

# Staff Handbook

College for Creative Studies



February 2, 2021



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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 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.

### **2.4.3 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, Facilities and Campus Safety, 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.

#### **2.4.4 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, Career 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.

#### **2.4.5 Vice President for Institutional Advancement**

The Vice President for Institutional Advancement is responsible for augmenting the College's financial resources and promoting awareness and understanding of the College in the wider community. The Vice President works closely with the Board of Trustees and the President as well as other senior administration and faculty. Functions reporting to the Vice President include annual giving, major gifts, corporate and foundation relations, government grants, capital and endowment fund raising, publications, public relations, marketing and alumni relations. The Vice President also supervises the Kresge Arts in Detroit program.

#### **2.4.6 Deans of Undergraduate and Graduate Studies**

Reporting to the Provost, the Dean of Undergraduate Studies and the Dean of Graduate Studies are responsible for the day-to-day management of the College's undergraduate and graduate academic departments and programs, respectively. They supervise the department chairs of those departments, make recommendations to the Provost regarding faculty contract renewals, collaborate with the Associate Provost and Registrar on class scheduling and work closely with the Provost on a variety of strategic initiatives.

#### **2.4.7 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 Prohibited Discrimination, Harassment, And Sexual Misconduct (Including Title IX)

(updated August 11, 2020)

#### 3.1.1 I. Policy Statement

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 on Prohibited Discrimination, Harassment, and Sexual Misconduct (including Title IX) (“Policy”) prohibits 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. This prohibition includes discrimination and harassment based on the perception of an individual’s protected status, even if that perception is incorrect. It also prohibits misconduct related to protected status discrimination and harassment specifically, domestic violence, dating violence, and stalking. The Policy applies to the administration of employment and educational policies, practices, programs, and activities.

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.

This Policy specifically prohibits sexual misconduct, including sexual assault, sexual harassment, gender- based harassment, sexual exploitation, stalking, domestic violence, and dating violence. In some cases, this conduct is also prohibited by or included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or the Violence Against Women Reauthorization Act of 2013. Sexual misconduct represents a serious breach of the College’s commitment to fostering a positive educational and working environment. An individual who violates this Policy may also be subject to criminal prosecution and civil litigation in addition to College disciplinary procedures. As described in the annual security report (see “Sexual Assault/Dating Violence Awareness and Prevention Programs”), with the intent of ending sexual misconduct, the College conducts primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaigns for students and employees.

The Office for Institutional Equity and Inclusion<sup>1</sup> is responsible for administering this Policy and its implementing procedures. The Title IX Coordinator is the College’s designated Coordinator for Title IX of the Education Amendments of 1972; the Dean of Students is the Coordinator for Section 504 of the Rehabilitation Act of 1973 for educational matters and for the Age Discrimination Act of 1975; and the Human Resources Director is the Section 504 Coordinator for employment matters.

Deirdre Young  
Assistant Dean, Office for Institutional Equity and Inclusion  
Taubman Center  
313.664.1487  
diversity@collegeforcreativestudies.edu or ddyoung@collegeforcreativestudies.edu

Jody Shipper  
Title IX Coordinator  
Office for Institutional Equity and Inclusion<sup>2</sup>  
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Dan Long  
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Yamasaki Building, 2<sup>nd</sup> Floor  
313.664.7675  
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Raquel Diroff

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<sup>1</sup>Office for Institutional Equity and Inclusion ( <https://www.collegeforcreativestudies.edu/about-us/diversity-equity-and-inclusion> )

<sup>2</sup>Office for Institutional Equity and Inclusion ( <https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/> )

Director, Human Resources<sup>3</sup>  
Yamasaki Building, 2<sup>nd</sup> Floor  
313.664.7853  
rdiroff@collegeforcreativestudies.edu

The Policy includes two complaint procedures. The *Procedures for Title IX Sexual Misconduct at Appendix A*<sup>4</sup> are applicable to sexual harassment, as defined for Title IX purposes; domestic violence; dating violence; and stalking. The *Procedures for Discrimination and Harassment Complaints at Appendix B*<sup>5</sup> apply to complaints for all conduct prohibited by this Policy except for Title IX sexual misconduct.

