will be allowed in the hearing. The Hearing Officer will chair the hearing.

- All relevant factors, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, and the student's statement will be taken into consideration in the hearing.
- Outcomes of the hearing will be determined by the instructor, the Department Chair, and the Hearing Officer, who will communicate the findings to the student.

#### 4.9.8 Potential Outcomes

##### **CHARGE DROPPED-INSUFFICIENT EVIDENCE**

- In the case of denial by the student and the impossibility of determining adequate support of the violation, the charge will be dismissed. (Determination of adequate support may include but is not limited to comparisons of writing samples or creative processes, witness statements, and/or forensic investigations.)

##### **FIRST OFFENSE**

- If the work is determined or affirmed by the student to be in violation, an academic sanction will be imposed and a letter placed in the student's file. First offense sanctions may be but are not limited to:
  - Repeating the assignment
  - Failure of the assignment
  - Failure of the course
  - Academic probation
  - Suspension
  - Dismissal from the College

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<sup>29</sup>Student Advocate (  
<https://campus.collegeforcreativestudies.edu/policy/student-advocate/> )

**SECOND OFFENSE**

- Second offense sanctions may be but are not limited to:
- Academic probation
- Suspension
- Dismissal from the College

**4.9.9 Process of Record Keeping**

If the work is determined or acknowledged by the student to be in violation, a letter will be placed in the student's file in the Registrar's Office.

**4.9.10 Student Rights and Responsibilities**

A student accused of an academic integrity violation is entitled to:

- Review the evidence prior to the academic hearing.
- Offer an explanation as to what occurred and present any supporting material.
- Determine the validity of the charge without reference to any past record of misconduct.
- Have the Student Ombudsman present in the hearing to ensure a fair process is granted (optional).

**4.9.11 Appeals**

Students have the right to appeal the results of an academic hearing. Appeals must be initiated in writing either via email or in hardcopy to the Office of Academic Affairs within seven business days following the findings of the academic hearing and imposition of a sanction.

The appeal will be submitted to the Committee on Academic Performance who will review it and render a final decision or conduct an appeal hearing before reaching a final decision. If the Committee is unable to meet in a timely manner, the appropriate Dean or the Provost may serve as the Hearing Officer. The appeal decision will be communicated to the student in written form and documentation will be placed in their file. The ruling of Committee on Academic Performance (or the Provost or appropriate Dean, as applicable) is final.

## 4.10 Code of Student Conduct

The Code of Student Conduct is in place to ensure students are aware of the behavior expected of them as members of the CCS community. The purpose of this Code is to create an environment that fosters civility, personal responsibility, and mutual respect of others and their differences.

Any student who commits a violation of the Code of Student Conduct is subject to disciplinary sanction, up to and including dismissal from CCS. The following actions/behaviors shall constitute violations of the Code of Student Conduct:

1. Violating published CCS policies, rules, or regulations including, but not limited to, the policies on nondiscrimination, sexual harassment, smoking, drugs/controlled substance and alcohol.
2. Violating federal, state or local laws on CCS premises or while in attendance at CCS sponsored, approved, or supervised events/programs or committing off-campus violations of federal, state or local law that adversely affect CCS, the pursuit of its objectives and/or a CCS community member (defined as, but not limited to: administrators, faculty, staff, students, guests, visitors, vendors or contractors).
3. Committing acts of sexual assault (stranger, date, or acquaintance rape), or other forms of coerced sexual activity.
4. Engaging in acts of physical abuse and/or actions that intimidate, harass, threaten, coerce, or otherwise endanger the health and safety of one's self or another.
5. Engaging in disorderly conduct or fighting, which is defined to include, but is not limited to, behaviors which are viewed as intoxicated, lewd, indecent, obscene, slanderous or threatening to others.
6. Interrupting or disturbing the day-to-day academic and operational functions of CCS or committing intentional acts that obstruct, disrupt, or physically interfere with the use of CCS premises, buildings, or passages.
7. Possessing, duplicating, or using keys/IDs to any CCS building or facility without authorization by appropriate CCS officials or committing an act of unauthorized entry into or use of CCS buildings or facilities by use of key, ID card or force.
8. Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of CCS owned or leased property, equipment, computer programs, or materials, or that of any CCS community member.

9. Posting, affixing, or otherwise attaching unauthorized written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets. Posting, affixing, or otherwise attaching authorized aforementioned materials on or in unauthorized places including but not limited to trees, shrubbery, sidewalks, buildings, and lawn areas without permission from the appropriate CCS official.
10. Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances. Weapons, explosives, and other hazardous objects or substances covered by this regulation shall include, but not be limited to, the following:
  - all handguns, rifles, and shotguns;
  - all longbows, crossbows, and arrows;
  - all knives having a blade length of three inches or more that are not solely used for the purpose of creating art or for the preparation and eating of meals;
  - all BB guns, pellet guns, air/CO<sub>2</sub> guns, blow guns, paint guns, splat balls and altered toy guns;
  - all fireworks;
  - all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
  - any martial arts weapons, e.g., numb chucks and throwing stars;
  - any substance that is considered poisonous;
  - any item used as a weapon in the commission of a crime; and
  - any operative animal trap or other device that is used to ensnare animals.
11. Committing acts of arson, creating a fire hazard, or possessing or using, for purposes other than academic, inflammable materials or hazardous substances on CCS property, or failing to properly store, use, clean-up and dispose of hazardous substances that have been approved for academic use.
12. Committing acts that endanger the property of CCS (including but not limited to altering or misusing any firefighting equipment, safety equipment, or emergency device).
13. Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire, or interfering with the response of CCS or municipal officials to emergency calls.
14. Failing to comply with the directions of CCS officials acting in the performance of their duties and/or failing to positively identify oneself to a CCS official when requested to do so. The preferred form of identification shall be a current, valid CCS identification card.

15. Aiding and abetting another person in committing an act that violates the Code of Student Conduct.
16. Committing acts of dishonesty including but not limited to the following:
  - engaging or participating in cheating, plagiarism, or other forms of academic dishonesty (students committing acts of academic dishonesty are also subject to academic sanctions).
  - furnishing false information to any CCS official/office or outside source regarding CCS or a CCS community member.
  - forging, altering, or misusing any CCS document, record, or instrument of identification.
  - tampering with the election of any CCS-recognized student organization.
  - attempting to represent CCS, any recognized student organization, or any official CCS group without the explicit prior consent of the officials of that group.
17. Gambling on CCS property or engaging in unauthorized canvassing or solicitation.
18. Engaging in acts of theft, misuse or abuse of the CCS computer network, including but not limited to:
  - unauthorized entry into a file, to use, read, or change its contents.
  - unauthorized transfer, deletion or storage of a file(s).
  - unauthorized use of another person's login/password.
  - use of computing facilities/networks to interfere with the work of another.
  - use of computing facilities/networks to send inappropriate or obscene messages.
  - use of computing facilities/networks to interfere with the normal operation of CCS.
19. Possessing, distributing or being under the influence of cannabis (marijuana) or any State or Federally controlled substance except as expressly permitted by law.
20. Possessing, distributing or being under the influence alcohol except as expressly permitted by law and CCS policy.
21. Engaging or participating in abuse of the campus judicial system, including but not limited to:
  - falsifying or misrepresenting information before a CCS official.

- disrupting or interfering with the orderly conduct of a judicial proceeding.
  - instituting a judicial complaint knowingly without cause.
  - attempting to discourage an individual's proper participation in, or use of, the judicial proceeding.
  - attempting to influence the impartiality of a CCS official prior to, during, and/or after a judicial proceeding.
  - harassing (verbal or physical) and/or intimidating a CCS official prior to, during, and/or after a judicial proceeding.
  - failing to comply with the sanction(s) imposed under the Code of Student Conduct.
  - influencing or attempting to influence another person to commit an abuse of the campus judicial system.
22. Planning, directing, or committing acts of hazing, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, an officially or unofficially recognized group or organization.
23. Committing violations of rules and regulations duly established and promulgated by other CCS departments.
24. Desktop (non-portable) vaporizers are not permitted to be used inside CCS Academic Facilities or Residence Halls. Portable vaporizers are permitted to be used in common areas of the building provided that they do not create a distraction or nuisance to the educational environment or other CCS community members.
25. The Deletion or destruction of digital files, another student's artwork or college property is prohibited. Students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location.

## 4.11 Family Educational Rights And Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

#### 4.11. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)151

1. The right to inspect and review the student's education records within 45 days after the day the College for Creative Studies (CCS) receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
A student who wishes to ask CCS to amend a record should write the Registrar, clearly identifying the part of the record the student wants changed and specify why it should be changed.  
If CCS decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before CCS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including faculty, within CCS whom the College has determined to have legitimate educational interests. This includes Board of Trustees, a student serving on an official committee, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11)). CCS defines the following as “directory information:”
  - Name
  - Dates of Attendance
  - Graduation Date
  - Major/Academic Program



– Degrees, honors, and awards received

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
400 Maryland Avenue, SW  
U.S. Department of Education  
Washington, DC 20202

#### **4.11.1 Information for Dual Enrolled High School Students**

A student attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

#### **4.11.2 Student Information Release Authorization**

To release PII to a parent, another individual, or organization, the Student Information Release Authorization must be completed and signed. This form is available in the Academic Advising and Registration Office (AARO).

#### **4.11.3 Request to Withhold Release Directory Information**

To request to withhold the release of directory information, the Request to Withhold Release of Directory Information must be completed and signed. This form is available in the Academic Advising and Registration Office (AARO).

## **4.12 Intellectual Property Rights**

### **4.12.1 Policy Goals**

The College for Creative Studies (“the College” or “CCS”) is committed to nurturing students’ creative and intellectual abilities. This is best done in an environment that encourages exploration and experimentation and in which artistic and academic freedom are respected and protected. As artists, designers, writers, and scholars, the College’s faculty and students continually produce creative works in the course of their academic activities. These works constitute Intellectual Property (“IP”). It is important that the rights to ownership

and use of this Intellectual Property are understood by all members of the CCS community and by those members of the public who support their work. This policy explains those rights. It proceeds from the basic principles that the College's primary responsibility is the education of its students and not the commercialization of their work, and that creators should in general retain intellectual property rights in their works subject to reasonable use rights held by various members of the CCS community. The policy is intended to promote innovation and excellence in educational and artistic pursuits, to encourage the best educational experiences for students, to allow faculty and students to reap the benefits of their own creativity, and to enable the College to celebrate the work of its faculty and students in order to promote the College to its varied constituencies.

### 4.12.2 Policy Overview

This policy covers work created at or in connection with CCS and sets forth the intellectual property rights of faculty, students, staff, and CCS in that work. It describes the categories of works subject to the policy and specifies the ownership and usage rights for each of those categories. This policy also describes when and how the ownership and usage rights applying to a particular work may be changed, typically by mutual agreement of the relevant parties.

### 4.12.3 Categories Of Works

Several categories of Works that may be subject to Intellectual Property Rights are covered by this policy. "Works" refers to all designs, works of authorship, works of art, literary works, writings, student theses, inventions, software, discoveries, and other work products that may be subject to Intellectual Property Rights. The categories include the following:

- "Scholarly and Artistic Works"—Works created by faculty or students in the scope of their respective employment or student status at the College, including instructional materials produced by faculty for use in the course of classroom and studio activities, Works of art or scholarship produced by faculty or students in the course of classroom and studio activities, and other Works created using more than a minimal amount of CCS facilities or equipment. Should a faculty member choose to leave the College, CCS retains the right to use course materials for two subsequent semesters after their departure.
- "Sponsored Works"—Works created by faculty or students with the sponsorship or special support of a Sponsor pursuant to a written sponsorship agreement.
- "Commissioned Works"—Works created by faculty or students at the specific request of CCS and not in the course of their individual scholarly, academic, and artistic pursuits, including materials created for use in or

as CCS publications and promotional materials, logos, graphic or other designs, commemorative items, and the like. Course description and architecture of syllabi (for example: weekly schedule, assignments, outcomes) are owned by CCS. If CCS commissions for curriculum development, the College owns the course and content within.

- “Administrative Works”—Works created by employees in the course and scope of their employment other than Scholarly and Artistic Works, Sponsored Works, and Commissioned Works, including evaluations of student work, correspondence and memos, materials prepared in connection with work on CCS committees, materials created for use in CCS bulletins, brochures, and catalogs, and the like; and Works created by staff (including student employees) in the course and scope of their employment. Teaching material content (for example: classroom content, pedagogical content generated by the instructor – i.e. lectures, PowerPoints, videos) is the property of the instructor.
- “Non-Covered Works”—Works created by faculty, staff, or students outside the scope of their employment or student status at the College using minimal or no CCS facilities or equipment, without the sponsorship or support of a Sponsor, and not created at the request of CCS.

#### 4.12.4 General Rules On Intellectual Property Ownership And Usage

The following explains who owns the intellectual property rights in the Works described above:

- Faculty own the IP Rights in their own Scholarly and Artistic Works.
- Students own the IP Rights in their own Scholarly and Artistic Works. However, in a case where the College provides resources in the development of a Work that go beyond what the College typically provides to students in their daily academic activities, the College may share in the ownership of the IP Rights in that Work.
- Ownership of IP Rights in Sponsored Works is determined by a written agreement between the College and the Sponsor. Sponsored Projects are accepted in CCS classes only when they provide educational value and are approved by the course instructor and department chair. In cases where the College agrees to transfer to or share with a Sponsor the ownership of the IP Rights in a Sponsored Work or Works produced by students, the College will inform students of this agreement prior to the commencement of the Sponsored Project and will obtain their informed consent to the terms of the agreement. If a student is unwilling to relinquish his/her IP Rights, the College will find an equivalent class in which the student can enroll. Students should never be coerced into taking a class with a Sponsored Project or relinquishing their IP Rights. Regardless of who owns

the IP Rights in Sponsored Works, students must be permitted to include the Work products in their portfolios for purposes of self-promotion, subject to certain limitations in Sponsorship agreements, such as removing company logos.

- CCS owns all Intellectual Property Rights in all Commissioned Works and all Administrative Works.
- CCS does not claim any ownership or use rights in Non-Covered Works.

#### 4.12.5 Use Rights

Although the IP Rights in a Work may be owned by an individual, a Sponsor, or the College under this policy, others may have the right to make use of that Work or the IP rights to it. These rights are called “Use Rights” and are as follows:

- Faculty and Students have the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work, and for purposes of exhibition.
- Faculty also have the right to make photographic or similar representational reproductions of their students’ Works; and to distribute, display, perform, and otherwise use those reproductions for noncommercial educational and scholarly purposes and as examples of their students’ work.
- CCS has the right to make, distribute, display, perform, and otherwise use photographic or similar representational reproductions of faculty and student Works for noncommercial purposes of education, scholarship, exhibition, accreditation, development, alumni relations, promotion, and the like; as examples of faculty and student work; and for inclusion in CCS’s permanent collection and archives.
- A Sponsor has the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, Works for commercial and non-commercial purposes pursuant to the terms of a written sponsorship agreement.

#### 4.12.6 Modification Of The General Rules With Respect To Particular Works

It is anticipated that members of the CCS community may on occasion wish to modify the General Rules of this Policy with respect to specific Works, particularly in cases involving Sponsored Works. Such modification is allowed if all of the parties having an ownership interest in the Work under the applicable General Rules agree in writing to the desired modification. The burden of seeking and obtaining such written agreement is on the party seeking the modification.

If all of the parties having rights in the Work under the applicable General Rules are unable to reach a written agreement, then the allocation of ownership and usage rights in the Work provided by the relevant General Rule will remain in effect.

#### 4.12.7 Patent Policy

In a case where the College shares in the ownership of the IP Rights in a student's Work, the College may, from time to time, at its own initiative or upon request, elect to pursue the registration of a patent on the Work in one or more jurisdictions, and shall do so entirely at CCS's cost; no creators of a Work shall be charged or assessed any fees or cost in connection with that registration. In furtherance of this policy, the creator(s) of the Work may be required to execute formal paperwork relating to the registration process, and CCS shall be responsible for the costs associated with execution. CCS will share with the creator(s) of the Work any monetary proceeds that are derived from the patented Work, according to an agreement that the College will reach with the creators, prior to filing the patent application. Any third parties interested in licensing a Work for commercialization should consult the Senior Director for Corporate Relations in the Office of Institutional Advancement.

#### 4.12.8 Procedures

This policy will be administered by the Academic Affairs Office. The Academic Deans will establish procedures to be adopted by CCS to ensure compliance with this policy, including a procedure for considering in a timely manner any questions, objections, complaints, or other challenges arising from or relating to this policy. We welcome any questions or concerns that you may have concerning this policy or its application.

This policy is complete and effective as of the date set out above, and may be amended from time to time in consultation with the faculty and with the approval of the President and Board of Trustees. This policy and all amendments thereto will be published on and made available through the CCS Policy Database<sup>30</sup>. Amendments will be effective as of their date of publication.

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<sup>30</sup>CCS Policy Database ( <https://campus.collegeforcreativestudies.edu/policy/> )



## Chapter 5

# Student Support Services

### 5.1 Goals

CCS strives to engage students in an active learning environment that challenges them to grow as artists and designers while providing the support network for them to succeed. The programs and services offered through various student support offices and programs are intended to help students develop into successful and civically engaged artists and designers. Student success and persistence to graduation are the overarching goals for these offices.

### 5.2 Academic Advising and Registration Office

#### 5.2.1 General Statement

CCS believes that academic advising is an essential part of the educational process. The advising program is intended to make advising consistent across all departments and to assure that the academic needs and progress of each student are carefully supervised so that each may achieve his or her full educational and professional potential.

The Academic Advising and Registration Office coordinates all advising activities. Trained advisors advise students, conduct academic evaluations, and assist students through the registration process.

### 5.3 Academic Evaluation

Students should review their academic evaluation at the end of each semester. A copy of the academic evaluation may be obtained through WebAdvisor or the Academic Advising and Registration Office. The academic evaluation identifies academic progress made toward a degree. Courses are identified by alpha letters indicating progress:

- “C” next to a course indicates course completion
- “I” indicates a course in progress
- “N” is a course not started
- “P” is a course pending completion of unfinished activity

### 5.3.1 Other Courses

In the academic evaluation there is an “other courses” section at the end of the evaluation. Courses that are not applying to the student’s major will default into this area. These courses normally default into this area if a student has changed their major and the old course is not applicable to the new major. Students can speak with their department chair about having these courses applied to their current program. Students will also see courses that they’ve withdrawn from or failed into this section. These courses are not applying to the students current degree program.

Academic advisors routinely review academic evaluations to ensure progress is being made. Students with questions should contact the Academic Advising and Registration Office.

## 5.4 Mentor Program

All full-time faculty are required to serve as mentors to students. The responsibility of mentors is to provide curriculum and career guidance, discuss the student’s experience at CCS and their progress in the department, and discuss trends in the industry or field for which the student is preparing. Each student in the department is assigned a faculty mentor for their freshman year and the first-semester of their sophomore year. The assigned faculty mentor is expected to meet with their mentees twice in the first semester of the freshman year and then at least once in the second semester of the freshman year and first semester of the sophomore year. Mentoring sessions can be one-on-one or in groups. Beginning with the second semester sophomore year, students may select a mentor for whom they feel an affinity, as mutually agreed upon by the student and the faculty member. This mentor need not be a faculty member in the student’s major department.

Mentoring activities vary from one department to another. Specific information concerning departmental activities can be obtained from the department chairperson or department administrator. Students are welcome to visit the Academic Advising and Registration Office to find answers to general questions regarding the mentor program.

### 5.4.1 Center for Tutoring and Writing

The Center for Tutoring and Writing (CTW) provides academic support for all students. It is staffed by full-time higher education professionals as well as



departmental tutors who are Juniors or Seniors in their major. CTW services include one-on-one tutorial assistance tailored to each individual's learning style and academic needs.

CTW services are free to all students and offer the possibility to boost classroom performance, develop better learning strategies, and hone study, writing and time management skills. Workshops highlighting these types of topics are conducted throughout each semester at lunchtime. As an alternate computer lab, students have access to software specific to their majors in the CTW. Writing assistance is also available for any type of assignment, including research papers, essays, artist's statements, and resumes. International students can receive assistance specific to their needs as English Language learners.

Students come to the CTW on a voluntary basis, but may be encouraged by faculty to utilize this resource. If a student is struggling in the classroom for any one of a multitude of reasons including absenteeism, missing assignments, poor academic performance or social issues, faculty can contact the CTW with questions as well as refer the student directly. You may use the form available on Blackboard in the Content Collection under Center for Tutoring and Writing or just email or phone to discuss. CTW personnel work closely with faculty, Academic Advising & Registration staff and other Student Affairs departments to build a network of support for students challenged by their workload. Communication between these various parties aids significantly in students' success.

In addition, if you are allowing a student to make up a test, the CTW can work with you to provide time for that student to come and take the test in the CTW.

## 5.5 Students with Disabilities

The transition to college can be very confusing and it helps to take advantage of all the resources available to you. If you have a disability, it may be in your best interest to communicate this.

All students are encouraged to disclose disabilities that they feel may affect their academic success. We want you to succeed, and our ability to offer you the best education is made possible if you are receiving the appropriate assistance.

The Americans with Disabilities Act in conjunction with section 504 of the Rehabilitation Act are Federal laws that protect people with disabilities, both life-long as well as short-term disabilities.

Students identified as having any type of disability are entitled and encouraged to request accommodations. Requesting Accommodations As the student you will need to:

Contact the Dean of Students, Dan Long at 313.664.7675 or Email to discuss.

Students requesting accommodations must provide documentation substantiating their disability. This documentation may be either through the Disability Verification Form or by providing a letter from a treating doctor or mental health profession that includes the information outlined by the Disability Verification Form . It is important that whichever form of documentation you

provide to the College include recommended accommodations that are related to the symptoms of your disability.

### 5.5.1 CCS will then:

- Review your request for accommodations with you  
Take appropriate measures to provide approved accommodations
- Information disclosed to CCS regarding disabilities will not be shared with anyone except CCS staff who will assist in meeting your accommodation needs. You will be notified prior to the sharing of any information regarding your disability.
- You are encouraged to self-disclose your disability if you feel it will affect your academic performance. This should be done before the start of each term. You may choose to disclose at anytime during the semester but remember – retroactive accommodations cannot be made after an assignment is due or an exam has been taken. Disabilities accommodations are not meant to guarantee academic success at the College but are meant to provide equal access to educational opportunities to all individuals regardless of disabilities.

## 5.6 Student Concerns Committee

The Student Concerns Committee (SCC) is an avenue for early communication for faculty and staff to raise concerns about College for Creative Studies students in a confidential environment. The information shared during the course of the SCC meetings is considered sensitive and is used as one tool to determine if, when, and how further intervention will take place with a student. This committee is an information gathering body that is used to help maintain a safe and caring environment for all community members.

A cross section of personnel from the College serves on the committee to gather the broadest picture possible of a student of concern. At a minimum, representatives from Student Affairs, Campus Safety, Academic Advising and Registration, Financial Aid, Personal Counseling, Residence Life, and Academic Affairs will participate in the SCC meetings with additional staff being invited as seen fit. The members of the SCC are encouraged to share information both personally collected and those concerns reported to them by other CCS personnel.

Some examples of concerns would be unusually withdrawn behavior, a dramatic change in mood, the student expressing loneliness or depression, or a recent and significant decrease in academic performance. Please keep in mind that the Student Concerns Committee is not an emergency response team. If an emergency arises please call Campus Safety. Information reported to the committee is considered highly sensitive and will be shared only with those

individuals at CCS who would be responding to the situation. To make a referral to the SCC, you can email either the Dean of Students or the Director of Wellness & Counseling Services

## **5.7 Student Affairs**

The Office of Student Affairs is overseen by the Dean of Students and includes Student Life, Residence Life, the Wellness Center, and Multicultural Affairs. The purpose of Student Affairs is to enhance the CCS educational environment through co-curricular programming and initiatives to engage the student body in learning and growth outside of the classroom.

### **5.7.1 Student Life**

The Director of Student Life is responsible for new student orientation, CCS Experience, student activities, student organization oversight, Student Government, commencement ceremonies, and the Student Ombudsman function.

### **5.7.2 Residence Life**

CCS offers students the option to live on campus in the Taubman Center and on the Ford Campus in the Art Centre Building. Approximately 480 students live on campus each year in the two buildings. The Director of Residence Life and the Residence Life Coordinator oversee the operation and management of the residence life program and 18 student staff members work as Resident Assistants in the buildings. The Residence Life staff works to maintain a safe and welcoming environment in the residence halls. Staff are trained in educational programming, crisis response, conflict mediation, and similar skills to enable them to help students make the most out of their learning environment. Students must abide by both the CCS Code of Conduct as well as the CCS Housing Policies and Regulations in addition to being full-time students to live on campus.

### **5.7.3 Counseling and Wellness Center**

The Wellness Center offers free personal counseling to all registered CCS students, wellness seminars, yoga classes, and access to a nurse practitioner for basic medical care.

## **5.8 Admissions**

The Admissions Office is responsible for recruiting new students through various activities such as: high school visits, campus visits, campus events, college fairs, National Portfolio Days, international recruitment fairs, direct mail, email and telephone campaigns. In addition to the full-time staff, a team of Admissions

Student Ambassadors assists with telecounseling, campus tours, and various Admissions events.

Department chairs and faculty play an important role in the student recruitment process. Chairs and faculty may be asked to participate in a variety of activities including, but not limited to: National Portfolio days, information sessions, high school visits, college fairs, portfolio reviews and the placement of transfer credit, and phone calls to inquirers, applicants and accepted students on a case by case basis.

In addition to the activities above, Chairs may be asked to participate in annual features and benefits meetings, art educators breakfasts, workshops for prospective students, and other events.

## 5.9 Financial Aid

The Financial Aid Office is responsible for administering all federal, state, institutional and private sources of financial assistance. This includes:

- Counseling current and prospective students on the availability and terms of aid programs and assisting them in calculating their yearly out of pocket expense
- Determining eligibility for need-based programs based on the results of the Free Application for Federal Student Aid (FAFSA)
- Applying scholarships awarded by CCS through the admissions process, competitions, sponsored projects in the classroom, and from third party donors
- Processing student loan funds available through government and private sources and providing counseling regarding the rights and responsibilities of borrowers
- Recalculating aid amounts based on changes to enrollment level, such as half-time or less than half-time enrollment
- Coordinating the work-study/student employee program

Faculty are encouraged to direct students to the Financial Aid Office when they express financial concerns, or to contact the office directly if they feel the situation is of special concern that may recommend the student for additional assistance.

Some specific circumstances for which students should be directed to the Financial Aid Office are:

- If they are considering dropping classes or doing a complete withdrawal
- They will be enrolled less than half-time

- They are experiencing financial difficulties and/or there has been a change in the family's financial circumstances
- They need advice on applying for loans to supplement their financial aid package

## 5.10 International Student Services

The International Student Services Office (ISSO) is staffed by the Director, an Academic Advisor, and a part-time Coordinator. The ISSO is responsible for academic advising for undergraduate international students and all graduate student international exchange partnerships and student advising, as well as advising for all F-1 Visa and J-1 Visa International Students. The ISSO maintains (SEVI) Student and Exchange Visitor records and SEVP certification for the College and its students and offers programming.

On-campus programming includes orientation sessions for new international students, International Education Week activities; Student Ambassador Program, Curricular Practical Training (CPT) and Optional Practical Training (OPT) information sessions; and other meetings/training for students when necessary.

The ISSO maintains and grows international partnerships with CCS including advising study abroad outgoing and incoming students. The office also assists with Faculty-Led Global Programs and the student Global Club.

The ISSO maintains the College's international travel registry, as well as several related policies including Protecting CCS Students Abroad and the International High Risk Destination Travel Policy<sup>1</sup>.

The ISSO is responsible for reviewing international student satisfaction surveys and developing strategies to address the needs revealed by those surveys as well as providing ongoing support services.

Please find all policies for International Services and Study Abroad on the following pages:

- International Student Services<sup>2</sup>
- Study Abroad<sup>3</sup>

## 5.11 Off-campus Study

CCS is a member of the Association of Independent Colleges of Art and Design (AICAD). AICAD operates two programs that offer the benefits of study at

<sup>1</sup>International High Risk Destination Travel Policy ( <https://campus.collegeforcreativestudies.edu/policy/student-travel-to-high-risk-destinations/> )

<sup>2</sup>International Student Services ( <https://campus.collegeforcreativestudies.edu/intl-student-services/> )

<sup>3</sup>Study Abroad ( <https://campus.collegeforcreativestudies.edu/intl-student-services/study-abroad/> )

other institutions and locales to CCS students. In addition, CCS offers a variety of opportunities to study abroad.

### 5.11.1 Study Abroad

To be eligible for all study abroad opportunities, students must have a cumulative GPA of 3.0 and written permission from the department chair. Study for an academic semester or year abroad requires that a student be a junior or in the first semester of the senior year. Graduate students should meet with their chair to determine the best semester to participate in a study abroad opportunity. Participation in one of the summer, faculty-led programs is open to all students, regardless of year. Study abroad during the final semester at CCS is not permitted. For more information, please see the **Study Abroad Blackboard Page**<sup>4</sup>.

Students must meet with the Director of International Student Services and their department chair no later than **March 1 for fall** or **October 1 for winter**.

Students must:

1. Complete the **Study Abroad Approval Form and Packet** and submit to the International Student Services Office (ISSO)
2. Comply with the **CCS International Travel Policy requirements**
3. Attend a **Pre-departure Informational Meeting** with the ISSO

All forms are available from the office of International Student Services. The ISSO is located on the 2nd Floor of the Yamasaki Building.

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<sup>4</sup>Study Abroad Blackboard Page ( <https://campus.collegeforcreativestudies.edu/intl-student-services/study-abroad/> )

## Chapter 6

# Academic Resources and Related Programs

### 6.1 Assessment Program

The College engages in assessment of student learning to evaluate outcomes that demonstrate the effectiveness of the curriculum in meeting the educational goals and objectives of the undergraduate and graduate programs and to foster continuous improvement of the curriculum. Assessment initiatives are coordinated and administered via the office of Academic Affairs under the direction of the Associate Provost.

The Assessment Committee of the Faculty Assembly consists of faculty members across all majors who serve a three-year term and support the College's engagement in assessment initiatives. The Associate Provost of the College is an ex officio member of the Assessment Committee, and also works closely with the Deans and Department Chairs, who are responsible for the implementation of assessment initiatives, evaluation of departmental student learning outcomes, and continuous improvement of the curriculum within their respective majors.

### 6.2 Library

The CCS Library, housed in the Manoogian Visual Resource Center on the Ford campus, serves both undergraduate and graduate programs. The Library contains over 70,000 print volumes, 238 print periodicals, 4,690 video/DVDs, and an extensive material sample collection. Approximately 90 percent of the Library's holdings are related to art and design.

The online Library catalog, accessible through the Library website<sup>1</sup>, allows students to review their check-outs, renew materials, and place holds on materials. The Library provides access to wi-fi and computer workstations for

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<sup>1</sup>Library ( <https://lib.collegeforcreativestudies.edu/> )

students, faculty, and staff. The Library provides access to over 100 databases with curated database lists available for each academic department. Remote access to all electronic resources is available through e-z proxy via the College's portal. Interlibrary loan services are available for resource needs that extend beyond local holdings. In addition, currently registered students have borrowing privileges at Detroit Public Library, Wayne State University libraries, and a number of other academic Detroit area institutions.

Reference services are available to provide support to students on an individual basis. Library instruction sessions are offered to classes to provide tailored information literacy and research assignment support. Classes are offered in the Library lab on the Ford campus or via in-class instruction. The Library website includes links to worksheets and resource guides on numerous topics including writing, research, citation, and academic integrity.

### 6.2.1 Director

The Library Director oversees all library operations, collections, and technology. The director works with the faculty, students and staff to develop library collections and services. The Director is an ex-officio member of the Library Committee of Faculty Assembly that works to establish library policies and to communicate those policies to the CCS community. The director provides for research assistance and instruction to students, faculty and staff.

### 6.2.2 Library Hours

Library hours are available on the Library website<sup>2</sup>.

### 6.2.3 Library Circulation Policies for Faculty

#### CCS Main Library Hours – Academic Year (September-April)

Monday through Thursday: 8:00 a.m. – 10:00 p.m.

Friday: 8:00 a.m. – 6:00 p.m.

Saturday: 10:00 a.m. – 5:00 p.m.

Sunday: 1:00 p.m. – 7:00 p.m.

#### CCS Main Library – Summer Hours

Monday through Friday: 8:00 a.m. – 6:00 p.m.

Weekends: closed

You must show a current CCS ID in order to check out library materials; in order to have library privileges, adjuncts must be currently teaching at CCS. In addition, adjunct faculty must leave a current e-mail address and/or telephone number with library staff. Click the following link to access the CCS library's

<sup>2</sup>Library website ( <https://libguides.collegeforcreativestudies.edu/home> )



online catalog<sup>3</sup>; access is also available through Blackboard<sup>4</sup>. From the catalog's main menu, you can access your patron record to see what books you have checked out, what their due dates are, and if you have overdue books; faculty can also request online that items be placed on course reserve.

Faculty are strongly encouraged to contact the library prior to the start of the semester in order to ensure the library has the materials you need for class, whether textbooks, books, or movies. If you are going to show a movie in class or want to ensure that books and/or movies are available to all students throughout the semester, please contact the library to request the material(s) be placed on course reserve. These items will then be available to students in four hour periods for use solely in the library.

If you wish to make recommendations for materials not currently owned by the Library, please email [ccslibrary@collegeforcreativestudies.edu](mailto:ccslibrary@collegeforcreativestudies.edu) or fill out the Suggest a (Library) Purchase form. All lost or unreturned items will be charged the replacement cost plus a \$30.00 processing fee.

### Resources Available

The library provides instructional sessions that can either be tailored to a specific class assignment or, more generally, focus on how to use the library's resources, particularly the electronic databases. Sessions are typically held in the library's computer lab (I-004) in the basement of the building and must be scheduled in advance to ensure that librarians are available and equipped to help with specific assignments.

Digital images are provided via Luna<sup>5</sup>, a digital tool for teaching and research that allows users to create presentations within the software. Students and faculty are both strongly encouraged to use Luna for high quality images with detailed information; however, students are not able to download full-size images (although they can create flashcards with thumbnail images). After signing an agreement stating that the images will be used solely for pedagogical purposes, faculty are able to download individual images or entire presentations into PowerPoint.

Faculty have borrowing privileges with Wayne State University via the InfoPass system<sup>6</sup>; please come to the CCS library to obtain the form from a staff member before going to Wayne's libraries. After receiving the form from CCS, present both your CCS ID and the form at Wayne's libraries in order to borrow materials.

The library is equipped with seven Macs and eight PCs; only staff, faculty, and registered CCS students may use the computers. The library subscribes to numerous databases that can be found via Blackboard; the majority of these databases can be accessed from any location, on campus and off, although a couple require using a computer physically connected to the CCS internet network.

<sup>3</sup>CCS library's online catalog ( <https://lib.collegeforcreativestudies.edu/> )

<sup>4</sup>Blackboard ( <http://bb.collegeforcreativestudies.edu/webapps/portal/frameset.jsp> )

<sup>5</sup>Luna ( <http://luna.collegeforcreativestudies.edu/> )

<sup>6</sup>InfoPass system ( <https://library.wayne.edu/services/borrowing/infopass.php> )

The library has two large flatbed scanners equipped with Photoshop (Macs) and two smaller scanners suited for document scanning (PCs).

The library's holdings feature over 60,000 books, with new additions weekly, as well as a selection of over 250 journals, magazines, and periodicals that can be perused within the library. The library also has a group study room and six individual study rooms suitable for one to two individuals.

### **Faculty Loan Periods**

**Books** One semester. Faculty may have up to 20 books (total) checked out to them at one time. Books may be returned to either library.

**Videos and DVDs – Documentaries and course reserves** Four hours. Movies that are located behind the circulation desk may be checked out by faculty for use in class and are due back immediately after class. Please contact the library to reserve the video or film at least two days prior to when you will be showing it in class; this is to prevent double-booking with other faculty members. If you wish to preview a film and it is not booked by another faculty member for use in class, you may check it out overnight and return it to the library by 10 am the next day.

**Videos and DVDs – Feature film collection** Three days. The TV series and general collection DVDs are located on the shelf behind the Reference section.

**Periodicals** One day. This includes both current and back issues.

**Closed Reserve Books** One day. Closed Reserve books are permanently shelved behind the circulation desk; many photography books are on Closed Reserve.

**Open Reserve Books** Two days. Open Reserve books are shelved on the row next to the reference desk and have red tape on the spine above the call number label. These materials are accessible in the general stack area and only need to be checked out if you take them out of the library.

**Vertical File Materials** Two weeks. Vertical File materials are housed in the filing cabinets in the far right corner of the library. In general, these materials are filed alphabetically by the name of the artist and include brochures and small exhibition catalogues.

**Reference Books** Reference books may not be taken out of the library.

## **6.2.4 Library Circulation Policies for Students**

### **CCS Main Library Hours During the academic year (September-April)**

Monday through Thursday: 8:00 a.m. – 10:00 p.m.

Friday: 8:00 a.m. – 6:00 p.m.

Saturday: 10:00 a.m. – 5:00 p.m.

Sunday: 1:00 p.m. – 7:00 p.m.

**CCS Main Library – Summer hours:**

Monday through Friday: 8:00 a.m. – 6:00 p.m.

Weekends: closed

You must show a current CCS ID in order to check out library materials. Click the following link to view the CCS library's online catalog<sup>7</sup>; access is also available through Blackboard<sup>8</sup>. Students can search for books, periodicals, and materials placed on reserve by your instructors. From the catalog's main menu, you can access your patron record to see what books you have checked out, what their due dates are, and if you have overdue books, as well as put holds on books that are currently checked out.

Fines for overdue books are \$0.20 per book per day and \$1 per DVD per day. Other materials have varying fines; please check at the circulation desk. All lost or unreturned items will be charged the replacement cost plus a \$30.00 processing fee. No borrowing is allowed for accounts owing \$15 or more. Accounts must be paid in full in order to receive grades and transcripts.

**Resources Available**

The library is equipped with seven Macs and eight PCs; only staff, faculty, and registered CCS students may use the computers. The library subscribes to numerous databases that can be found via Blackboard; the majority of these databases can be accessed from any location, on campus and off, although a couple require using a computer physically connected to the CCS internet network. The library has two large flatbed scanners equipped with Photoshop (Macs) and two smaller scanners suited for document scanning (PCs).

The library's holdings feature over 60,000 books, with new additions weekly, as well as a selection of over 250 journals, magazines, and periodicals that can be perused within the library. The library also has a group study room and six individual study rooms suitable for one to two individuals.