### 3.1.2 II. Scope

All students, faculty, and staff of the College as well as any third parties/visitors, regardless of sexual orientation or gender identity, are subject to this Policy. This Policy applies on campus property, and may apply off campus if the alleged conduct was in connection with a College program or College-recognized program or the conduct may have the effect of creating a hostile environment in the College's classrooms, studios, workspaces, offices, administrative spaces, or other programs or activities. It also applies to the College's study abroad programs and to study abroad programs operated by other institutions when the alleged sexual misconduct was committed by a College of Creative Studies student. This Policy prohibits sexual misconduct by visitors or other third parties (i.e., persons who are neither students nor employees of the College) towards members of the College community. Although individuals who are not students or employees of the College are not subject to discipline under the College's internal processes, the College will take prompt, corrective action to remove the accused from campus facilities while under investigation. The College may also involve the police in the immediate resolution of the situation.

*Academic Freedom:* This Policy shall be applied in 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.

### 3.1.3 III. Prohibited Conduct

This Policy prohibits all forms of discrimination and harassment based on age, race, color, national origin, religion, sex, sexual orientation, gender identity,

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

<sup>4</sup>Procedures for Title IX Sexual Misconduct at Appendix A 3.1.8 on page 28

<sup>5</sup>Procedures for Discrimination and Harassment Complaints at Appendix B 3.1.9 on page 47

gender expression, marital status, disability or any other characteristic protected by law:

**Discrimination** – a discrete adverse action taken by a College official against an applicant, student, or employee based on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, 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 on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law 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** - for purposes of this Policy, 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 of people in a particular program, office, department, or other organizational unit, with the unit being the respondent.

**Sexual Misconduct** – an umbrella term used to refer to a range of sex-based conduct prohibited by this Policy, including sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual misconduct includes: sexual assault, sexual harassment (including gender-based harassment, sexual exploitation, and hostile environment based on sex), stalking, domestic violence, and dating violence.

**Sexual Harassment** – unwelcome gender, sexuality or sexually based verbal, visual, physical, electronic, or other conduct.

- *Sexual harassment under Title IX:* The Policy prohibits sexual harassment as defined for Title IX purposes, i.e., conduct by one or more individual respondents that, for each respondent, is sufficiently severe, pervasive, and objectively offensive to effectively deny the complainant equal access to the College’s education program or activity; this includes sexual assault, dating violence, domestic violence, and stalking.

- *Sexual harassment under the Policy*: The Policy also prohibits sexual harassment that does not meet the Title IX definition but 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. This can take the form of conduct by one or more individual respondents that, for each respondent, meets this definition or it can take the form of a cumulative hostile environment.

**Gender-Based Harassment-** unwelcome verbal, visual, physical, electronic, or other harassment based on sex, sex-stereotyping, gender identity, or gender expression, even if those acts do not involve conduct of a sexual nature but otherwise meeting the definition of sexual harassment.

**Sexual Exploitation** – a form of sexual harassment that involves taking advantage of the sexuality and attractiveness of a person without that person's consent to make a personal gain or profit for oneself or for others. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes. (e.g., prostituting another person, recording and/or distributing images of sexual activity without consent, threatening to disclose a person's sexual orientation).

**Sexual Assault** – Any physical sexual act directed at another person without that person's consent, including instances where the person is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes or genders. This includes the following:

- Rape: the carnal knowledge of a person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Sodomy: oral or anal sexual intercourse with another person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Sexual assault with an object: to use an object or instrument to unlawfully penetrate however slightly, the genital or anal opening of the body of another person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without their consent, including instances where the person is incapable of giving consent because of their age or 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** – any act of violence or a pattern of abusive behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subject to the conduct. Whether there was such relationship will be gauged by the length, type and frequency of interaction between the person’s involved in the relationship. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – a felony or misdemeanor crime of violence committed against a current or former spouse or intimate partner; a person with whom the respondent shares a child in common; a person who is cohabitating with or has cohabitated with the respondent as a spouse or intimate partner; a person similarly situated to a spouse of the respondent under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth who is protected from the person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** – a course of conduct (including cyberstalking) on the basis of sex directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker uses any method, device, or means to follow, monitor, observe, surveil, threaten, or communicate to or about a person, or interfere with a person’s property. Stalking can take place directly, indirectly, or through third parties. A “reasonable person” means a reasonable person under similar circumstances and with similar identities to the individual subject to the conduct. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Retaliation** – an adverse action or other form of negative treatment carried out in response to good-faith reporting of or opposition to discrimination or harassment (including sexual misconduct) or participation in the investigation of a complaint. Individuals are also protected from retaliation for making good faith requests for accommodations on the basis of religion or disability. Retaliation can take the form of a discrete or individual act or ongoing harassing conduct.