**Student Loan Periods**

**Books** Two weeks. Books may be renewed once if no one has requested a hold be placed on them. Students may have up to 20 books (total) checked out to them at one time. Books may be returned to either library.

**Course Reserves** Four hours, in-library use only. Materials placed on reserve by faculty for their classes as well as some course textbooks are shelved behind the circulation desk.

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<sup>7</sup>CCS library's online catalog ( <https://lib.collegeforcreativestudies.edu/> )

<sup>8</sup>Blackboard ( <http://bb.collegeforcreativestudies.edu/webapps/portal/frameset.jsp> )

**Periodicals** In-library use only; this applies to all periodicals, both current and back issues.

**Videos and DVDs** Three days. Students are allowed to check out the TV series and movie DVDs that are located on the shelf behind the Reference section for use outside of the library. Movies that are located behind the circulation desk may only be viewed in the library. There are three Macs equipped to view DVDs, in addition to all the PCs.

**Closed Reserve Books** In-library use only. Closed Reserve books are permanently shelved behind the circulation desk; many photography books are on Closed Reserve.

**Open Reserve Books** In-library use only. Open Reserve books are shelved on the row next to the reference desk and have red tape on the spine above the call number label. These materials can be found in the general stack area.

**Vertical File Materials** One week. Vertical File materials are housed in the filing cabinets in the far right corner of the library. In general, these materials are filed alphabetically by the name of the artist and include brochures and small exhibition catalogs.

**Reference Books** In-library use only.

### 6.2.5 Digital Image Collections Using Luna Software

Growing inquiry concerning the development of additional CCS in-house digital image collections using Luna software has led the Library's Visual Resources team to develop new policies in this regard. Starting in 2004, teaching and research has been our mission; however, we have recently added collections that are administrative and archival in nature with the Select Student Work Repository and Student Work Archive. Because the Visual Resources staff is small, the development of new stand-alone CCS focused collections must be a collaborative effort. This document provides an explanation for that process.

The Visual Resources policy of honoring student and faculty requests for the teaching and research collection, as well as the development of smaller topic-specific media groups as a subset, remains unchanged. In fact, it is our highest priority. As such, Visual Resources is unable to consider developing personal, as opposed to departmental, digital image collections. All collections must directly benefit the college. Slide and photo negatives are currently outside of our scope because of time and equipment constraints. The consideration of new digital image collections that are historical in nature will be referred to the Library Archivist or Library Director for review.

### Visual Resources Commitment Statement

The CCS Library's Visual Resources team recognizes the importance of managing digital material for the purpose of teaching, scholarship, review, and publication. There is a growing need to safeguard, organize, and enable easy, centralized access of digital material specific to a wide range of uses on campus, including academic and administrative departmental functions. For parties who approach Visual Resources for help establishing and building a collection, we commit to the following:

- Make the digital preservation process understandable: explain common terminology, identify standards and best practices, help create specification guidelines for collection building, and list resources that will further inform on the benefits of the digitization process
- Assist in identifying scope, purpose, function, and patron base for the digital collection discussed
- Recommend appropriate strategies that result in the best long-term solutions pertaining to the specific character of the digital collection under consideration including: recommending the most logical storage and retrieval system, choosing the right metadata scheme, etc.
- Depending on the amount of work hours required to manage the proposed digital collection, offer the use of the Luna software system and server, as well as function as Digital Asset Managers as described under "Roles and Responsibilities"

### Roles and Responsibilities in Digital Collection Building

This section describes key stakeholders and their respective roles in the digital preservation and collection-building process in general terms. It is acknowledged that the stakeholders' roles and responsibilities can overlap, depending on the project's size and scope. However, if the digital collection development process is to go forward in partnership with Visual Resources, the following stakeholders listed below must be clearly identified and in agreement with said role. For image collections external to the library, the Visual Resources team will fulfill the role of Digital Asset Managers, with the partnering department(s) filling the roles of Content Specialist, Project Coordinator, and Metadata and Imaging Work Group; the role of Information Technology Administrator is already discharged by the Information Technology Department. Visual Resources shall provide initial guidance for external collections in the form of identifying appropriate strategies and supplying documentation for the technical specifications to guide the Content Specialist, Project Coordinator, and the Metadata and Imaging Work Group. Visual Resources must be informed of the identified partners:

**Content Specialist(s)** – determines the nature and extent of the collection, selects material for inclusion, defines purpose, function, scope and goals of proposed collection

**Project Coordinator** – meets with all parties involved to ensure that standards and best practices are followed, maintains a production schedule, coordinates communication, understands rights-based constraints and intellectual property rights pertaining to specific digital material being processed, collaborates with Digital Asset Manager(s) to design appropriate template and specifications for Work Group to follow

**Metadata and Imaging Work Group** – individuals responsible for creating metadata and making sure digital images meet specified standards for upload into the system

**Digital Asset Manager(s) (established: Visual Resources)** – creates template and header in Luna for collection, administrates settings and access levels for end users, uploads metadata and digital material, aids in the definition of standards for best practices, helps Project Coordinator educate and train all involved in metadata creation and image format requirements in order to meet designated collection outcomes, advises according to best practices on issues pertaining to intellectual property rights as they relate to the field of digitization at large

**Information Technology Administrator (established: IT)** – maintains server, monitors server space, offers technical advice as needed, ensures that campus network incorporates Luna software functions to its fullest capacity, initiates software upgrade process as revisions become available

**Library Director (established)** — monitors potential challenges in the partnership process, including the increasing volume of digital material to be maintained, Visual Resources staff limitations, the need to update Visual Resources staff expertise as technologies evolve, administrative complexities in ensuring cost-effective and timely action

**College for Creative Studies Administration** – commits to supporting an environment in which digital preservation is regarded as a critically necessary endeavor. This support includes providing adequate managerial and financial commitment to develop a digital preservation program

## Introduction

After understanding the Visual Resources Policy for the Formation of New Digital Image Collections, interested CCS departments may proceed through the following steps. Please note that Visual Resources is unable to consider developing personal digital image collections that fall outside of the college's overriding mission. The consideration of new digital image collections that are historical in nature will be referred to the Library Archivist or Library Director for review.

## Process

- Meet with the Library Director and Visual Resources team in order to determine scope, purpose, function, and patron base of proposed image collection, recognizing that Luna software may not be the best option for storage, organization, and retrieval, at the time. Permission limitations

and access levels will be discussed. See also the “Visual Resources Commitment Statement” in the Policy for the Formation of New Digital Image Collections.

- If the use of Luna software and an arrangement with Visual Resources is agreed upon, determine a desirable metadata scheme allowing for cataloging in Excel or Open Office, image specifications and formatting, naming conventions, and a clearly written guide that spells out expectations for your Metadata and Imaging Work Group. The Visual Resources team will steer you through the process and provide examples used by other digital collections.
- Identify the project participants: Content Specialist, Project Coordinator, and Metadata and Imaging Work Group members. Provide their names, and contact information, to the Visual Resources team. If the collection is small, it is acceptable for individuals to function in more than one role.
- Determine a timeline, deadlines, and meeting dates with the Visual Resources team. Material will not be uploaded into Luna unless agreed upon specifications are met.

## References

University of Massachusetts Amherst Libraries. Digital Preservation Policy,

<sup>9</sup>

Dartmouth College Library, Digital Preservation Policy

<sup>10</sup>

Institute of Museum and Library Services, Nisco, A Framework of Guidance for Building Good Digital Collections, <sup>11</sup>

## 6.3 Academic Facilities

Academic Facilities currently includes the Metalshop & Foundry, Model shop & Digital Fabrication Lab (CNC/rapid prototyping, and laser cutting), and the Wood shop. These are a group of individually budgeted & managed shops or departments that operate under the Academic Facilities umbrella. The Director reports to the Provost of the College. There is a lateral reporting structure for the technical staff for the departments of Craft and Foundation.

Academic facilities maintain consistent open shop hours to facilitate the needs of the students, faculty, and staff. Hours are posted at the beginning of each semester and are aligned with the building hours posted by Campus Safety.

<sup>9</sup>University of Massachusetts Amherst Libraries. Digital Preservation Policy ( <https://www.library.umass.edu/about-the-libraries/policies/digital-preservation-policy/> )

<sup>10</sup>Dartmouth College Library, Digital Preservation Policy ( <https://www.dartmouth.edu/library/digital/about/policies/preservation.html> )

<sup>11</sup>Institute of Museum and Library Services, Nisco, A Framework of Guidance for Building Good Digital Collections ( <http://www.niso.org/publications/rp/framework3.pdf> )

Currently the educational structure for students to be able to work in the shops is to complete the Foundation course – DFN 116 – 3D Design Techniques. Students who pass with a C (2.0) or better are allowed access to the shops during their tenure at the college. This provides for entry-level access and does not mean they can use every tool in the shop. Permission to use certain tools must be obtained from the Director or shop manager(s).

- The Digital Fabrication Lab, Foundry, Metalshop, Model shop, and Woodshop are not instructional facilities. All faculty are responsible for teaching their students how to utilize the tools and techniques they expect their students to use in the construction of finished projects.
- Faculty must notify the shop managers if they wish to instruct their classes in any of the shops at the beginning of each semester. An Academic Project Form<sup>12</sup> is required with a copy of the course syllabus, a complete timeline, and support materials. These forms are necessary for any class project that needs to utilize the shop and will help us to schedule and communicate more effectively. These documents need to be turned in to your Department Chair and to the appropriate Academic Facility Manager at the same time syllabi are due. The reason for this is three-fold;
  1. Timelines & appointments let the shop be better prepared for your class and identify potential overload. There are usually 12+ classes that are scheduled in the shops as a classroom and have priority.
  2. Identify potential training, supplies, equipment, staff & budget needs.
  3. Faculty Training. Because faculty understand how to use the shop equipment does not mean they are teaching consistent and proper safety techniques to students or know the limitations and requirements of our individual facilities.
- Classes that wish to be held in the classroom within the metalshop or wood shop for the entire semester need to be scheduled appropriately through Colleague.
- If faculty are not capable to teach the techniques needed to complete an assigned project the project should be modified to accommodate the skills of the instructor, or the instructor should give themselves ample time to learn the skills they wish to pass on to the student.
- Shop technicians and work-study are not necessarily qualified to teach faculty and students how to use equipment. Nor are they allowed to complete work for students or faculty during working hours.
- Mandatory Safety Orientation for each individual shop area is required for all faculty and staff of the college that would like to use the shops in

<sup>12</sup>Academic Project Form ( <https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/AF-ACADEMIC-PROJECT-FORM-2017.docx> )



their course curriculum or would just like to utilize the shops. There is at least one orientation session at the beginning of each semester. Contact the appropriate shop manager for scheduling.

- Forms are required for: Academic projects, Individual projects, & Independent student projects. Hold Harmless Waivers are required for any visiting artist or any one that is going to be in the shop working in any capacity that is not enrolled or in the college payroll system as they are not covered by any liability insurance.

Thank you in advance for your cooperation and we look forward to working with you!

### **6.3.1 Director of Academic Facilities**

The Director of Academic Facilities is responsible for strengthening the infrastructure for teaching and learning in an interdisciplinary environment through the safe operation of the facilities. The Director of Academic Facilities provides direction for operations, equipment purchasing, training, growth and technology, and works with the Health and Safety Committee of Faculty Assembly to assure the safety of the facilities.

### **6.3.2 Hours and Access**

Academic Facilities maintains consistent open shop hours to facilitate the needs of students, faculty and staff. Hours are posted at the beginning of each semester and are aligned with the building hours posted by Campus Safety.

### **6.3.3 Competency Training and Testing**

In order for students to be able to work in the shops they must take DFN-116 3D Design Techniques. If students pass the course with a C / (2.0) or better they are allowed access to the shops during their tenure at the college.

Academic facilities are not instructional facilities. All faculty are responsible for instructing their students in the use of the tools and techniques in each individual shop that they expect their students to use in the completion of course work and finished projects.

Competency training is mandatory for faculty and staff who wish to use the shops.

### **6.3.4 Emergency Response**

All Academic Facilities shop managers, staff and work-study technicians are certified in First Aid, CPR and AED. Campus Safety has implemented a step-by-step response plan for accidents, injuries and fire that may occur in the shops. The plan is posted in each area. Faculty should familiarize themselves with these procedures.

When anyone is injured, the supervisor at the shop must fill out an Accident/Injury Report Form at the CCS Security Office.

### **6.3.5 Hazardous Waste**

Hazardous waste disposal is contracted out to a contractor licensed by the State of Michigan. Containers are provided for areas where hazardous waste has been identified. It is the departments' responsibility to inform the Facilities Office of hazardous waste located in areas other than the shops and labs.

### **6.3.6 Tools and Equipment**

The Shops may at their discretion lend out tools and equipment by having the faculty, staff, or student fill out a form and leave their I.D. or drivers license. Certain materials are available for purchase in the shops and labs. The Bookstore stocks respirators and safety glasses for sale. Faculty and staff must require users of the shop to use the proper safety gear.

## **6.4 Galleries**

### **6.4.1 Center Galleries**

Center Galleries, located on the Ford Campus in the Manoogian Visual Resource Center, presents the work of faculty, alumni, and local and nationally prominent artists for the education and enjoyment of both the students and faculty of CCS and the community at large. The programs of Center Galleries are accessible to and encourage the participation of the widest possible audience consistent with its mission and resources.

Center Galleries is dedicated to exploring the relationship between culture and artistic practice, to fostering intellectual inquiry, and to creating multidisciplinary exhibitions and educational programming that enable diverse audiences to connect their experiences of art to everyday life. Center Galleries recognizes a special responsibility to support the academic and teaching missions of the College through close collaboration with academic departments on campus. Off campus, Center Galleries places special emphasis on serving the cultural needs of the people of southeastern Michigan, while simultaneously participating as an active member of the national art community.

Center Galleries also showcases the work of alumni, faculty and staff in its Alumni and Faculty Hall and the College's own art collection in the Permanent Collection Gallery. Additional programming by Center Galleries includes film, literary and performance events, benefits and artist receptions, and occasional special exhibitions throughout the campus. Center Galleries' educational programs are designed for the education and enjoyment of CCS students, and to help build audiences for contemporary art. Lectures, gallery talks with artists and curators, workshops, catalogues and other publications, and ongoing gallery

tours for art educators and their students introduce visitors to new artists, new work, and other issues and ideas about contemporary art practice.

### **6.4.2 Valade Family Gallery**

The Valade Family Gallery is located on the first floor of the A. Alfred Taubman Center for Design Education. The Gallery offers 5500 square feet of event space available for internal and external use. The Assistant Provost oversees the Gallery, including scheduling events and managing floor supervisors. Ideas for exhibitions are generated by the Speakers and Exhibitions Committee and through outside proposals submitted to the Assistant Provost. The exhibition schedule is determined at the beginning of the academic year.

The Valade Family Gallery showcases the work of visiting artists, alumni, faculty, and staff. Additional programming of the Gallery includes special events, benefits, student exhibitions, and artist receptions. The space can accommodate up to 150 people and provides a flexible layout to accommodate all types of exhibitions and events.

### **6.4.3 U245 Gallery**

The U245 Gallery is a student-managed space that offers CCS students the opportunity to showcase their creative achievements to the public. Located on the ground floor of the Art Centre Building, the gallery has easy access and good visibility from the campus.

The Chair of the Fine Arts department or his/her designee serves as Faculty Advisor for U245 Gallery. The Chair appoints the gallery manager. When necessary, Exhibit Services may support installation of work.

### **6.4.4 Knight Foundation Gallery**

The Knight Foundation Gallery is located on the 11th floor of Taubman Center and is part of the Benson & Edith Ford Conference Center. It has 5,600 square feet of space designed for exhibition and other social events such as receptions, banquets, or seated presentations. This space can accommodate 200 guests for a sit-down dinner, 300 for a reception or 350 guests for theater-style seating.

## **6.5 Auditoria**

### **6.5.1 Wendell W. Anderson, Jr. Auditorium**

The Wendell W. Anderson, Jr. Auditorium is located on the ground floor of the Walter B. Ford II Building. This 250 person auditorium serves the entire college for internal events, classes and lectures as well as the college-sponsored events open to the public. It has two projectors and the capability for surround sound audio. The auditorium further provides the capability for HD projection, podium-based lectures, table lectures, or panel discussions.

The maintenance and technical support for the systems within the auditorium are provided by Audio Visual Services staff within Academic Technology. Reservations for the auditorium are made through the Executive Office. Since certain events will override class presentation reservations, be sure to check before committing a reservation to a class schedule.

### **6.5.2 General Motors Auditorium**

The General Motors Auditorium is located on the 11th floor of the Taubman Center within the Benson & Edith Ford Conference Center. It has over 5,800 square feet of space and can accommodate a variety of configurations for any type of event. An ideal location for conferences, lectures, parties, luncheons and award ceremonies, the auditorium can accommodate 450 guests with theater-style seating and 360 guests at banquet rounds. Immediately outside the auditorium is the Knight Gallery which serves as a prefunction area for auditorium events and also a site for exhibits, meetings and other smaller events.

## **6.6 Lecture Series**

### **6.6.1 Woodward Lecture Series**

The Woodward Lecture Series is supported by an endowed fund to bring three visiting artists to campus each semester. Visitors may be selected from the areas of Fine Arts, Crafts, Photography, Illustration, Art History and Criticism, and History. The visitors are well established with national or international reputations. During each visit there is a public lecture and an opportunity for students to interact with the visitor in a classroom or studio setting. The Director of Center Galleries manages the series in consultation with the faculty Speakers and Exhibitions Committee.

### **6.6.2 Toyota Lecture Series**

The Toyota Lecture Series in Design was established through a generous \$1 million endowment gift to the College for Creative Studies from Toyota Motor Company. The endowment is used to bring prominent designers and scholars in all fields of design to speak at CCS. There are between six and eight Toyota Lectures that occur throughout the academic year. The Executive Assistant to the Provost manages the Series, including scheduling guest lecturers and special workshops. Ideas for lecturers are generated by the Chairs and their Departments when requested by the Executive Assistant to the Provost in February. The Speakers and Exhibitions Committee then reviews submissions and approves six-eight with two alternatives. The lecture schedule is determined by April end for the next academic year.

## 6.7 Community Outreach

Located in the heart of a complex urban region and possessing unique resources of value to that region, CCS recognizes a responsibility to serve the community of which it is a part. Thus, its mission includes not only collegiate education in art and design but community education as well. The goals of its community outreach activities include:

- bringing the enrichment of art and design education to a wider population
- illuminating the satisfying career opportunities available in the art and design fields
- increasing the representation of minorities in the art and design professions
- promoting economic and community development in Detroit and South-eastern Michigan

Community outreach occurs in many ways at CCS, through the activities of individual faculty members, through the academic departments, and through special projects and programs. These offices play key roles in outreach and comprise the Community Arts Division: Center Galleries (described above), Pre-College and Continuing Studies and Community Arts Partnerships.

### 6.7.1 Precollege and Continuing Studies

The Precollege and Continuing Studies (PCS) program at CCS offers art and design courses for high school students; pre-college programs such as Precollege Summer Experience, Create + Connect; youth programs; adult courses; and Professional Automotive Modeling certificate programs; and professional development programs.

### 6.7.2 Community Arts Partnerships

Community Arts Partnerships program develops and maintains collaborations between the College and community organizations to bring educational experiences in art, design, and new technologies to underserved populations. The Director acts as a resource for faculty and programs within the College that seek to develop community partnerships.

## 6.8 Henry Ford Academy: School for Creative Studies

Henry Ford Academy: School for Creative Studies is a charter middle and high school (grades 6 – 12) founded and operated by CCS and the Henry Ford Learning Institute. It has a strong art and design focus combined with an academic curriculum keyed to the Michigan Common Core standards. Its purpose is to

give inner-city students the opportunity to pursue a path leading to an art and design college and ultimately to a career in the creative industries. It is located in the Taubman Center. CCS faculty and students, and particularly the Art Education department, play an active role at the school.

## 6.9 Detroit Creative Detroit

Design Core Detroit is an economic development organization within the College with the mission of developing Detroit into a global resource for creative talent. Design Core serves design-driven industries that specialize in design or utilize design as a central discipline of their business strategy. The steward of Detroit's UNESCO City of Design designation, Design Core is located on the first floor of the A. Alfred Taubman Center for Design Education. Design Core Detroit champions design-driven businesses and their role in strengthening Detroit's economy through its three main programs: Detroit Design Network, Detroit Month of Design, and Detroit City of Design. It offers services to strengthen, grow and attract design businesses, increases market demand for design services, and tells Detroit's design story locally and globally. More information can be found at [designcore.org](http://designcore.org)<sup>13</sup>.

## 6.10 Book and Art Supply Stores

The main College bookstore<sup>14</sup> is located on the ground floor of the Taubman Center. It is open Monday through Saturday during the academic year. Throughout the summer months, it is open on a limited schedule. A smaller College bookstore is located on the Ford campus in the Yamasaki Building on the ground floor. It is open Monday through Friday during the academic year and limited hours during the summer. Textbooks and other supplies are stocked each semester based upon the faculty's needs. The bookstore sends out a request to all academic departments in May (for the following fall semester) and in October (for the following winter semester) for information regarding required texts. Based upon these requests, the bookstore will carry the necessary textbooks and supplies.

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<sup>13</sup>[designcore.org](https://designcore.org/) ( <https://designcore.org/> )

<sup>14</sup>Bookstore ( <https://www.collegeforcreativestudies.edu/student-resources/resources/bookstore> )

## Chapter 7

# Administrative Support Services

### 7.1 Human Resources

The Human Resources Office is responsible for the administration of all human resource related functions. These include policy and procedure development and administration, recruitment, employment, employee development, compensation and benefits. The director provides leadership for college administrators to develop and sustain positive employee relations, policies and procedures, performance management, and salary and benefit plan administration.

#### 7.1.1 Audio Visual Services

Audio Visual Services<sup>1</sup> provides equipment check-out and support for faculty, staff, and students. In addition, Audio Visual Services manages the reservations for and supports the Stage, Photography studio area and Wendell W. Anderson Jr. Auditorium and supports academic events on campus. The Audio Visual Services Center is located on the first floor of the WBFII Building, room W109. You may contact the Center on the Ford Campus at 313.664.7647.

Through Audio Visual Services, faculty may request equipment such as cameras, projectors, tablets, and DVD/TV carts for class purposes. The Center also has cables and adapters available for loan. All staff/faculty are required to pick up reserved equipment (with the exception of TV carts, which are generally delivered to your class). Equipment is limited, so please submit all audio/visual requests at least two (2) weeks in advance to ensure that the equipment you need is available. Rental is free for faculty and staff; daily rentals are free for students, but students are charged a fee for any equipment returned late. Faculty may also make reservations for using the sound or video editing suites, and

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<sup>1</sup>Audio Visual Services (  
[https://myccs.collegeforcreativestudies.edu/avs/\\_pdf/AVCBookF14.pdf](https://myccs.collegeforcreativestudies.edu/avs/_pdf/AVCBookF14.pdf) )

the Stages located in the WBFII Building. Reservations can be made in the Audio Visual Services Center or by emailing [avc@collegeforcreativestudies.edu](mailto:avc@collegeforcreativestudies.edu)

### **Checkout**

- AVC / Photo equipment checkouts are free for current CCS students, staff, and faculty.
- Patrons must present a current CCS ID in order to check out equipment. No ID = No Checkout.
- Equipment can only be checked out in person and only during checkout desk hours. All checkouts are video recorded and monitored.
- Students may keep equipment for no more than 72 hours for each check out and renew the items up to three times if not reserved.
- Students can check out equipment over spring break and Thanksgiving break.
- Students cannot check out equipment between semesters.
- To ensure student supply, Staff and Faculty can only check out equipment for 24 hours during the active winter and fall semesters.
- The patron is fully responsible for the care and safeguard of all equipment that they check out.
- The patron must pay close attention to all items being checked out to them. Read and sign the check out agreement to avoid mistakes.
- The patron must check for equipment damage before they take it. Test and report any faulty equipment and return it immediately.
- The centers do not supply AA, AAA, or 9V batteries or media cards. We are not responsible for damage to your card by our equipment.

### **Reservations**

- Equipment can be reserved two weeks prior to pick up. Patrons may reserve in person, by phone or email.
- AVC/ Photo staff is not responsible for miscommunication during phone in reservations or voicemail.
- A reservation confirmation email will be sent to the patron.
- Patrons are responsible for ensuring the information is correct on the reservation confirmation email.



- Reserved equipment will only be held for 30 minutes after your initial reservation. After 30 minutes, equipment not picked up will be available for normal checkout by other patrons.
- Equipment may be held longer for patrons who call to inform of a late pick up.
- The patron who reserved the equipment must pick up equipment.
- Consecutive reservation “No shows” (more than 3 times) may result in the semester suspension of check out privileges.

### Returns

- All equipment must be returned on time.
- All equipment must be returned in the condition in which it was checked out (cords wrapped, cases packed neatly and clean).
- A \$20.00 fee will be charged if AVC/Photo staff has to repack a disheveled equipment case or clean the returned equipment.
- It is encouraged that the patron stays and observes the AVC/Photo staff while they check in the returned equipment.
- Someone other than patron who checked the equipment out may return equipment but the patron is still responsible for the condition of the returned equipment and any fees associated with a late return.

### Late fees, fines, and suspensions

- Students, Staff, and Faculty are subject to late fines and replacement fees.
- Emails are sent by the system to notify the patron of due equipment and overdue equipment (Read your system emails).
- Late fees begin to accumulate 30 minutes after items become overdue.
- Overdue fees accrue by the hour, including up to 5 hours after the checkout center closes.
- Different equipment items have different fine rates. Fines for individual items are calculated independently up to \$5.00 per hour.
- Equipment overdue by more than 24 hours will result in accumulated fines and the suspension of checkout privileges.
- 24 hours late = 2 week suspension plus fines
- 48 hours late = 3 week suspension plus fines

- A late return that adversely affects another student's reservation and project will result in an automatic 4-week suspension.
- Equipment overdue by 72 hours will result in a replacement fee, and indefinite suspension of check out privileges. Students will have a hold placed on their academic account. Staff's and Faculty's superiors will be notified.
- Equipment overdue by one week will be considered stolen by the patron. A police report and arrest warrant will be issued.
- Overdue fines may be forgiven due to a patron involved in a automotive accident, injury requiring hospitalization, or death.
- Lost, stolen, or damaged equipment will result in a mandatory, non-negotiable, full replacement or repair charge.
- An official police report must be submitted for stolen equipment or we will assume that you, the patron, stole the equipment.
- Consecutive overdue returns and late fees may result in the semester suspension of check out privileges.
- Threatening or rude conduct toward any AVC/Photo checkout employee will result in the permanent loss of your check out privileges.
- Fines may be paid with a SmArt card in the AVC or with other forms of currency at the CCS business office.
- Only the Equipment Checkout supervisor or Manager can override policy terms.

ITS\_AVC CONTRACT<sup>2</sup>

### 7.1.2 Imaging Center

The Imaging Center (IC) provides a variety of print services to the CCS community. It is located on the 6th floor of the Taubman Center in room 631.

The IC's regular hours are Monday – Thursday from 8am to 10pm and Friday from 8am to 3pm. There are extended weekend hours during midterms and finals, which are posted on Blackboard and on the CCS information monitors.

The Imaging Center has two Canon production laser printers, which include basic copying & scanning services, two Epson wide-format printers, and two Epson sheet-feed inkjet printers. In addition, the IC also offers draft quality wide-format printing on an Epson plotter printer. On the Canon laser printer, the IC can print up to 13" x 19" and use 110 lb. card stock. The Imaging Center also provides various plastic coil and wire binding services. Students can provide their own laser paper to print at a low-cost rate; they must bring the

<sup>2</sup>ITS\_AVC CONTRACT ( [https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ITS\\_AVC-CONTRACT.docx](https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ITS_AVC-CONTRACT.docx) )

paper in its original packaging so that the IC has all of the accurate information on paper type.

Students must bring files to the IC that are print-ready and on a flash drive. The Imaging Center will accept files from staff and faculty through fillable online forms that can be found on the “Imaging Center” link within the “Campus Offices” page on the CCS Blackboard website. Services are available at a discounted price for staff and faculty. If color prints or posters are being charged to a department, an 8-digit budget code number is required in order for the job to be processed. The appropriate account number can be obtained from your Department Administrator.

When using the inkjet printers, we strongly encourage students to create test strips or hard proofs prior to submitting their final print job. These test strips are free. Students can also use a Soft Proofing station located in the 24-hour lab to preview their print job with our laser and inkjet color profiles on a calibrated monitor.

For faculty teaching a sponsored project course, or any other course that will require large-scale printing, please contact the Imaging Center within the first few weeks of the semester with information on what type and how much printing is needed to complete the project and any major due dates. In order to set up a student print budget, the Imaging Center will need a current class roster.

Black and white copying is available for faculty (self-serve) in the adjunct faculty office space located on the 2nd floor of the Kresge-Ford building, room C205.

For more information, click the “Imaging Center” link within the “Campus Offices” page on Blackboard. The Imaging Center can be also contacted at (313) 664-1507 or by emailing [ic@collegeforcreativestudies.edu](mailto:ic@collegeforcreativestudies.edu).

## 7.2 Business Services

The Business Office is located in the Yamasaki Building, main floor. Please make sure to have your CCS ID.

Business Services Training Manual<sup>3</sup>.

## 7.3 Information Technology Services

Information Technology Services (ITS) supports the College’s mission by implementing and maintaining academic, administrative, and enterprise (shared) infrastructure technologies and systems. These include the institution’s administrative and student information systems software, Colleague; the institutional communication portal, Canvas; the room scheduling system, R25; as

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<sup>3</sup>Business Services Training Manual ( <https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/Business-Services-Training-Manual-01-14-19.pdf> )

well as managing the institutional technology help desk. ITS also manages the campus-wide network and Internet access, email, and voice and data services. ITS further oversees compliance with required governmental and contractual policies and protocols. Finally, ITS manages the College's physical and virtual computing resources including computer labs, virtual desktop infrastructure, and faculty and staff computers.

## 7.4 Facilities and Administrative Services

### 7.4.1 Buildings and Grounds

The Office of Facilities and Administrative Services is responsible for the maintenance and repair of the institution's buildings and grounds. Cleaning is performed on a daily basis. To avoid harming student or faculty work, classrooms and studios will only have trash removed. Faculty should communicate with Facilities if classrooms and studios are not being cleaned properly.

For most maintenance and repair, a Maintenance Service Request (MSR) should be completed and submitted to Facilities. MSR's are assigned a priority. Every effort is made to fulfill all MSR's in a timely manner. If the work has not been performed within two weeks, the Facilities staff will inform the department as to the status of the MSR. The department should call the Facilities department coordinator if there has been no communication regarding a submitted MSR within the indicated time.

The Facilities department also oversees major construction projects, and will coordinate these activities with the normal operations of CCS.

### 7.4.2 Mailroom

All CCS mail is processed through the mailroom. Incoming mail is picked up by Facilities staff in the morning from the post office, and all outgoing mail is picked up from CCS offices by 3:00 p.m. so it can be delivered to the post office by 4:30 p.m. Personal mail sent from CCS must have the proper postage affixed. Under no circumstances may CCS postage be used for personal mail.

## 7.5 Security

Campus Safety provides 24-hour security at both the Ford Campus and the Taubman Center. Three college administrative positions (Director, Assistant Director, Security Manager) are responsible for enforcing the security policies and procedures, as well as directing and overseeing security guard services. Other Security personnel are employed by a contract guard agency that provides fixed and mobile security patrols, patrol supervisors and shuttle drivers supervised by CCS personnel. Services provided by Campus Safety include safety patrols, escort service to parked vehicles on campus, auto lock out service, battery jump starts and tire inflation, and issuing and replacing access cards.

Participation in new student orientation as well as periodic specialized training on topics such as active shooter is provided in coordination with the Student Affairs Office.

Campus Safety also maintains fifty-eight First Aid stations located throughout the campuses that provide immediate accessible first aid supplies to injured persons. The department also has trained first medical responders located on each campus. If immediate medical attention or transportation is needed, Campus Safety will contact the contracted ambulance company which will provide transport to a local medical facility.

### 7.5.1 Everbridge

The emergency notification system, Everbridge, is maintained by the Security administrative staff to send out emergency notifications to all personnel enrolled in the program. In addition to electronic notification, the system has the capability to send emergency messages to computer labs and electronic information monitors on both campuses in case of a critical incident. To enroll, log on to Blackboard, locate the Quick Links menu on the left hand side, select Alert Notifications, and click on “SIGN-UP NOW” for Everbridge.

### 7.5.2 Security Procedures and Services

If you notice any suspicious or inappropriate activity, please notify the Security office (extension 7444, Ford Campus or extension 1444, Taubman Center) immediately, or push the red “assistance button” on one of the Emergency phones located around each campus and in the parking decks. When Campus Safety is notified of an incident, they will take the appropriate action to ensure your safety on campus.

In addition to the emergency phones and patrols, activity on campus and in the parking deck at CCS is monitored and digitally recorded by 250 closed circuit television cameras strategically placed on the campuses.

If you become a victim of a crime while on campus or in the vicinity of campus, call Security immediately or report to the Campus Safety office on the main level of the Kresge-Ford Building, across from the CCS bookstore or on the main floor of the Taubman Center. Campus Safety will provide immediate assistance and first aid if required. If additional assistance is needed, the shift supervisor will make the necessary notifications.

If at any time you would like an escort anywhere on campus, dial extension 7444 at the Ford Campus and 1444 at the Taubman Center and let the Campus Safety officer know your location. The on duty supervisor will send a Campus Safety officer to escort you to your indicated destination on campus.

A pamphlet on emergency procedures is available in each administrative office. Additional copies can be obtained from the Office of Campus Safety and Security or the Human Resources office.

### 7.5.3 Crisis Management Plan

The College has a Crisis Management Plan<sup>4</sup>, developed by Campus Safety and Human Resources, that details procedures for responding to man-made and natural emergencies that might confront the College. The plan covers medical emergencies, crimes in progress, bomb threats, tornadoes and fires. The focus is on reporting emergencies, critical infrastructure assessment, evacuations of buildings, recovery of services and return to operating standards. The full plan<sup>5</sup> is available on the CCS Policy Database and, additionally, a pamphlet is available from Campus Safety with important summary information.

## 7.6 Institutional Advancement

Philanthropy helps the College for Creative Studies accomplish its mission by supporting scholarships, faculty, programs, student wellbeing, facilities, and more. A growing base of donors – individuals, corporations, foundations, and government – supplement the financial resources provided by tuition and other operating income. Institutional Advancement (IA) is responsible for overseeing the acceptance of charitable gifts, fundraising initiatives, and alumni engagement at the College-level to complement activities at the department level. Moreover, IA collaborates with the Office of Partnerships (7.6.5), to support their leadership efforts to engage the Corporate community in support of funds to impact the College.

### 7.6.1 Development

The Development unit in IA raises funds to support CCS at all levels, from supporting general operations and addressing ongoing needs to enabling special projects, new initiatives, endowed programs, and positions, reducing the financial burden of students through scholarships, capital improvements, and more. The Development team is also responsible for all gift processing, compliance with IRS laws related to receipting/acknowledgment of gifts, documentation of gifts to support the audit and donor intention, coordination with the Office of Business Services related to philanthropy, as well as coordinating efforts on behalf of the College related to donor relations and stewardship.

If faculty and staff are interested in raising money or securing/accepting a gift-in-kind for a project or initiative, they should begin by discussing their idea with their Department Chair and/or Dean to ensure that their initiative aligns with the College's mission and priorities. Once approved at a conceptual level, faculty and staff should contact the Office of Institutional Advancement for further conversation. Policies related to fundraising may be found in the

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<sup>4</sup>Crisis Management Plan ( <https://campus.collegeforcreativestudies.edu/policy/emergency-response-and-crisis-management-plan/> )

<sup>5</sup>full plan ( <https://campus.collegeforcreativestudies.edu/policy/emergency-response-and-crisis-management-plan/> )

policy database in the section pertaining to Fundraising and Marketing<sup>6</sup> or by searching the database using the keywords “charitable gifts<sup>7</sup>.”

For gifts-in-kind specifically, the College accepts gifts-in-kind on a limited basis and they must be approved by Institutional Advancement (IA) in advance of accepting any such gift. If the donor stated value of the gift exceeds \$105,000, approval by the Vice President for Administration and Finance is also required to ensure the College is complying with IRS laws that require an independent appraisal/documentation to determine the value of goods, reporting after use/sale, and more. Refer to the policy in the College’s database titled, “Charitable Gifts – Types and Acceptance<sup>8</sup>” for additional information. The Gift-in-Kind Form<sup>9</sup> can be obtained from the Institutional Advancement<sup>10</sup> (IA) office and should be returned to IA once the donor completes the form for acknowledgment and record-keeping purposes.

### **Corporate, Foundation And Government Relations**

The Corporate, Foundation and Government Relations unit in IA secures financial and in-kind contributions from corporations, foundations and government sources. This unit works closely with faculty, staff and others to organize and develop programs for funding, while also cultivating and soliciting prospects for capital giving, endowments, grants, scholarships and other support. A primary role of this unit is corporate sponsored research projects.

### **Sponsored Projects**

The College partners with corporations, associations and other enterprises to incorporate sponsored research projects into the educational experience for CCS students. Sponsors typically present a design challenge of strong educational value to a CCS studio class for the class to work on over the course of a semester. Students present their solutions to leading industry representatives at the end of each project. Beyond the educational benefits to students, sponsored research projects enable CCS to build relationships with industry for internships and career placement as well as generating revenue and helping create marketing and public relations opportunities for the College.

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<sup>6</sup>Fundraising and Marketing (

<https://campus.collegeforcreativestudies.edu/policy/category/fundraising-marketing/> )

<sup>7</sup>charitable gifts ( <https://campus.collegeforcreativestudies.edu/policy/?s=charitable+gifts> )

<sup>8</sup>Charitable Gifts – Types and Acceptance (

<https://campus.collegeforcreativestudies.edu/policy/charitable-gifts-types-and-acceptance/> )

<sup>9</sup>Gift-in-Kind Form (

<https://campus.collegeforcreativestudies.edu/institutional-advancement/> )

<sup>10</sup>Institutional Advancement

(<https://campus.collegeforcreativestudies.edu/institutional-advancement/> )

### **Gifts In Kind**

The College accepts gifts in kind on a limited basis and they must be approved by Institutional Advancement (IA) in advance of accepting any such gift. If the donor stated value of the gift exceeds \$10,000, approval by the Vice President for Administration and Finance is also required. The Gift in Kind Form can be found on the IA page of Blackboard or can be obtained from IA and should be returned to IA once the donor completes the form for acknowledgement and record-keeping purposes.