### 3.1.4 IV. Related Definitions

**Complainant** – the person subjected to alleged sexual misconduct.

**Complaint** – formal notification, either orally or in writing, of the belief that discrimination, harassment, or retaliation has occurred. Also *see* the definition of “formal complaint”<sup>6</sup> for Title IX sexual misconduct.

**Consent** – Consent is an affirmative decision to engage in mutually accepted sexual contact or activity. Consent must be informed, freely given, and mutual. Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that indicate a willingness to engage freely in sexual activity. Consent may not be inferred from silence, passivity, lack of verbal or physical resistance, or lack of active response alone. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. Consent can be withdrawn at any time.

- Consent does not exist if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that a reasonable person would view as eliminating an individual’s ability to exercise their own free will to choose whether or not to have sexual contact.
- A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent, and consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- In the state of Michigan, consent cannot be given by minors under the age of 16.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity due to circumstances, including the following:
  - The individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring.
  - The individual has a mental disability that impairs his/her/their ability to provide consent.
  - The individual is incapacitated (beyond mere drunkenness) due to drug or alcohol consumption, either voluntarily or involuntarily.
  - An individual is incapacitated if they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in an act.
  - The perspective of a reasonable person will be the basis for determining whether a respondent knew, or reasonably should have known, whether a complainant was able to freely give consent and whether

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<sup>6</sup>formal complaint 3.1.4 on page 26

consent was given. Being intoxicated or incapacitated does not diminish one's responsibility to obtain consent and will not be an excuse for sexual misconduct.

- Because faculty members are in positions of authority and influence in regard to students, the Faculty Handbook prohibits intimate relationships between a faculty member and a student<sup>7</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.

**Formal Complaint** – For Title IX purposes, a document filed by a complainant or signed by the Title IX Coordinator under the Procedures for Title IX Sexual Misconduct Complaints in Appendix A alleging sexual misconduct (sexual harassment as defined for Title IX purposes, sexual assault, domestic violence, dating violence, and stalking) against an individual respondent and requesting that the College investigate the allegation(s).

**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.

### 3.1.5 V. Retaliation

Individuals who report or oppose what they reasonably and in good faith believe to be prohibited discrimination or harassment (including sexual misconduct), or who participate in the College's investigation and resolution of a complaint, shall not be subject to retaliation for reporting, opposing, and/or participating, even if the College finds that no prohibited discrimination or harassment occurred. Individuals are also protected from retaliation for making good faith requests for accommodations on the basis of religion or disability. Retaliation can take the form of individual or discrete acts (e.g., denial of a promotion or assignment of

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<sup>7</sup>intimate relationships between a faculty member and a student (See ?? on page ??)

a failing grade) or a series of harassing acts that, taken together, are sufficiently serious to create a hostile environment by discouraging or chilling a reasonable person from further reporting, opposition, or participation.

If a complainant or other individual who reports or opposes discrimination or harassment, an individual respondent, a witness, or other individual believes that they are being subjected to retaliation, they should promptly contact the Office for Institutional Equity and Inclusion. Complaints of retaliation shall be addressed under the Procedures for Discrimination and Harassment in Appendix B<sup>8</sup> of this Policy.

### **3.1.6 VI. Supportive Measures In Harassment And Sexual Misconduct Cases**

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or an individual respondent in a harassment or sexual misconduct matter. They include measures designed to protect the safety of all parties or the College's educational environment and to deter further misconduct. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, transportation modifications, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, disability services, health and mental health, services and other similar measures.

### **3.1.7 VII. Clery Act Obligations**

#### **A. Campus Notification**

Once a report of harassment or sexual misconduct is made, the College will take all necessary steps to protect the campus and the person who has allegedly been harassed or assaulted. 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 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 sexual misconduct, 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,

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<sup>8</sup>Procedures for Discrimination and Harassment in Appendix B 3.1.9 on page 47

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.