### **7.6.2 Marketing and Communications**

The IA Marketing and Communications unit is responsible for planning, budgeting, writing, design, production and distribution of all internal and external CCS communications including student recruitment materials and the CCS website and social media channels. The Marketing and Communications unit also manages the CCS brand and graphic identity standards.

CCS staff needing print, video, or web-based marketing materials should contact the Director of Marketing and Communications. CCS personnel other than Marketing and Communications staff should not hire designers, contract printing or develop websites or Facebook pages without the involvement of IA. All print jobs must go through the Marketing and Communications office.

### **7.6.3 Public Relations**

Public Relations, primarily news media outreach, is managed from within IA Marketing and Communications. The CCS Public Relations function is charged with engaging key audiences (potential students, donors and potential donors, industry and government opinion leaders) to promote and strengthen the CCS brand image. Chief responsibilities of the public relations unit include initiating and maintaining relationships with the media, promoting newsworthy CCS events and activities to key audience segments, while helping coordinate CCS involvement in community activities. Any requests made to faculty or staff for media interviews, tours, etc. should be run through the Public Relations manager prior to being accepted.

### **7.6.4 Special Events**

The Special Events is responsible for overseeing all the logistics of fundraising, community, and third-party events for the College. It works with academic and administrative departments, outside organizations, and individuals to schedule auditoriums, galleries, and conference spaces for purposes other than regular classes. The events team books facilities ensuring that the appropriate facilities are used, and coordinates audio-visual and other equipment set-ups, catering, crowd control, security, and parking arrangements.



The College has outlined General Event Policies for events being held at the A. Alfred Taubman Center for Design Education, and the Walter and Josephine Ford Campus in the Facility Use and Special Events Manual.



## Chapter 8

# Administrative Policies and Procedures

### 8.1 Personnel Records

#### 8.1.1 Staff

A master personnel record containing administrative staff records and other pertinent data is maintained in the Human Resources office. The Human Resources office maintains records concerning employment, performance, payroll, benefits, and other miscellaneous items. No information, except verification of employment dates, will be released to outside sources without the employee's written authorization, unless disclosure is required by subpoena or court order or is necessary to meet some legal obligation of CCS. A written authorization from the employee is required for the Human Resources office to release salary information.

It is each administrative staff member's responsibility to inform the Human Resources office of any changes in the following: name, address, telephone, marital status, dependents, beneficiaries, and emergency contacts.

Administrative staff have the right to review their Personnel Record in the Human Resources office, with a prior appointment. These Personnel Records are confidential and may only be reviewed by the administrative member, or the appropriate supervisory personnel of the administrative staff member.

#### 8.1.2 Faculty

A master personnel record containing faculty records and other pertinent data is maintained in the Human Resources office. The Human Resources office maintains records concerning employment, performance, payroll, benefits, and other miscellaneous items. The Academic Affairs Office also maintains records on each faculty member which include: Full-Time Faculty Annual Reports, Department

Chair Annual Reviews of Full-Time Faculty, faculty member's resume, and correspondence. No information, except verification of employment dates, will be released to outside sources without the employee's written authorization, unless disclosure is required by subpoena or court order or is necessary to meet some legal obligation of CCS. A written authorization from the employee is required for the Human Resources office to release salary information.

It is each faculty member's responsibility to inform the Human Resources office of any changes in the following: name, address, telephone, marital status, dependents, beneficiaries, and emergency contacts.

Faculty members have the right to review their Personnel Record in the Human Resources office or their file in the Academic Affairs Office, with a prior appointment. These Personnel Records are confidential and may only be reviewed by the faculty member, or the appropriate supervisory personnel of the faculty member.

## 8.2 Work Schedules

For purposes of benefit plan administration, recording Paid Time Off benefits, and reporting hours worked, administrative staff employees are required to log hours in TimeClock Plus using the Webclock. Digital Time Sheets (TimeClock Plus) are to be completed by all staff and should report days or hours worked. Hours are to be entered by the employee and approved by the supervisor no later than three (3) business days following the completion of a pay period.

### 8.2.1 Work Schedules and Digital Time Sheets (Time Clock Plus)

Full-time staff are generally expected to work a minimum of 35 hours per week. Some full-time staff are expected to work 40 hours per week. Core hours of operation for most departments are 8:30 am to 4:30 pm, Monday through Friday. Actual work schedules may vary from department to department based on individual department needs.

### 8.2.2 Overtime and Non-Exempt Employee Pay

Non-exempt employees are those who do not fit within any of the exemptions to the Fair Labor Standards Act. They receive overtime at the rate of one and one-half ( $1\frac{1}{2}$ ) times the regular rate of pay for hours worked in excess of 40 in any one week, or as required by law. For non-exempt employees who have a 35 hour workweek, hours worked between the regularly scheduled 35 hours and 40 hours will be compensated at straight time rates. Hours over 40 in a workweek will be compensated at time and a half. Paid Time Off and College holidays do not count as hours worked and will not count toward overtime calculations. The College defined work week is 12:00 a.m. Sunday to 11:59 p.m. Saturday.

Any work above non-exempt employee's scheduled hours must be approved by the employee's supervisor in advance. Non-exempt employees who work overtime that is not authorized in advance will be paid for all time worked, but may be subject to disciplinary action.

Each non-exempt employee is responsible for his/her own time record keeping, and non-exempt employees must accurately report all hours worked. It is a violation of CCS policy for a non-exempt employee to record more hours than worked or fewer hours than worked. Likewise, it is a violation of CCS policy for anyone to instruct a non-exempt employee to record more or fewer hours than worked. Further, it is a violation of CCS policy to alter or falsify time records. CCS takes such offenses extremely seriously, and even a single violation may result in immediate termination of employment.

Non-exempt employees are entitled to paid rest periods and an unpaid meal period, which will be discussed with the employee's supervisor. If an employee is not able to take his or her meal or break periods at the usual time on any given day, then they should be taken at a different time. Generally, employees must be completely relieved of all duties during the meal period and free to use the time as they choose. Employees should not be required to perform any work during meal or break periods. However, in the event that an employee does perform work due to business needs that arise during the meal or break period, the employee must be paid for the meal period or, to the extent allowed by law, the meal or break period will be extended. Meal periods must be reported accurately on employee timesheets, including both the start and end times to ensure that employees are properly compensated. Break times are not reported as they are paid.

### 8.2.3 Attendance and Timeliness

Absenteeism and tardiness place a burden on other employees and can affect the level of service your department provides. If you must absent yourself from work, arrive late or depart early, you must notify your supervisor as soon as possible in advance of the anticipated tardiness or absences. Employees must contact the supervisor directly and speak to them personally. If the supervisor does not answer, the employee should leave a voicemail and also send an email or text message to the supervisor. Employees who fail to notify their supervisors of an absence in accordance with this procedure may be subject to disciplinary action. Employees must notify their supervisors each day they will be absent, in accordance with this procedure. If the absence extends for a period of time, a schedule for reporting on a less frequent basis may be established.

Employees may be subject to discipline, up to and including termination of employment, when unscheduled absenteeism or tardiness becomes excessive. Even if an employee has Paid Time Off available, excessive use of unscheduled time off is disruptive and may lead to disciplinary action. Whether absenteeism or tardiness is excessive is at the sole discretion of the College. The College will consider the frequency of unscheduled absences and/or tardiness, the patterns of absences (such as a pattern of Monday or Friday absences or absences on the

day before or after a holiday or weekend), and the reasons for the absences. Pre-approved, pre-scheduled absences, bereavement leave, military leave, jury duty leave, and medical leaves (including Family and Medical Leave Act leave) shall not count against the employee, provided that proper notice and any required documentation are provided.

Absences, late arrivals and early departures may result in a reduction in wages for non-exempt employees.

Any employee who fails to report to work without notification to his or her supervisor for a period of three consecutive days will be considered to have voluntarily terminated his or her employment.

### **8.2.4 Lunch Periods**

Unless otherwise specified, employees have one hour for lunch. For non-exempt salaried and hourly employees, this time is without pay and must be scheduled with your supervisor to ensure proper coverage in your department. Normal lunch periods are between 11:30am and 1:30pm.

### **8.2.5 Bereavement Leave**

In the event of the death of a member of your immediate family, you are permitted three (3) working days off with pay. Immediate family includes husband, wife, child, parent, brother, sister, grandparent, grandchildren, and in-laws and step relationships in these categories. If you wish additional time off it may be granted at the discretion of your supervisor and the Office of Human Resources, or you may use PTO days.

### **8.2.6 Jury Duty – Witness Service**

If you are required to report for jury duty or to appear as a witness in a legal proceeding, you must notify your supervisor and bring the trial summons or witness subpoena to the Office of Human Resources. The College will grant you time off to enable you to fulfill your jury/witness service obligations.

Time off for jury/witness service covers only the time you are actually serving. Whenever your attendance is not required, you are expected to report to work. Any remuneration you receive from the court must be submitted to the Office of Human Resources.

### **8.2.7 Military Leave**

The College provides military leaves of absence to all full-time and part-time employees in compliance with applicable state and federal laws. Your request for military leave should be submitted promptly and accompanied by a copy of your orders indicating the beginning and ending dates of your duty period.

### **Guidance For Students**

Students are not relieved from responsibility for any part of the course work required during the period of absence, if an absence from classes or examinations occurs as a result of religious reasons. When religious observances cause a student to miss classes, examinations, or other assignments, faculty are expected to provide reasonable accommodations, if possible. Students must provide a written notice at least two weeks prior to any religious holy day or cultural observance. If the absence must occur within the first three weeks of a semester or session, the student must provide written notice one week in advance of the absence.

Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should a disagreement arise over any aspect of this policy, the parties involved should contact the Department Chair and the Dean of Academic Affairs. Final appeals will be resolved by the Dean of Academic Affairs.

### **Guidance For Educators**

CCS Educators whose classes conflict with their own religious obligations should work with their Chair and Program Manager to find a substitute for the course or initiate steps for coursework to be covered within another class time. Faculty are expected to provide these dates to the Chair and Program Manager prior to the start of the academic term. Alternative arrangements should not inconvenience other students, staff, or faculty. Employees should make every effort to avoid scheduling assembly meetings and campus-wide events on religious holidays. It should be noted that some holidays extend over many days. Staff members who observe religious holidays that are not on the current CCS holiday/observance schedule may use Paid Time Off (PTO). Please adhere to CCS PTO guidelines when submitting PTO requests.

If you have any questions regarding this guidance, please consult with your supervisor.

## **8.3 Budget**

CCS's fiscal year is a twelve-month period, beginning on July 1, and ending June 30. The budget for CCS is prepared annually, with formal Board of Trustees approval in the May preceding the commencement of the next budget year. The process of preparing the budget begins in the fall preceding the start of the next fiscal year. At that time, enrollment projections are made for the following year, and by December, the tuition rates for the following year are established and approved by the Board of Trustees. Following soon thereafter, the process of developing detailed revenue, expense and capital acquisition budgets commences.

In January, all department chairpersons and other staff with budget responsibilities are given information regarding the budget preparation process. They prepare revenue, expense and capital budget requests based upon the information in the budget package, as well as needs they might have due to curriculum or enrollment expectations. These requests are submitted in late February, with individual departmental presentations made to senior management in early March. Following these presentations, senior management makes final budget decisions, and the budget is prepared for submission to the Finance and Audit Committee of the Board in early April. This is followed by presentations to the Executive Committee of the Board in late April and to the Board of Trustees for final approval in May.

## 8.4 Contractual Commitments

Any contract that legally binds CCS or any of its employees to perform a service, pay a fee, or fulfill any other responsibility must be signed by either the Vice President for Administration and Finance or the President. Faculty may not sign contracts on behalf of CCS. In all matters that require an official signature on a contractual commitment the following steps shall apply in order for CCS to be legally responsible:

- Faculty members may recommend contractual commitments to their department chairs or directors.
- Department Chairs may initiate and recommend contractual commitments within their area of responsibility to the Provost.
- The Provost and/or the Vice-President for Administration and Finance must review and approve all contractual commitments for official authorization.
- The Vice-President for Administration and Finance will determine the necessity for the President's signature. In all cases, any contractual arrangements between CCS and another party will only be considered officially approved if signed by the Vice President for Administration and Finance and/or the President, or their designee.

## 8.5 Records Management

Following established records management practices and participating in regular campus-wide record purges will save departments and offices valuable time and free up space, and save the college from unnecessary costs. Please refer to the guidelines here<sup>1</sup> when managing college records.

<sup>1</sup>Records Management Guidelines ( <https://campus.collegeforcreativestudies.edu/policy/intellectual-property-rights/> )



## 8.6 Severe Weather

CCS's policy is to keep the school open during periods of inclement weather, if at all possible. We realize there are times when the College may remain open and you feel it is unsafe for you to attempt to come in. If this occurs, please call and leave a message for your supervisor as soon as possible. Administrative staff will be required to take Paid Time Off (PTO) for days they are unable to come in. Faculty should make every attempt to reschedule any classes that are canceled due to bad weather. If a class is unable to be rescheduled, it is up to the faculty member to ensure that any missing coursework is covered.

In the event it is necessary to close due to severe weather conditions or any other emergency, the following procedures for notification are followed:

- The decision to close or cancel Day Classes will be made by 6:00 a.m. and to cancel Evening Classes will be made by 2:00 p.m.
- Closings and class cancellations will be announced through Campus Emergency Alert<sup>2</sup> Program via e-mail or text alerts.
- Updates can be found on CCS's website<sup>3</sup>, CCS social channels and to local radio/TV stations.

## 8.7 Identification Cards

Identification cards are issued to all employees at the time of hire. You must display your ID card at all times while you are on campus and must present it when asked by Security personnel. ID cards are issued through the Campus Safety and Security Office, upon completion of new hire employment forms with the Human Resources Office. You are responsible for your ID card, and if you lose it, you will be required to pay a \$20 replacement fee.

## 8.8 Business Cards

Business cards are provided for full-time employees with a legitimate business need. Part-time staff will be provided business cards with a legitimate need on a case-by-case basis. Business cards are ordered through the Human Resources Department with titles and departments verified by the Human Resources Office.

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<sup>2</sup>Campus Emergency Alert ( <https://member.everbridge.net/index/453003085612449/login> )

<sup>3</sup>CCS's website ( <https://www.collegeforcreativestudies.edu> )

## 8.9 Building Policies

### **Art Centre Building (ACB) and Taubman Center (TC)**

**ACB/TC Residents** Every ACB/TC Resident is required to show their ID when entering the ACB/TC.

**Guests of ACB/TC Residents** Guests must have a valid ID (driver's license) and sign in at the front desk. Residents must either be accompanying the guest or come down to the lobby to escort them into the building.

**CCS Employees and Students Visiting Offices** Every CCS community member should present their CCS ID to the front desk receptionist every time they enter the ACB/TC.

**Guests/Customers Visiting Offices** Guests/Customers visiting offices in the ACB must be escorted into the ACB by an employee with a valid CCS ID.

### **Wendell Ford Auditorium**

- No food or beverages are allowed
- Reservations through the Executive Office are required

### **ADM Boardroom / Ford Campus**

- Reservations through the Executive Office are required
- Can be used only for College business
- Cover tables when serving food (i.e. table cloth, placemats)
- Use hot mats under heated dishes (available in kitchen)
- Use coasters on tables under beverages (available in room)
- Clean up and place tables/chairs in meeting room set-up (see diagram on Blackboard)

### **Flyers and Other Postings**

- Must be approved for posting
- Only posted in approved locations
- Approval is obtained from the Office of Student Affairs
- An office representative will check the posting, then stamp & date
- Approved areas: bulletin boards, showcases, fabric walls in buildings

- All items hung in an inappropriate location (windows, doors, vending machines, clocks, elevators, painted surfaces) or that are not approved for posting will be removed and discarded.

### **Computer Labs**

- CCS ID must be visible at all times.
- Treat lab proctors and lab equipment with respect; any failure to do so will result in a loss of lab privileges.
- Absolutely no food or drinks in the labs. This applies to instructors as well as students.
- Maintain overall cleanliness.
- Detrimental use of lab computer equipment, AV lab equipment, or production studio equipment will not be tolerated:
  - Illegal/pirated/pornographic files/software, or programs that allow such material.
  - Pilfering lab hardware/software.
  - Willfully damaging equipment, jamming or ripping out connections.
- No excessive printing.
- Questions about using various software applications should be directed to an instructor.
- Students are solely responsible for backing up their own files.

### **Photography Labs**

Open to photo majors, CE students, and students who have passed the Materials & Processes-Photography course.

Labs are not available for general use during scheduled class times. Check the posted schedule, outside the chairs office, for open lab hours.

A current CCS ID is required to check out equipment. CE students may use a valid drivers license or other official identification to borrow equipment. All borrowed equipment must be returned the same day.

### **Senior Studios**

- No sofas, lounge chairs, mattresses or oversized chairs are allowed in studios.
- No sleeping in studios.
- After 11:00 PM, for safety reasons, you must notify Campus Safety.

- Must wear CCS ID on outermost garment for identification purposes.
- No hazardous materials can be stored in studios.

### All Shops

(Wood, Metal, Foundry, Model Shop, 3-D Shop, Sculpture, Jewelry, Glass, Ceramics, Weaving, CNC/Milling, Sandblasting) Two persons in shop at all times.

No working on College holidays.

Mandatory safety glasses to be worn at all times while working in any shops (This is to improve personal safety and maintain within guidelines of MIOSHA). For better hygiene, we suggest purchasing your own pair. Glasses may be purchased at the CCS Bookstore.

Respirators must be used and worn in any of the spray-booths or other marked areas on campus. You must supply your own respirator.

Hours for student access will be posted near the doors before the start of each semester and will reflect hourly changes associated with holidays and breaks.

Shop staff can work the following hours:

Mon. – Fri. 6:00 AM – 2:00 AM

Sat. 6:00 AM – 2:00 AM

Sun. 6:00 AM – 2:00 AM

Work Study students are only allowed to work the following times:

Mon. – Fri. 8:00 AM – 12:00 Midnight

Sat. 9:00 AM – 12:00 Midnight

Sun. 9:00 AM – 12:00 Midnight

Employees must pass test on equipment usage before after-hour access will be granted and their name added to approved list.

Only those employees on approved list are allowed in offices after building hours and for safety reasons they must check in and out with Campus Security.

Violation of policies or department rules will result in losing the privilege of using College equipment and facilities.

## 8.10 Access to Buildings and Parking Areas

If you need access to College buildings outside of posted hours, contact the CCS Ford Campus Security Office at 313-664-7444 or the Taubman Security Office at 313-664-1444. You must check in with the Security Office upon arrival and check out when departing. Your CCS ID must be presented to be admitted to the building.

Please refer to the Traffic and Parking Policies and Guidelines in Appendix I.

## 8.11 Keys

Keys for use on gates, doors, desks, file cabinets, vehicles and other CCS equipment are issued through the Facilities Department. They remain the property of CCS. If you are provided with a key, you are responsible for its safekeeping. You will be required to pay for the replacement of lost or stolen keys that have been assigned to you. If your job changes or you leave CCS, you must return all keys to the Director of Human Resources. You may not duplicate keys without authorization.

## 8.12 Children in the Workplace

All College employees, including faculty, staff, and students, may occasionally experience the need to bring children to campus. The following guidelines are established to clarify the College's practice regarding such situations.

Employees and students who are responsible for the care of minor children are expected to arrange childcare away from the workplace and campus. The College does not condone bringing children into the workplace and on campus, except as provided below. The College accepts no responsibility for the actions of children on campus; the parents or custodians assume all such responsibility. Bringing children into the workplace or classroom creates a distraction, for the parent or custodian, for other employees and for students, impeding the performance of College duties and could also endanger the child. The immediate supervisor or instructor will counsel or notify employees or students who bring children to campus without proper authorization in advance.

### 8.12.1 Exceptions for Employees

Employees may bring children to campus under the following conditions:

An employee is coming to campus for a short visit, or errand, of less than two (2) hours:

- delivering College-related work (forms, reports, grades, pay a bill, etc.)
- bringing a new baby to introduce to co-workers
- other casual, informal College business with co-workers
- College for Creative Studies sponsored special events

Other conditions to bring children to campus will need approval from the immediate supervisor and Director of Human Resources.

### 8.12.2 Exceptions for Students

- delivering College-related work (forms, registration, reports, grades, pay a bill, etc.)

- bringing a new baby, outside of class time, to introduce to classmates, instructors
- College for Creative Studies sponsored special events

Other conditions to bring children to campus will need approval from the Dean of Students.

## 8.13 College Purchasing

A purchase order is a promise to pay for goods and services that is sent to a vendor in order to process an order before payment is received. A purchase order **MUST** be used to procure goods and services unless prior authorization has been obtained from the office of the Vice President of Finance/CFO or is travel and entertainment related. Any purchases made by an employee without prior authorization may not be reimbursed!

Mastercards are available and provided to employees for the purpose of charging legitimate travel and entertainment expenses to the College. Cardholders should not use the corporate credit cards to circumvent the College's purchasing function by charging for other than approved travel-related expenses unless previously approved by the VP of Finance/CFO. Authorization to obtain a card must be through the VP of Finance/CFO. Although the card is issued in an individual's name, it should be considered College property. Complete details and more information may be obtained through the Business Services department.

The purchase requisition form is available on the public directory in the Business Services folder and on the office's campus office page. This is an electronic form.

### 8.13.1 Credit Application

Credit applications are available from Business Services. It may be necessary to send a credit application to a new vendor so a PO will be accepted. If a new vendor requires the completion of their credit application, please contact the Business Services Department.

### 8.13.2 Tax Exempt

CCS is a non-profit organization and is tax-exempt. The College's tax-exempt ID # is available from Business Services, as well as a tax-exempt letter. Business Services can provide a copy of a W-9 form, the Request for Taxpayer Identification and Certification if necessary.

## **8.14 Smoking**

State and local laws prohibit smoking in all parts of College buildings. City ordinance prohibits smoking within 15 feet of any building entrance.

In the interest of providing a safe and healthy environment for all staff, faculty, students and visitors, and in accordance with the Michigan Clean Indoor Act and the City of Detroit Smoking Pollution Control Ordinance, smoking is prohibited in all CCS buildings and within 15 feet of all building entrances and air intakes.

### **8.14.1 Enforcement Of Policy**

The success of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. Students are encouraged to ask offending smokers to stop smoking. Any student smoking in a non-smoking area must immediately stop upon being requested to do so. Failure to do so will result in formal disciplinary action as outlined below.

### **8.14.2 Complaints**

Complaints regarding the smoking of faculty and staff should be made to the Department Chair, the employee's immediate supervisor or the Director of Human Resources. Complaints regarding students smoking should be made to the Director of Student Life.

### **8.14.3 Disciplinary Action**

All student complaints should be made in writing to the Dean of Students. The Dean of Students will notify the student in writing that a complaint has been issued. A second offense will result in a \$50 fine. A third offense will result in a \$100 fine. Further violations will be subject to CCS disciplinary policies, up to and including expulsion.

Students wishing to contest the above may do so in writing to the Office of Student Affairs. Evidence of non-violation should be attached.

## **8.15 Travel and Entertainment**

CCS recognizes that the effective conduct of the College's activities will require employees to travel from time to time on behalf of CCS. It is therefore the policy of the College to reimburse employees for all expenses that are necessary, and incurred, when traveling on authorized College business.

### **8.15.1 Reason for Policy**

This policy is to establish and communicate equitable standards and effective procedures for administering and controlling travel and entertainment expenses,

and ensure consistent and fair treatment of all employees who travel on CCS business. This policy's purpose is:

- To provide guidance to employees, and those with authority to approve expense reports, on travel and entertainment expenditures incurred on behalf of CCS
- To ensure compliance with legal and internal control requirements
- To identify reimbursable and non-reimbursable expenses
- To clarify employee responsibility for controlling and reporting travel and entertainment expenses.

### 8.15.2 Rationale

CCS's Travel and Entertainment expense guidelines are based on generally accepted business practices and IRS regulations<sup>4</sup> which describe those expenses that a business or an individual may legally deduct from gross income when paying Federal taxes. In addition, certain procedures and practices have been included to maintain good internal accounting controls.

### 8.15.3 Procedures

For each trip an employee takes, an expense report must be completed, approved and submitted to Business Services within ten business days of completion of the trip. Expense reports must contain a detailed description of all business expenses and appropriate receipts, to include airline boarding passes and/or a copy of the travel itinerary. Receipts are normally provided for airfare, hotel, and car rental. If not provided, you should request a receipt for meals, taxi, parking and miscellaneous items. Acceptable receipts must be original and itemized.

### 8.15.4 General

CCS wishes that its employees who are required to travel, do so in reasonable comfort. Employees are expected to exercise good judgment in distinguishing between reasonable comfort and extravagance. Employees are expected to:

- exercise discretion and good judgment with respect to expenses
- check for accuracy of bills prior to payment
- report all expenses and advancements promptly and accurately with required documentation
- if plans change and the employee does not make a trip, return all advanced funds to Business Services immediately

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<sup>4</sup>IRS regulations ( <https://www.irs.gov/taxtopics/tc511.html> )



- reference the list of recommended local restaurants and hotels on Blackboard for local meetings
- plan travel in advance to insure lowest cost
- research arriving one day before and/or staying one day later on trips if that may be less expensive and time effective (considering work schedules, air fare, hotel, and meals)
- provide documentation for all advance cost quotes for air fare, hotel, car rental, and taxi/limo service vs mileage/parking.

### 8.15.5 Travel Guidelines

*(effective May 1, 2009, all travel must be pre-approved by an officer of the College)*

#### **Air**

All employees will travel the most economical fare available at all times. Reservations should provide the most economical airfare within a two hour window of requested departure and arrival times (one hour before or after requested departure and one hour before or after requested arrival). Airfare change or upgrade fees are allowable only if necessary due to College business, and approved in writing by reporting officer. Reporting officers have some discretion to approve seat only upgrades on flights over four (4) hours. Trip Protector insurance is not an allowable expense except for international travel and only with reporting officer approval. Employees are allowed one (1) piece of checked luggage on domestic flights.

#### **Automobile**

Employees must obtain prior approval from their supervisor before using personal vehicles for business trips when doing so would be more economical and time effective than traveling by air. Personal vehicle mileage will be reimbursed per the current IRS limits, which are subject to change annually, and may not exceed the cost of the most economical air fare. For evaluation purposes, employees must confirm airfare rates at the time they register or plan their trip. Personal vehicle mileage allowance covers the cost of gasoline, oil, and wear and tear of the automobile. Employees using personal vehicles must have a current Motor Vehicle Record file in Human Resources. If two or more employees are attending the same event, it is recommended that they make every effort to carpool.

#### **Cash Advance**

A cash advance may be approved for legitimate business purposes and in cases of emergency. A cash advance must be requested and approved no later than

five working days in advance of any planned travel. A cash advance may not be requested prior to ten business days before the start of any planned travel. A cash advance may be used only by the person requesting it and approved for the cash advance. Cash advance balances must be cleared with a personal check or cash submitted with the expense report within ten business days of completion of the trip. Petty cash advances must be cleared with Business Services within five business days.

### **Car Rental**

With many promotional programs constantly changing, the least expensive car should be reserved unless there is a business necessity to upgrade. Travelers should decline Collision Damage Waiver (CDW) and Personal Accident Insurance. This coverage is provided through our College policy. Rental cars need to be re-fueled prior to drop off to avoid the refueling and service charges.

### **Frequent Flyer**

Frequent Flyer bonus programs and usage credits awarded by airlines, car rental agencies or hotels shall be assigned to the employee. CCS considers this a perquisite well earned by the employee. However, the employee must still travel at the lowest possible rate.

### **Family**

Spouse or family members may accompany employees on trips, with approval from your immediate supervisor. When a spouse, companion or family travel with an employee, their travel must be accounted for, and paid for separately. The College will pay for a standard room, no upgrades. Any additional charges for spouse, companion, or family sharing a room is the employee's responsibility. Employees must separate all expenses associated with spouse, companion, or family members, with no incremental expenses to the College.

### **Hotel**

Reservations will be made at moderately priced establishments that will be comfortable, but not extravagant. Travelers should insure that the rate charged matches the rate on the itinerary. "No-show" bills are incurred when "guaranteed" hotel reservations are not used and have not been canceled. It is the responsibility of the traveler to cancel hotel rooms which become unnecessary due to changes in travel plans. The cancellation can be made through the travel agency or with the hotel directly. In either case, the traveler should obtain a cancellation number. Room change or upgrade fees are allowable only if necessary due to College business and approved in writing by a reporting officer. Personal upgrades and changes are not reimbursable.

### Local Transportation

Employees are expected to use their own transportation when traveling to/from home and/or CCS campus to Metro Airport or other local sites. CCS or the employee's home, whichever is less mileage, is considered the home base for local trips. Mileage will be reimbursed from the home base to the local site. Limousine services (e.g. Checker<sup>5</sup>, Metro Cars<sup>6</sup>) are not to be used when traveling to/from CCS or the employee's home and Metro Airport<sup>7</sup> unless the cost is less than the cost for mileage and airport parking. Employees are expected to use the most economical ground transportation when traveling to and from airports and hotels while out of town. Taxi, rental car, bus, and van are all acceptable. Travelers should always ask if the hotel at which they are staying provides a shuttle service to and from the airport.

### Meals

While traveling, employees should eat at moderately priced restaurants. The actual cost of meals, including tips, incurred while traveling on CCS business is reimbursable. Up to twenty (20%) percent of the meal cost is the maximum tip in the U. S. The tip or "service" is often included in the meal cost at certain restaurants. Alcoholic beverages are limited to one (1) per person with any meal. Employees are expected to exercise discretion and good judgement with respect to meals, alcoholic beverages and tipping.

### Parking

Discounted parking rates are available at lots around Detroit Metropolitan Airport. These lots provide parking for about one half the cost of parking at airport lots. All of these lots provide 24/7 shuttle service to all terminals. On-line coupons for one day free parking are available at their websites. Discounted parking is available at these lots:

- Airlines Parking<sup>8</sup>: 800-300-9069
- Park N Go<sup>9</sup>: 734-729-3000
- Quik Park<sup>10</sup>: 888-844-PARK
- US Park<sup>11</sup>: 800-447-PARK

Employees should not park in Detroit Metropolitan Airport lots and valet parking is not allowed as it is approximately twice the cost of long-term lots.

<sup>5</sup>Checker ( <http://www.checkerdetroit.com/> )

<sup>6</sup>Metro Cars ( <http://metrocars.com/> )

<sup>7</sup>Metro Airport ( <http://www.metroairport.com/> )

<sup>8</sup>Airlines Parking ( <https://airlinesparking.com/> )

<sup>9</sup>Park N Go ( <https://www.bookparkngo.com/> )

<sup>10</sup>Quik Park ( <https://qwikpark.com/> )

<sup>11</sup>US Park ( <https://us-park.com/> )

**Telephone**

Telephone and Internet access from hotel rooms should be used only as necessary and with discretion. Personal phone calls should be limited to one call per day, except for emergencies or special circumstances. Cell phones and pre-paid calling cards are low-cost options.

**International Travel**

Employees on international travel should always use their credit card and not cash for expenses. Credit card use insures charges are processed at the current exchange rate on the day the charges were incurred. This eliminates the need to research the exchange rate when the expense report is processed.

**Entertainment**

Entertainment is defined in this policy as limited to entertainment when traveling on College business. Employees will be reimbursed for the actual cost of entertainment, when such expenses have been determined reasonable and beneficial to the College. Entertainment must conform to current tax and legal requirements. Discretion must be used as to levels of entertainment. Unreasonable entertainment expenses will not be reimbursed. When an employee pays the expense of any other person who is not an employee of the College, the expenses of all persons in attendance, including CCS employees, are to be listed on the expense report and itemized receipt. Spouses or partners expenses are not eligible for reimbursement, unless approved in advance by a reporting officer.

**Expenses not Authorized**

The following is given as a guide, and not necessarily a complete list, of expenses that are not reimbursable:

- alcoholic beverages not part of a meal, with discretion allowed for College officers to approve appropriate entertainment
- alcoholic beverages in excess of one (1) per person at any meal
- alcoholic beverages at department meeting or events
- tobacco products
- minibar expenses
- snack food
- personal care (spas, medication – laundry is allowed up to a maximum of \$50 for domestic trips longer than 7 days and for international travel);  
personal entertainment (movies in hotels or on flights)

- personal items (books, dvds, newspapers, magazines, maps, personal care items, souvenirs, etc.)
- parking or traffic tickets
- rental car GPS charges, unless approved in advance by a reporting officer.
- airline or travel insurance; Trip Protector insurance except for
- international travel with officer pre-approval
- valet parking at airports
- ATM fees
- gifts to employees or departments

### **Exceptions**

In unusual business circumstances, actual expenses that are incurred, and that are not covered by this policy, are subject to approval and/or adjustment by the Vice President of Finance or the President.

### **Federal Income Tax Regulations and Compliance**

Employee's will appreciate that, if the Travel and Entertainment Policy is to work to everyone's best interest, each employee must be responsible for supporting and complying with it in both spirit and letter. To meet IRS requirements, travel and entertainment expenses must adhere to the following conditions:

- the expenditure must be shown to be ordinary and necessary in the course of business
- original, itemized receipts, no photocopies, must be submitted
  - credit card statements or non-itemized receipts are not acceptable
  - credit card receipts with only a total amount are not reimbursable
  - ATM receipts for cash are not acceptable
- the expenditure must actually be incurred, and supported with exact and detailed records, verifying the names, amount, date and location, business purpose and business relationship of the person entertained (name, company, title)
- name, title and company affiliation of those present
- employees must account for all travel expenditures by submitting a complete and accurate Expense Report within 10 business days after the completion of a trip or business event

- incomplete reports and those lacking receipts, approvals, or other required documentation, will be returned, delaying reimbursement
- no reimbursement will be made for expenses incurred in violation of the Travel and Entertainment Policy
- Expense Reports will be monitored and audited on a regular basis to ensure adherence to the provisions of the Travel and Entertainment Policy non-compliance may result in disciplinary action

### Approvals

The Internal Revenue Code specifically states that an individual may not approve his/her own expense report. Immediate supervisors must approve cash advances, expense reports, and travel related expenses charged to the College Corporate American Express and Master Card of employees reporting to them. Additionally, Deans and Vice Presidents must approve cash advances, expense reports, and Corporate American Express and Master Card charges for faculty and staff in their division. It is the responsibility of the approving individual to determine if the advance and expense was:

- ordinary and necessary for the benefit of the College and within budget; properly substantiated to meet CCS policy.
- The Expense Report will be further reviewed and approved by Business Services, for conformance to both College policy and IRS regulations. All Expense Reports over \$1,000 will require approval by the Administration and Finance division. Individual expenses not approved will be returned and be the responsibility of the employee. The employee will be required to complete and resubmit a new Travel and Expense Report.

## 8.16 International Travel

### 8.16.1 I. Introduction

The College for Creative Studies (CCS) is committed to developing global partnerships, increasing international diversity on campus, and providing international study opportunities for students.

The College and the individual travelers have a responsibility for promoting health, safety, and security while traveling abroad. This policy defines institutional requirements that promote safety during international travel.

Individual travelers are responsible for compliance with this international travel policy. Academic departments and College offices sponsoring CCS Related Travel (defined below) are responsible for informing travelers of this international travel policy and for facilitating compliance for individuals where appropriate.

This International Travel Policy outlines the College's requirements for CCS related travel abroad.

### 8.16.2 II. Definitions

This section defines four terms used in this document: Travel Abroad, CCS Managed or Organized travel, CCS Related Travel, and Group Travel Abroad.

- **Travel Abroad:** destinations outside the Fifty States of the United States of America and the District of Columbia. Travel to U.S. territories (including American Samoa, Guam, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and the United States Minor Outlying Islands) and journeys on the High Seas are also considered travel abroad.
- **CCS Managed or Organized Travel:** An international experience managed or organized by a CCS department/office, faculty or staff member. Managed and organized includes: creating, funding, instructing, or approving the experience, or coordinating the applications and selection of participants.
- **CCS Related Travel:** is defined in terms of two traveler roles:
- **CCS Faculty or Staff**

Faculty or staff members who are traveling abroad within the context of their job responsibilities are considered to be on CCS Related Travel. If faculty or staff members receive CCS funds or CCS managed funds for travel or if they are representing CCS even if funded by an international partner or third-party entity, they are considered to be on CCS Related Travel. While a trip might include personal activities outside of the traveler's job responsibilities, if the primary purpose is work-related the trip is CCS Related Travel.

- **Student**

Participants in Travel Abroad can include both individuals enrolled as students at CCS, but also individuals not enrolled as CCS students who participate in a CCS program; such persons are designated Students within this policy. A person traveling in a Student participant role who meets one or more of the following criteria is on CCS Related Travel:

- Receives CCS academic credit for the experience.
  - Travels on a program or trip that is CCS Managed or Organized.
  - Travels on a program or trip organized by Student Affairs or a program or trip that is formally sanctioned by a CCS department or office as a Sponsored Event.
  - Receives funding from CCS or receives funds managed by CCS for their travel.
- **Group Travel Abroad:** a cohort of CCS student participants with similar program experience dates, itinerary, related activities at the destination, and identical or related accommodations, for whom an organizer or leader is assuming some responsibility. There is significant interdependence of participants within the cohort.

### 8.16.3 III. Policy

#### A. CCS International Travel Registry

The CCS International Travel Registry is a confidential and secure database for maintaining key travel information for faculty, staff and students traveling abroad. The Vice President for Enrollment and Student Services, and Associate Provost for Academic Affairs are responsible for the overall management of the CCS International Travel Registry.

The CCS International Travel Registry is the official source of traveler information for locating and communicating with travelers, responding to emergencies, and managing media and public relations during critical incidents abroad. It also serves as the central source of travel abroad data for institutional reporting.

All faculty, staff, and students traveling abroad for CCS Related Travel must register their travel in the CCS International Travel Registry before the expected departure date. Whenever possible, travelers are expected to update the registration, including travel dates, destinations, and on-site contact information, if updated information becomes available.

Individual travelers are responsible for verifying their travel registration through either self-registration or coordination with their sponsoring units. Departments/Offices sponsoring CCS Related Travel are responsible for informing travelers of this travel registration requirement.

The travel registry can be accessed at:

Student Travel Registry<sup>12</sup>

Staff Travel Registry<sup>13</sup>

#### B. Travel Abroad Health Insurance

All students, staff and faculty traveling abroad for CCS or affiliated with CCS are required to have travel abroad health insurance coverage from the College's authorized vendor, regardless of whether the Student traveler has other health care coverage. Student travelers are responsible for verifying travel abroad health insurance coverage either through self-enrollment or coordination with their sponsoring units. Group leaders are responsible for informing their students and participants of this insurance requirement.