### 3.1.8 Appendix A Procedures For Title IX Sexual Misconduct Complaints

These procedures apply to reports and complaints of Title IX sexual misconduct as defined in Section III of the Policy – sexual harassment by one or more individual respondents that, for each respondent, is sufficiently severe, pervasive, and objectively offensive to effectively deny the complainant equal access to the College’s education program or activity, sexual assault, dating violence, domestic violence, and stalking.

#### I. Rights

**Rights Of The Complainant** When a student, employee, or third party/visitor reports sexual misconduct to the College, whether the conduct occurred on or off-campus (but see Section II of the Policy, Scope, including for Title IX purposes), the College will provide the student, employee, or third party/visitor a written explanation of their rights and options, including:

- The right to available supportive measures, including how to request them. The College will provide such measures regardless of whether the complainant chooses to report the alleged conduct to Campus Security or local law enforcement, and regardless of whether they file a formal complaint.
- The right to appropriate resolution of all credible reports of sexual misconduct, including a prompt, fair, and impartial investigation and hearing, where applicable.
- The right to request confidentiality and to understand the impact of a request for confidentiality on the complaint resolution process.
- The right to not be discouraged by College officials from reporting sexual misconduct.
- The right to notify proper law enforcement authorities, including Campus Safety and local police; to be assisted by College authorities in notifying law enforcement authorities if the complainant so chooses; and to decline to notify such authorities.

- If a student or employee submits a Personal Protection Order (PPO) to Campus Safety, Campus Safety will notify Wayne State or Detroit Police if the PPO is violated.
- The right not to be retaliated against for filing a good faith report.
- The right to know the evidentiary standard the College applies during the complaint resolution process is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the respondent committed the act.
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct within the bounds of what is legally permissible (including by the Family Educational Records Privacy Act).
- The right to reasonably prompt time frames for completion of the resolution process (generally 90 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for the extension.
- The right to attend any hearing, including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings.
- The right to not be questioned about or have prior sexual history admitted as evidence, unless offered to prove that someone other than the respondent committed the alleged conduct or if the questions or evidence concern specific incidents of prior sexual behavior with respect to the respondent and are offered to prove consent.
- The right to appeal the finding and sanction in accordance with these procedures.
- The right to have an advisor or advocate of the complainant's choice accompany and assist in throughout the process.
- The right to an outcome based solely on the preponderance of reasonably available and relevant evidence presented during the complaint resolution process.
- The right to written notice of the outcome of the hearing and any sanctions.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.

- The right to be informed of available resources for counseling, advocacy, and support.
- Assurance that the College will take steps to prevent recurrence of any sexual misconduct found to have occurred and when appropriate, remedy the discriminatory effects on the complainant and any others involved/affected.

### **Rights Of The Respondent**

- The right to available supportive measures and how to request them.
- The right to appropriate resolution to all credible reports of sexual misconduct, including a prompt, fair, and impartial investigation and hearing, where applicable.
- A presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint resolution process.
- The right not to be retaliated against for participating in the complaint resolution process.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the respondent committed the act.
- The right to a reasonably prompt time frames for completion of the resolution process (generally 90 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for any extension.
- The right to attend a hearing including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to any information that will be used during informal or formal disciplinary meetings or hearings.
- The right to have an advisor or advocate accompany and assist throughout the process.
- The right to an outcome based solely on a preponderance of the reasonably available and relevant evidence presented during the complaint resolution process.
- The right to written notice of the outcome of the hearing and any sanctions.

- The right to appeal the finding and sanction in accordance with this Policy.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.
- The right to be informed of available resources for counseling, advocacy, and support.

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

## II. Reporting

All employees, except those designated as confidential resources, are required to report any incidents of possible sexual misconduct of which they become aware to the Title IX Coordinator by phone, email, or in person. This is so the Title IX Coordinator can contact the individual subjected to the alleged misconduct to offer them supportive measures and inform them of their options regarding reporting to law enforcement and filing a formal complaint under this Policy.

Title IX Coordinator  
 Jody Shipper  
 Title IX Coordinator  
 Institutional Equity and Inclusion<sup>9</sup>  
 313-664-7676  
 titleix@collegeforcreativestudies.edu

Training provided to the Title IX Coordinator can be found at Title IX Coordinator Training<sup>10</sup>.

Anyone who has been subject to sexual misconduct may choose to pursue criminal prosecution, civil litigation, and/or College disciplinary processes. The College recognizes that a person who has been subject to sexual misconduct retains the right not to pursue either criminal prosecution, civil litigation, or a College resolution proceeding. Choosing not to pursue these courses of action, however, does not remove the responsibility of the College to take action in appropriate circumstances, including offering supportive measures.