\*CCS will accept the following plans

<sup>12</sup>Student Travel Registry ( <https://forms.gle/bkzTxewudwRUzkn6> )

<sup>13</sup>Staff Travel Registry ( <https://forms.gle/QSY9F9xUSn3rW8E37> )



- Geo Blue Travel Medical Insurance<sup>14</sup>
- STA Travel — Word Nomads<sup>15</sup>
- ISI Travel Medical Insurance<sup>16</sup>

### C. Emergency Evacuation Insurance and Support

All Students, Faculty and Staff traveling abroad for or affiliated with CCS must carry insurance that covers emergency evacuation due to political unrest or natural disaster.

The college may evacuate or cancel travel at any time before, or during a program due to emergency situations. In making the decision to evacuate a person or group, the Office of International Student Services consults the Travel Risk Committee. Evacuation support relies on CCS faculty, staff, and students to register their travel.

Students who remain in-country after being advised to evacuate will not be eligible for college funding or academic credit related to the travel experience and may be subject to disciplinary action.

\*The plans outlined above carry evacuation insurance. Please inquire when enrolling to be certain the additional coverage is added.

### D. High Risk Destination Travel

The College will conduct reviews and designate locations as High Risk Destinations.

The Vice President for Enrollment and Student Services (students) or the employee's Vice President will make the final determination on this designation, upon consultation with the Travel Risk Committee. This designation may occur at any time before, or during an international trip. The College will not approve CCS related travel to destinations where health, safety, or security risks are determined to be significant and require unusual caution and risk mitigation strategies. For example, travel to destinations experiencing serious outbreaks of infectious disease, war or violent civil unrest. Students may not travel for or affiliated with CCS to destinations that are under a High Risk designation.

To submit an appeal for travel to these destinations, please follow the separate policy for Student Travel to High Risk Destinations<sup>17</sup> or Employee Travel to High Risk Destinations<sup>18</sup>.

<sup>14</sup>Geo Blue Travel Medical Insurance ( <https://www.geobluetravelinsurance.com/in> )

<sup>15</sup>STA Travel — Word Nomads ( <https://www.statravel.com/travel-insurance-single-policy.htm> )

<sup>16</sup>ISI Travel Medical Insurance ( <https://www.internationalstudentinsurance.com/travel-medical-insurance/benefits.php> )

<sup>17</sup>Student Travel to High Risk Destinations ( <https://campus.collegeforcreativestudies.edu/policy/student-travel-to-high-risk-destinations-policy/> )

<sup>18</sup>Employee Travel to High Risk Destinations ( <https://campus.collegeforcreativestudies.edu/policy/employee-travel-to-high-risk-destinations-policy/> )

**E. Incident Reporting Requirements**

While traveling abroad affiliated with CCS, individuals should promptly report conduct that may violate College policies including: TITLE IX, student or staff conduct violations, or crimes. Individuals are encouraged to report incidents that may violate criminal law to both the College and to local law enforcement. These processes are not mutually exclusive.

**8.17 Privacy Notice****8.17.1 Prospective Students, Applicants, And Enrolled Students**

College for Creative Studies (CCS) understands that storing and tracking personal information is a sensitive topic, and it is committed to safeguarding privacy. CCS collects and processes certain types of personal information from prospective students, applicants, and enrolled students and their families in connection with its programs in the United States. This privacy notice explains what information is collected, how it is used, and how the College safeguards the information. You should contact the Registrar ([kladucer@collegeforcreativestudies.edu](mailto:kladucer@collegeforcreativestudies.edu)) with any questions or concerns regarding this notice.

**Whose Information Is Collected?**

CCS collects information about prospective students, applicants and enrolled students in its programs (referred to herein collectively as “students”) , as well as their family members or guardians.

**What Information Is Collected?****CCS Collects:**

- Contact information for students and their family members or guardians, including names, titles, telephone numbers, email, and home addresses;
- Demographic information for students, including race, ethnicity, date of birth, citizenship status, birthplace, veteran status, information about family, marital status, and gender;
- Academic information for students, including information about school or college, grades, transcripts, coursework, study abroad, contacts with Blackboard per course enrolled, and judicial sanctions;
- Information and recommendations from faculty or advisors concerning students’ performance and suitability for a particular program;
- Information about students’ abilities and interests, including information used for housing and roommate placements and for identifying potential

internship and other experiences and opportunities; this may include language ability, interests, skills, preferred work environment, strengths and weaknesses, prior employment experience, and the like;

- Financial information of students and their families for students who seek a grant, loan or scholarship to help pay for the program, including social security numbers;
- Information about students' individual health conditions or needs, including physical or mental health conditions, treatment or prescriptions, allergies, limitations or necessary accommodations, dietary restrictions, and the like;
- Information about students' disciplinary history at secondary school or a previous institution of higher education or at the College, including any actual or potential violation of the Code of Student Conduct<sup>19</sup> by a matriculated student or directed towards such matriculated student. Those types of incidents may require the College to collect sensitive information about the student, including about sexual orientation or sexual activities, use of drugs or alcohol, or religious or philosophical beliefs or issues.
- Via FAFSA, information about students' income, assets, household size, citizenship information, limited information about drug related convictions, and confirmation of selective service registration;
- Information about students' career interests;
- Information about students' post-graduation career choices, address, email address, employment, and educational pursuits;
- Information about students' eligibility for federal loans, past and current;
- Information about students' participation in student government or official student organizations;
- When students and their families make payments to the university, payment information;
- For applicants to graduate programs, criminal history and information about past military service.
- For international students, travel documents, including passport and visa information, and the like; and
- For students taking online courses, IP addresses.

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<sup>19</sup>Code of Student Conduct (  
<https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/>)

### Why Is Personal Information Collected?

CCS is an institution of higher education that provides a variety of programming for students. To provide a meaningful, engaging and safe experience, CCS must collect personal information about students in its programs to permit the College to develop and administer academic programs, facilitate internships and other experiences, identify and provide housing arrangements, help students budget and pay for the programs, assess and provide any necessary accommodations for academic or living conditions, and to help students ensure a healthy and safe experience.

It is necessary for CCS to collect each piece of personal information identified above to perform the contract to provide and support CCS' programs. Students cannot be admitted into CCS without providing contact information, academic information described above, and the College cannot assess whether to award a grant or scholarship without the financial information described above. It is highly unlikely that the College can place students in an internship program without the information about abilities and interests described below. Students may decline to provide information about health conditions or any need for accommodations, but in that event the College will not be able to make accommodations and may require students to sign a waiver regarding health issues. Students enrolled in CCS programs are bound to follow the College's Code of Student Conduct<sup>20</sup> and the College's Sexual Misconduct Policy<sup>21</sup>. The College will investigate and document all allegations of violations of those policies.

### How Is Information Collected?

Information is collected through a variety of sources, including:

- Student-provided information through CCS online applications or request for information form, or in response to questions posed by CCS staff;
- Information from a student's secondary school or previous institution of higher education;
- College Board, ACT, Educational Testing Service, International English Language Testing System, and other similar third parties, which provide information to CCS and other colleges and universities at the student's request;
- U.S. Department of Education, U.S. Department of Veteran's Affairs and other government agencies; and
- Existing CCS student educational records.

<sup>20</sup>Code of Student Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

<sup>21</sup>Sexual Misconduct Policy ( <https://campus.collegeforcreativestudies.edu/policy/policy-on-sexual-misconduct-title-ix/> )

**How Is Collected Information Used?**

Collected information is used only for purposes of CCS operating its programs, including facilitating the educational experience and safety of students in the programs.

**Who Has Access To Collected Information?**

- CCS faculty and staff;
- Third-parties who provide services to CCS or to students, pursuant to a contract with CCS;
- Federal, state and local government agencies, as required by applicable law;
- If a student will participate in an internship facilitated by CCS, the internship providers, as applicable; and
- Certain kinds of information may be disclosed to third parties or made available publicly pursuant to the Family Educational Rights and Privacy Act.

**How Is Information Stored And Secured?**

CCS uses College-managed, secure information technology systems to store electronic personal information, including systems that permit creating shared spaces that are accessible by CCS faculty and staff. CCS employs appropriate administrative, technical and physical security measures to protect paper or other physical records that contain personal information, including locked offices and file cabinets. CCS uses encrypted SecureMail for Restricted Use information that is subject to the College's Data Protection Standards.

**How Long Is Information Saved?**

CCS maintains records as specified in its Record Retention Policy<sup>22</sup>.

**Correcting Information**

Students who are or have been in attendance at CCS may request changes to their educational records or restrict the information disclosed as directory information as provided by the Family Educational Rights and Privacy Act.

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<sup>22</sup>Record Retention Policy(  
<https://campus.collegeforcreativestudies.edu/policy/record-retention-policy/> )

**Other Rights**

Under the EU's General Data Protection Regulation (GDPR), you may have the right to access personal data that we store and process about you, and to request correction of that information if it is inaccurate. If the GDPR applies, you may also have the right to request deletion of certain personal data; ask that we restrict our use of the data; or object to automated decision-making using your data. Access includes, where applicable, the ability to download your personal data in a commonly-used format.

Please note we may not be able to grant your request in all circumstances, including when it would adversely affect the rights and freedoms of others.

**Concerns?**

If you have questions or concerns about the use of your personal data please contact the CCS Registrar at [kladucer@collegeforcreativestudies.edu](mailto:kladucer@collegeforcreativestudies.edu) or contact the Academic Advising and Registration Office at 201 E. Kirby, Detroit, MI 48202.

**Updates To This Notice**

The College may change this Privacy Notice from time to time. If the College makes any significant changes in the way it treats your personal information, the updated notice will be posted on the College's website through the Policy Database.

**8.18 Social Security Number Privacy**

The College for Creative Studies, in order to properly secure and protect employee Social Security number/identification information, holds all employees that use or have access to any employee's Social Security number and information to the highest degree of confidentiality.

In addition to the College's normal security and confidentiality policy/practices, employees are prohibited from accessing, viewing or using other employees' Social Security information. No employee is permitted to access or use Social Security numbers without express permission of the College.

Only authorized personnel may access records and documents, both internal and external, that contain employee Social Security number and identification information.

Any employee who accesses Social Security data without authorization, or for illegal purposes, shall be disciplined up to and including termination and, if illegal intent is determined, referred to authorities for possible criminal prosecution.

All documents and records containing Social Security numbers and information will be kept in a secure environment with need to know access by authorized

personnel only. When necessary, documents containing this and other confidential information will be properly destroyed through shredding or other means before disposal.

## **8.19 Electronic Communications**

CCS continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including: computers, e-mail, telephones, voice mail, fax machines, external electronic forums, wire services, on-line services, the Internet, and the World Wide Web.

CCS encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with CCS must be aware that electronic media and services provided by CCS are for the purpose of facilitating and supporting CCS educational and business use.

This policy cannot establish rules to cover every possible situation. Instead, it is designed to support CCS's Mission Statement and set forth general principles employees should apply when using electronic media and services.

The following procedures apply to all electronic media and services that are:

- accessed on or from CCS premises;
- accessed using CCS computer equipment or via CCS paid access methods;  
or
- used in a manner that identifies the individual with CCS.

### **8.19.1 Prohibited Communications**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communications that are:

- discriminatory, annoying, or harassing;
- derogatory to any individual or group;
- offensive, obscene, defamatory, or threatening;
- attempting to test, circumvent, or defeat security or auditing systems;
- SPAMMING, the method of mass distribution of communications, that does not support CCS related business;
- engaged in for any purpose that is illegal, fraudulent, malicious, or contrary to CCS policy or educational and business interests.
- CCS reserves the right for interpretation of the above prohibited communications.

### 8.19.2 Personal Use

Electronic media and services are provided by CCS primarily for employees' educational and business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable. Personal use of CCS's electronic media and services cannot interfere with an employees' position responsibilities. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

### 8.19.3 Access to Employee Communications

CCS does not routinely access or monitor employee communications directly. However, individual use patterns – telephone numbers called, sites accessed, call length, and time at which calls are made – are monitored for the following purposes:

- cost analysis;
- resource allocation;
- optimum technical management of information resources; and
- detecting patterns of use that indicate employees are violating CCS policies or engaging in illegal activity

CCS reserves the right to review any employee's electronic files and messages at any time to ensure electronic media and services are being used in compliance with the law, this policy, and other CCS policies. Employees should not assume that electronic communications are private.

### 8.19.4 Software Use

CCS licenses the use of various computer software for educational and business purposes and does not own the copyright to this software or its related documentation. The employees of CCS, do not have the right to reproduce such software for use on more than one computer, or use the software for purposes other than those authorized by the license.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. CCS prohibits the illegal duplication of software and its related documentation.

### 8.19.5 Security / Appropriate Use

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which authorization has been granted by CCS management, employees are prohibited from engaging in, or attempting to engage in:



- monitoring or intercepting the files or electronic communications of other employees or third parties;
- hacking or obtaining access to systems or accounts they are not authorized to use;
- using other people's log-ins or passwords; and
- breaching, testing, or monitoring computer or network security measures

No e-mail or other electronic communications can be sent using CCS equipment that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other organizations' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials, except as permitted by the copyright owner.

### **8.19.6 Confidential Information**

The confidentiality of student and employee records is protected by state and federal laws. No employee may access confidential information unless authorized to do so. CCS confidential information should never be transmitted or forwarded to outside individuals or organizations without authorization. Employees are required and expected to protect CCS confidential information.

### **8.19.7 Participation in On-Line Forums**

Employees must be aware that any messages or information sent on CCS provided facilities to one or more individuals via an electronic network (i.e.: Internet mailing lists, bulletin boards, and other on-line services) are statements identifiable and attributable to CCS.

CCS recognizes that participation in some forums might be important to the performance of certain employees' positions. Employees should include the following disclaimer in all of their postings to public forums:

The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by CCS.

Employees should note that, even with a disclaimer, connection with CCS exists and a statement could be imputed legally to CCS. Therefore, employees should not rely on disclaimers as a way of insulating CCS from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using CCS systems or a CCS provided account. Communications must not reveal information about CCS's business or confidential information and must not otherwise conflict with this or other CCS policies.

### 8.19.8 Policy Violations

Employees who abuse or violate the privilege of CCS facilitated access to electronic media or services are subject to corrective action, up to and including termination.

## 8.20 Social Media

### 8.20.1 CCS Official Accounts

The College's Marketing & Communications Office is responsible for the management of the official CCS social media accounts. These include:

- Facebook
- Instagram
- Twitter
- LinkedIn
- TikTok
- YouTube

Departments and offices may also create accounts for their specific areas of the college. Account management is the responsibility of the office or program that created the account and should follow the policies listed below. Failure to do so will result in deactivation and deletion of the corresponding social media account.

### 8.20.2 Account Management

#### Getting Started

Social media accounts that represent an official CCS department are considered to be sponsored by the institution. **Before creating an official CCS social media channel, a proposal<sup>23</sup> must be reviewed and approved by Marketing & Communications.** All accounts must be approved through the Office of Marketing & Communications, who will provide governance, oversight, and advice to all department social media administrators. If your account pre-dates this new process, we are requesting that all existing accounts go through this same approval process. Approvals will be sent back within two business weeks. Please consider the following questions when considering a new social account:

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<sup>23</sup>Social media proposal form (  
<https://docs.google.com/forms/d/1leH8pfhhfYlgVQcB0Nr5zJlGokjStiPQrGjdTlVQ40s/edit>  
 )

- How will this support the college as a whole as well as the individual department/office?
- What are your goals for the account?
- Who is your target audience?
- What platform are you hoping to use why?
- What kind of content will you post and how often will you post?
- Are you able to provide enough content to maintain a social presence year-round?
- Do you have the time to do this well?
- Who will act as “Account Administrator”?

Any College-sponsored account must follow CCS’s branding guidelines<sup>24</sup>, including but not limited to:

- Handles & accounts names:
  - For undergraduate programs, @ccs\_departmentname
    - \* Ex: @ccs\_interiordesign, @ccs\_photo, @ccs\_transportation
- For graduate programs, @ccsgrad\_departmentname
  - Ex: @ccsgrad\_cmd
- The profile picture must include the official CCS logo and be approved by the Marketing & Communications office.
- Your biography or about section must include the College’s main handle (ex. @ccs\_detroit Product Design Department).
- Your biography or about section should reflect your department description found on your CCS department site.
- Your biography or about should Include the link to your program page on the CCS Website.

Once the account is active it will be added to the Marketing & Communications social account inventory. Account Administrators are responsible for keeping the Marketing & Communications team up-to-date on any changes to their account including password changes and changes in contributors to the account.

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<sup>24</sup>Branding Guidelines ( <https://www.ccsdetroit.edu/ccs-editorial-guidelines/> )

### Account Management And Monitoring

CCS's Marketing & Communications department reserves all rights to review and remove inappropriate content and to shut down inactive accounts. Additional guidance relating to inappropriate content or account management can be found in the Content Management and Community Standards sections of this policy.

Every official CCS social account needs at least one, full-time staff or faculty member acting as "Account Administrator" managing the account.

- To prevent lapses in engagement, or turnover, please add CCS's social media manager [email link]<sup>25</sup> as an admin to the account. Your login information must be shared with the Marketing & Communications Office via the CCS-related Social Accounts form<sup>26</sup>.
- Account Administrators are responsible for overseeing posting and using content and maintaining compliance with HIPPA (Health Insurance Portability and Accountability Act) regulations and CCS policies concerning privacy, security, human services and FERPA (Federal Education Records Protection Act).
- Each official CCS social account should catalog and retain an official account inventory and contact info for all account contributors.

Work-study students are an excellent way to manage your social media account, while also using student perspectives to share a true representation of life on campus.

### Guidelines For Supervising Work Study Students

- Account Administrators have the right to remove content that violates CCS's institutional values or community standards.
- Account Administrators are responsible for ensuring that any contributors, including work-study positions, are compliant with CCS's Policies.
- Students are required to abide by CCS's Code of Student Conduct<sup>27</sup> at all times.
- Students should not be given full administrative access to CCS departmental accounts. It is recommended that departments utilize third-party platforms (Later, Planoly, etc.) to allow students the opportunity to schedule

<sup>25</sup>CCS's social media manager [email link] (  
<https://campus.collegeforcreativestudies.edu/policy/ccs-social-media-policy/azundel@ccsdetroit.edu> )

<sup>26</sup>CCS-related Social Accounts form (  
<https://docs.google.com/forms/d/1leH8pfhfhfYlgVQcB0Nr5zJlGokjStiPQrGjdTIVQ40s/edit>  
 )

<sup>27</sup>CCS's Code of Student Conduct (  
<https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

posts. This provides an added layer of password security, and gives the Account Administrator the opportunity to review content before posting.

### 8.20.3 Content Management

#### Content Creation

Best practices to encourage quality content, with additional suggestions in Later's 2024 Content Creation Guide<sup>28</sup>:

- Regularly create, maintain and monitor content on respective social media platforms and engage with users.
- Post consistent, clear, quality content.
- Moderate content that violates hosting terms of service or is of a threatening/harassing nature.
- Follow CCS's main accounts and share when appropriate.
- Ensure all content is relevant to the goals and objectives and upholds the standards and brand pillars of CCS.