The College will keep private the identity of any individual who has made a report or complaint of sex discrimination, been reported to be the perpetrator of sex discrimination, and any witness, except as may be permitted by the Family Education Records Privacy Act and its implementing regulations, as required by law, or to apply this Policy (including in any investigation and hearing). In

<sup>9</sup>Institutional Equity and Inclusion ( <https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/> )

<sup>10</sup>Title IX Coordinator Training ( <https://www.granddriversolutions.com/ccs-training/> )

all cases, to the best of their ability, the Title IX Coordinator will maintain as much privacy as possible for both the complainant and the respondent during the resolution process.

The listed departments are available to help in incidents of sexual misconduct, in conjunction with the Title IX Coordinator:

### **On Campus Resources For Students**

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

Campus Safety<sup>11</sup>  
313.664.7444  
24 Hours

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

Director of Academic Advising<sup>12</sup>  
313.664.7405  
M-F 8:30 am – 4:30 pm

Registrar  
313.664.7671  
M-F 8:30 am – 4:30 pm

### **On Campus Resources For Faculty/Staff**

Director of Human Resources<sup>13</sup>  
313.664.7650  
M-F 8:30 am – 4:30 pm

Campus Safety  
313.664.7444  
Campus Safety<sup>14</sup>  
313.664.7444  
24 Hours

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<sup>11</sup>Campus Safety ( <https://campus.collegeforcreativestudies.edu/campus-safety/> )

<sup>12</sup>Academic Advising ( <https://campus.collegeforcreativestudies.edu/academic-advising/> )

<sup>13</sup>Human Resources ( <https://campus.collegeforcreativestudies.edu/human-resources/> )

<sup>14</sup>Campus Safety ( <https://campus.collegeforcreativestudies.edu/campus-safety/> )



Dean of Academic Affairs<sup>15</sup>  
313.664.1495  
M-F 8:30 am – 4:30 pm

### Off-Campus Resources For Students And Faculty/Staff

Wayne State Police<sup>16</sup>  
313.577.2222  
24 Hours

**A. Amnesty** When conducting the investigation, the College's primary focus will be on addressing the 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 College disciplinary processes if College alcohol or other non-violent Policy violations are discovered during the course of a sexual misconduct investigation. This same amnesty will be granted to witnesses asked to participate in the complaint resolution process.

**B. Timely Reporting & Crisis Assistance** The College supports and encourages anyone who has been subject to sexual misconduct to report the incident to the reporting source of their choice. Prompt reporting may preserve options, including the preservation of physical evidence, crisis counseling, immediate police response. However, anyone can report an incident of sexual misconduct at any time.

Any person who has been sexually assaulted or otherwise subject to sexual violence may go directly to the emergency room of any local hospital for medical attention, evidence collection, and access to follow up care. An individual who has been sexually assaulted is urged to seek medical evaluation as soon as possible. The closest emergency room facilities to campus are:

Detroit Receiving Hospital<sup>17</sup>, 4201 St. Antoine, Detroit MI 48202  
Henry Ford Hospital<sup>18</sup>, 2799 W. Grand Blvd, Detroit, MI 48202

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<sup>15</sup>Academic Affairs ( <https://campus.collegeforcreativestudies.edu/academic-affairs/> )

<sup>16</sup>Wayne State Police ( <https://police.wayne.edu/> )

<sup>17</sup>Detroit Receiving Hospital ( <https://www.dmc.org/locations/detail/dmc-detroit-receiving-hospital> )

<sup>18</sup>Henry Ford Hospital ( <https://www.henryford.com/locations/henry-ford-hospital> )

**C. Medical-Legal Evidence Collection** An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence can be helpful should a person later decide to pursue criminal prosecution and/or a civil action, including a protective order.

**D. Confidential Reporting Resources** The following resources are available to discuss incidents and issues related to sexual misconduct on a confidential basis. Communications to these resources cannot legally be disclosed without the individual's consent or in limited circumstances such as when there is an imminent threat or danger to self or others. These resources may report general statistics regarding sexual misconduct but will not disclose any identifying information. A report to these resources will not result in an individual report to the College beyond reporting of such general statistics. However, keep in mind, if an individual reports to these sources and does not report to the College, the College cannot investigate or take any disciplinary action against the respondent.