#### Practices to avoid

- Don't use the College's brand/name to endorse any view, product, private business, cause or political candidate.
- Don't represent personal opinions as college-endorsed views/policies.
- As a non-profit organization, the College is prohibited from promoting third-party fundraising and individual crowd-funding efforts.
- Don't solicit funds or donations on social media for the College, your department or office, or any individual at the College, including yourself.
- Don't promote individual or other organizations' fundraising efforts.
  - Any fundraising activities must be conducted in consultation with Institutional Advancement
- Don't violate copyright and intellectual property rights

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<sup>28</sup>Content Creation Guide ( <https://later.com/blog/content-creation/> )

**Brand Standards and Style Guide:**

Given that CCS is an art and design school, our social accounts should stand out from traditional university accounts. To ensure that, follow these simple brand guidelines:

- Follow CCS’s Style Guide<sup>29</sup> when designing posts, stories, etc. Consider using our official fonts, the official CCS colors, logos, etc.
- Images should be sized properly for each platform
- Graphics should be clear and accessible
- For more sizing info, check out Sprout Social’s “Always Up-to-Date Guide to Social Media Image Sizes<sup>30</sup>”

**Competitions**

CCS reserves the right to share any competition or sponsored project content, including artwork, presentations, sponsor visits, field trips, etc. in collaboration and agreement with the sponsoring entity. Any materials may be shared at any time on main and departmental social media accounts, as long as the winner of the competition is announced appropriately via social media.

**Considerations Related to Equitable Representation**

The College and all departments will endeavor to make sure the diversity of the student body is represented in any social media presence.

**Threats of Violence, Hate Speech and Harassment**

CCS’s Anti- Harassment and Discrimination<sup>31</sup> and Title IX<sup>32</sup> policies prohibit discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law.

- Do not post hate speech, threats of violence, or racist comments.
- Do not use social media to harass or demean others.
- Do not post content that violates any laws or regulations.

<sup>29</sup>CCS’s Style Guide (<https://www.ccsdetroit.edu/ccs-editorial-guidelines/> )

<sup>30</sup>Always Up-to-Date Guide to Social Media Image Sizes (<https://sproutsocial.com/insights/social-media-image-sizes-guide/> )

<sup>31</sup>Anti- Harassment and Discrimination ( <https://campus.collegeforcreativestudies.edu/policy/anti-harassment-and-discrimination-policy/> )

<sup>32</sup>Title IX (<https://campus.collegeforcreativestudies.edu/policy/title-ix-policy-prohibiting-sex-discrimination/> )

### 8.20.4 Crisis Management

A crisis on social media can be defined as any of the following:

- Notification of any post made by a student, faculty, or staff member that violates CCS's policies against threats of violence, hate speech, or harassment.
- Notification of any posts, comments, or messages accusing a student, faculty, or staff member of causing harm to another CCS community member.
- Notification of any posts, comments, or messages accusing a student, faculty, or staff member of causing harm to anyone.
- Notification of any post, comment, or message that violates CCS's institutional policies or the Student Code of Conduct.

In the event of a social media crisis, please follow these steps:

- Notify your supervisor immediately.
- Evaluate the severity of the crisis. If anyone in immediate danger, call 911
- Take a screenshot of the post, message, or comment.
- Notify the Marketing & Communications department. We will assist in monitoring the situation and if necessary, aid in crafting a response.
- Refer to CCS's institutional policies, including:
  1. Title IX / Prohibited Discrimination, Harassment, and Sexual Misconduct<sup>33</sup>
  2. Student Code of Conduct<sup>34</sup>
- If appropriate, report the content on the platform, as threats of violence, hate speech, and harassment typically violate community standards.

### 8.20.5 Personal Accounts

CCS students and employees are welcome to represent CCS on their personal social account, following these guidelines:

- Including CCS in your profile is one way to spread the word - but doing so means agreeing to act professionally on your account. Be respectful and note that your opinions do not represent the views and opinions of CCS, unless specifically authorized to do so.

<sup>33</sup>Title IX / Prohibited Discrimination, Harassment, and Sexual Misconduct ( [https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/III\\_Complaints](https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/III_Complaints) )

<sup>34</sup>Student Code of Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

- Sensitive information should never be shared via social platforms (yes, even over Direct Messages).
- Be aware of liability. You are legally liable for what you post on your own sites and on others.

### 8.20.6 Community Standards

CCS has established a set of community standards to govern all participation in our social media accounts, which are administered and moderated by Marketing & Communications.

Additionally, individual departments that administer social accounts across any social media channels reserve the right to delete comments, replies or other content and interactions that they deem to be in violation of CCS's social media community standards or in violation of the social media platforms' community standards. The administrators may also take action to report, block or ban users from social media platforms for violations.

Social media submissions that will be removed and reported may include, but are not limited to:

- Harassing, intimidating or threatening comments to another person
- Comments that incite violence or other action in violation of any federal or state anti-discrimination laws
- Sexually explicit and sexually vulgar language and profanity
- Comments that promote illegal activity
- Comments that include false or defamatory information
- Posts that misrepresent or hide the poster's identity
- Comments that violate privacy or confidentiality
- Comments unrelated to the topic or to the College community
- Repetitive comments and spam posts
- Comments that violate any existing CCS policy

### 8.20.7 Questions or Advice?

Starting a social media account can seem overwhelming at times. Please reach out to [azundel@ccsdetroit.edu](mailto:azundel@ccsdetroit.edu) for strategy, questions or advice.



## 8.21 Protecting Students Abroad

### 8.21.1 Purpose and Scope

The purpose of this policy is to promote the health, wellness, safety and security of CCS students who participate in CCS Study Abroad Programs. The College requires all CCS administrators, faculty, staff, and volunteers working with CCS students in College Sponsored Study Abroad Programs or affiliated Study Abroad Programs (in a CCS contractual relationship) to comply with this policy.

### 8.21.2 Definitions

- **Authorized Program Staff:** Individuals, paid or unpaid, who interact with, supervise, or otherwise oversee CCS Students in program activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, and independent contractors/consultants. The Authorized Program Staff's roles may include positions as, leaders, instructors, guides, etc. For the purposes of this policy the term "Program Staff" is also assigned this definition. This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with Program participants other than short-term activities supervised by Program Staff.
- **College Facilities:** Facilities owned by or under the control of the College including housing and Program space. CCS Property is extended to include any buildings or sites in foreign countries which are used for the purpose of hosting a CCS faculty led and/or CCS affiliated study abroad program. Examples of such property include, studios, housing, and instructional sites.
- **College Sponsored Programs:** Programs that are directly managed by College faculty, staff, and Sponsored Student Organizations on behalf of the College.
- **Direct Contact:** Providing care, supervision, guidance or control of CCS Students or having routine interaction with CCS Students.
- **Non-College Sponsored Programs:** Programs that are not operated on behalf of the College or under the College's control.
- **One-on-One Contact:** Personal interaction between any Authorized Program Staff and a participant without at least one other Authorized Program Staff, being present.
- **Program:** Programs or activities offered by various academic or administrative units of the College, or by non-College groups affiliated with the College where CCS students are involved. This includes, CCS faculty Led

Study Abroad Programs, or Faculty led trips which employ external agencies to administer their programs. This does not include out-side programs that may enroll CCS students.

- **Program Manager:** The person(s) who has primary and direct operational responsibility for managing a Program.
- **ISSO:** The International Student Services Office at CCS

### 8.21.3 Criminal Background Check Requirement:

All individuals involved with a CCS faculty Led Student Abroad Program whom will have direct contact with CCS students are subject to submit a criminal background check and may be asked to comply with this requirement. The following types of convictions will render an individual ineligible to work or volunteer for the College's Study Abroad Programs:

- Drug distribution activity or felony drug possession
- Sexual offenses
- Crimes of violence involving physical injury to another person
- Child abuse, molestation or other crimes involving child endangerment
- Murder
- Kidnapping
- Any other crime involving moral turpitude

### 8.21.4 Operational Requirements

#### The Study Abroad Authorized Program Staff Responsibilities:

- Serve as a resource and emergency contact to the group.
- Remain with the group for the duration of the trip.
- Be the point of contact between the group participants, and College officials as needed.
- Be familiar with all College rules and regulations that both individuals, and groups must adhere to including:
  - Student Code of Conduct<sup>35</sup>
  - CCS Drug and Alcohol Policy<sup>36</sup>

<sup>35</sup>Student Code of Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

<sup>36</sup>CCS Drug and Alcohol Policy ( <https://campus.collegeforcreativestudies.edu/policy/alcohol-and-other-drug-policy-for-students-faculty-and-staff/> )

- CCS Policy on Sexual Misconduct (Title IX)<sup>37</sup>
- CCS International Travel Policy<sup>38</sup>
- Be prepared to respond to emergency and crisis protocol to ensure a safe environment and experience to all students.
- Be prepared to adhere to all reporting requirements in regards to crime, behavioral, and sexual assault/violence.
- Review program itineraries prior to the trip and discuss any concerns with the organization.
- Ensure all participants are enrolled in the **CCS Travel Registry** prior to travel
- Promote, and ensure compliance with mandatory enrollment of all participants in **Emergency Travel and Medical Insurance** and mandatory natural or political crisis **Evacuation Insurance** according to the International Travel Policy.
- Collect the following information from all participants prior to the trip is scheduled to begin:
  - Passport information page copy
  - Emergency contact form
  - Health insurance and Health information form
  - Assumption of Risk Release Form
- Make sure a final list of participants, and above mentioned information is sent to the department of International Student Services (ISSO) to be loaded into a mutually accessible database. Program Staff should also carry this information with them on the trip as both hard, and digital copies.
- Ensure all participants are aware of travel details and trip itinerary in the form of a program handbook.

### 8.21.5 Program Handbook:

The office/department leading a Study Abroad program must develop and distribute a program handbook to participants. The International Student Services Office, can provide a general template and should be consulted in the content prior to distribution to students.

<sup>37</sup>CCS Policy on Sexual Misconduct (Title IX) (  
<https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/> )

<sup>38</sup>CCS International Travel Policy (  
<https://campus.collegeforcreativestudies.edu/policy/international-travel/> )

**The Program Handbook must include the following information:**

- **Emergency Procedures:** Procedures for notifying the college and the student's emergency contact, in case of emergency, including medical or behavioral situations.
- **Student Emergency Contact:** Information on the student's emergency contact on how to reach them during the program.
- **Student Health Form:** Information on the student's health insurance, proof of travel insurance and specific health concerns that the program leadership should be aware of.
- **How to prepare for healthy travel-** travel health clinic information and CCS Wellness Center contact information
- **Program Contact Information:** Information for the student to share with their personal contacts on how to reach the Program leadership and CCS leadership while abroad.
- **Program itinerary:** This should include the exact location of the participants with corresponding dates, and address. Include information regarding "free" days in which students will travel on their own.
- **Program rules:** Including the CCS student code of conduct and specific cultural expectations, for participants in the program, including the fact that participants must abide by all College regulations and may be removed from the program for violation of such rules.
- **The Assumption of Risk Form:** A basic contract signed by students that reviews the risks, and responsibilities involved with Study Abroad.
- **A description of the process to be followed if a participant, group leader, or other individual associated with the study abroad program is alleged to have violated College policies or conduct rules of the program, including the process for dismissal and removal from the program.**
- **Title IX policy and reporting requirements:** For review by participants, and to reinforce acknowledgement of study abroad program compliance with this policy.
- **A country profile outlining regionally specific risks, and cultural information to be noted for US travelers**
- **Local US embassy contact information**
- **How to register for the SMART traveler program with the US State Department**
- **Travel Visa requirements for destination**
- **Requirement to enroll in the CCS Travel Registry**

**8.21.6 Program Leadership Pre-Departure session:**

Study Abroad program leadership are required to meet with the International Student Services Office prior to departure to review the following procedures:

1. International Travel Policy
2. Protecting Students Participating in College Programs or Activities

An understanding agreement will be signed following the meeting and will be kept on file with the college.

**8.21.7 Student Pre-Departure session:**

It is encouraged to hold an in person group meeting prior to departure with the students and leadership to review the handbook information and collect required forms.

**8.21.8 Conduct Rules for Program Leadership:**

Program Staff should be positive role models and behave in a responsible manner that is consistent with the mission of the College and adhere to the policies in the CCS Staff Handbook.

Program Staff are required to comply with all applicable laws and College policy. Program Staff working in Study Abroad Programs covered by this policy must follow these expectations to avoid conduct that could cause harm or be misinterpreted:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with CCS Students or assist in any way to provide access to such materials.
- Do not engage or allow CCS Students to engage you in romantic or sexual conversations, or related matters.
- Do not touch a CCS Student in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Student's needs, for a purpose that is consistent with the Program's mission and culture, or for a clear educational, developmental, or health related purpose (i.e., treatment of an injury). Any resistance from the student should be respected.
- Do not use profanity, vulgarity, or harassing language.
- Do not be alone with a single student. If One-on-One interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other Program Staff.
- Do not meet with students outside of established times for Program activities. If this is required, please include more than one Program Staff.

- Do not invite students to your home or other private locations.
- Do not provide gifts to students or their families independent of items provided by the Program.
- Communication with students must be educational or programmatic in purpose and the content of the communication must be consistent with the mission of the Program and the College.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a student including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a student or other student from harm, all incidents must be documented and disclosed to the College Administration.
- Do not use, possess or be under the influence of alcohol or illegal drugs while responsible for a student's welfare.
- Do not provide alcohol or illegal drugs to any students at any time during the study abroad program.
- Do not provide medication to a student
- Do not possess any type of weapon or explosive device.

### 8.21.9 Drug and Alcohol Policy:

All members of the CCS community also are governed by laws, regulations, and ordinances established by the state and local municipalities and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws. This includes international laws in host countries in which our staff, and student are traveling on College Sponsored Programs. **Faculty cannot provide alcohol to CCS students, regardless of the legal drinking age of the country in which the Study Abroad Program is situated. Study Abroad locations are considered "on-campus" for purposes of this policy.**

### 8.21.10 Reporting Protocols:

- Faculty and staff responsible for student's abroad **must report**:
  - Sexual assault and misconduct
  - Violations of conduct by students, program leadership, or affiliated constituents
  - Crimes committed to or by programs participants, or leadership
  - Emergencies of any nature

Title IX Coordinator Dierdre Young Assistant Dean for Institutional Equity and Inclusion Institutional Equity and Inclusion 313-664-1489 ddyoung@collegeforcreativestudies.edu

Deputy Title IX Coordinator Raquel Diroff Assistant Human Resources Director Office of Human Resources 313-664-7651 rdiroff@collegeforcreativestudies.edu

**For all other reporting:**

Information will be given to the appropriate office on campus and/or CCS Crisis Management Team.

Katherine Campbell Director of International Student Services Office of International Student Services (ISSO) Office: +1 (31)3-664-7448 Cell: +1 (313)-920-1296 kcampbell@collegeforcreativestudies.edu

Dan Long Dean of Students Office: +1 (313)-664-7675 Cell: +1 (248)-310-9571 Office of Student Affairs dlong@collegeforcreativestudies.edu

**Conduct Violations and Crime Reporting:**

CCS encourages all members of the College for Creative Studies community to engage in accurate and prompt reporting of all crimes to Campus Security and the appropriate law enforcement agencies, when the victim of the crime elects not to, or is unable to, make such a report. While abroad please work within the local law enforcement agencies, and report incidents to the college administration immediately.

**Title IX Reporting:**

The Title IX reporting responsibilities of CCS Study Abroad Leadership apply while abroad. All College community members are strongly encouraged to report incidents of sexual misconduct to the Title IX Coordinator or any of the reporting resources listed below, by phone, email, or in person.

**8.21.11 Behavior violations resulting program expulsion for students:**

In the event of an incident/infraction where there is an allegation of a violation of the laws, regulations, and customs of the host country, community, institution or program or a violation of the CCS College Code of Conduct, **but does not cause immediate danger to others**, the following procedures will apply:

**Student Behavioral Procedure:**

1. **VERBAL NOTIFICATION:** The faculty member-in-residence or program assistant representing the Office of Academic Affairs (referred to as the “leader or mentor”) will investigate the alleged violation using the resources available to him or her. They will have a frank discussion with the student of expectations and consequences, giving the student an opportunity to respond

in person and present any witnesses or ask questions of witnesses, if any, that the complainant has identified.

2. **WRITTEN NOTIFICATION:** The student will receive a written notification of the expectations and consequences. This is the final warning and any continuation of the undesirable behavior will result in immediate dismissal with no refund academic credit and grade will be awarded according to college policy.

3. **DISMISSAL:** If, after the facts have been examined and after discussion and authorization from the Office of Academic Affairs, it has been decided to dismiss the student from the program, the student receives written notification of the decision. The student is responsible with all costs incurred due to program dismissal. Upon return to the campus a decision regarding the need for further action will be made.

#### **Behavior violations resulting program expulsion for Staff:**

Violations of Staff conduct prior to or during travel will result in immediate removal from the study abroad program and replacement of role by an alternate staff member or potential cancellation of program. The CCS staff handbook, and conduct rules listed in this document policies apply while abroad on a CCS Program.

#### **8.21.12 Emergencies Abroad:**

The College has the right to make cancellations, substitutions or changes in case of emergency or changed conditions in the destination country or region. In the case of serious emergency situations, the Program Leadership is responsible for taking immediate care of participants, and notifying the college. The college will utilize its internal Emergency Procedures, and Crisis Management Team as they apply to study abroad, notify all emergency contacts of students and staff, the US Embassy, and other organizations that may aid in securing the safety of our program participants. Students and Program Leadership should take care to ensure their immediate needs and safety and then contact College immediately.

#### **8.21.13 Lost Passports:**

You will have to replace the passport before returning to the United States. Contact the nearest U.S. embassy or consulate<sup>39</sup> for assistance. Ask to speak to the Consular Section to report your passport lost or stolen. If you have been the victim of a serious crime<sup>40</sup>, be sure to tell a consular officer about it as soon as possible so they can provide appropriate assistance. If you are scheduled

<sup>39</sup>U.S. embassy or consulate ( <http://www.usembassy.gov/> )

<sup>40</sup>victim of a serious crime ( <https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html> )



to leave the foreign country shortly, please provide our consular staff with the details of your travel.

#### **8.21.14 Missing Student Policy:**

If a student becomes detached from the program group or simply disappears for more than 24 hours, the Program Leadership is required to notify the College Administration. Program leadership must notify the International Student Services Office, who will notify Campus Safety, and the Office of Student Affairs immediately.

##### **The Following Information Will Be Collected:**

- Contact Information and relationship to the missing student.
- Name and vital information about the student reported to be out of contact.
- The date, time, and location the missing student was last seen.
- The general routine or habits of the suspected missing person including any recent changes in behavior or demeanor.
- The missing student's cell phone number.

Once a report has been made that a student is missing, Campus Safety and the Office of Student Affairs will work together to investigate the situation.

##### **Notifications:**

- CCS leadership will notify the local US Embassy.
- CCS leadership will notify the student's emergency contact.
- No social media outlets should be utilized to communicate.
- Program Leaders are encouraged to manage the student group appropriately to ensure that communications to media outlets, social media, and outside sources are restricted.
- CCS leadership will communicate to all media and outside sources.

#### **8.21.15 Mandatory Emergency Insurance:**

Students and staff are required to purchase emergency medical and travel insurance that covers the duration of their trip. The insurance policy should include repatriation and evacuation coverage in cases of health emergencies, or death. The emergency insurance policy should also cover travel costs for family members in cases where the participants cannot leave the country in cases of hospitalization.

### 8.21.16 Evacuation Insurance

In addition to international health insurance for employees and students who travel abroad, we also require evacuation insurance due to natural disasters or political unrest.

### 8.21.17 SMART traveler enrollment:

<https://step.state.gov/>

CCS encourages students to enroll in the SMART program prior to college sponsored trips abroad. The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.

*For questions or input on this policy please contact the International Student Services Office.*