#### **On-Campus Resources For Students**

Wellness Center Staff<sup>19</sup>  
313.664.7852  
M-F 8:30 am – 4:30 pm

Campus Nurse<sup>20</sup>  
313.664.7982  
M 9 am – 1 pm  
Th 12 pm – 4 pm

#### **Off-Campus Resources For Students**

Turning Point<sup>21</sup>  
586.463.6990  
24 Hour Crisis Hotline

Haven<sup>22</sup>  
248.334.1274  
24 Hour Crisis Hotline

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<sup>19</sup>Wellness Center Staff ( <https://campus.collegeforcreativestudies.edu/student-affairs/wellness-and-counseling-services/> )

<sup>20</sup>Campus Nurse ( <https://campus.collegeforcreativestudies.edu/student-affairs/ccs-school-nurse/> )

<sup>21</sup>Turning Point ( <https://turningpointmacomb.org/> )

<sup>22</sup>Haven ( <https://www.haven-oakland.org/> )

Wayne County SAFE<sup>23</sup>  
313.964.9701  
24 Hour Crisis Hotline

### Off-Campus Resources For Faculty/Staff

Employee Assistance Program – Ulliance<sup>24</sup>  
888.333.6269

Turning Point<sup>25</sup>  
586.463.6990  
24 Hour Crisis Hotline

Haven<sup>26</sup>  
248.334.1274  
24 Hour Crisis Hotline

Wayne County SAFE<sup>27</sup>  
313.964.9701  
24 Hour Crisis Hotline

**E. Reporting To Law Enforcement** Individuals who report having been subject to sexual violence to the College will be advised of their right to file (or not file) a report with law enforcement.

When the reporting individual is under the age of 16 (or under 21 and physically or mentally impaired), both the College and any confidential resources will report the incident to social service agencies or police in accordance with applicable law and/or at the discretion of school administration when law does not dictate a report.

A report with law enforcement will not preclude the College from conducting its own resolution pursuant to College policies and procedures.

**F. Parental/Legal Guardian/Partner Notification** The College is committed to providing support to anyone involved in an incident of sexual misconduct. In some instances when there is a health or safety concern, or where an

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<sup>23</sup>Wayne County SAFE ( <http://wcsafe.org/> )

<sup>24</sup>Employee Assistance Program - Ulliance ( <https://www.ulliance.com/human-resource-services-solutions/best-employee-assistance-programs/> )

<sup>25</sup>Turning Point ( <https://turningpointmacomb.org/> )

<sup>26</sup>Haven ( <https://www.haven-oakland.org/> )

<sup>27</sup>Wayne County SAFE ( <http://wcsafe.org/> )

individual involved is a minor, the College may (or may be required) to notify the parents, guardian, or partner of the individual(s) involved in the incident. In making this determination, and where the College has discretion, the College will consider the wishes of those involved, as well as their personal safety, and the safety of the campus community.

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

### III. Supportive Measures

When the Title IX Coordinator or any College official with authority to institute corrective measures learns of possible sexual misconduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures (with or without the filing of a formal complaint) and explain the process for filing a formal complaint. The Title IX Coordinator will consider the complainant's wishes as to supportive measures. The Title IX Coordinator will assist all parties in obtaining such measures, and is responsible for coordinating their effective implementation.

Supportive measures are available to both the complainant and the respondent before or after the filing of a complaint with the College or local law enforcement, or if no complaint is filed. Supportive measures may be available even if the alleged conduct does not meet the definitions of sexual misconduct in this Policy. The College will maintain as confidential any supportive measures to the extent that maintaining such confidentiality would not impair the ability of the College to provide the measures.

In addition to supportive measures offered after the College learns of possible sexual misconduct, the College will provide written notification to the parties about any existing counseling, health, mental health, advocacy, visa and immigration assistance, student financial aid, and other available services, both within the institution and in the community.

The College may remove a student respondent on an emergency 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 sexual harassment. 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 Human Resources Director may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

#### IV. Informal Resolution

After a formal complaint has been filed, the Title IX Coordinator may offer the parties the opportunity to participate in informal resolution through mediation. Mediation is a potential alternative to the formal complaint process if both the respondent and complainant agree. It 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 mediation and resume the grievance process at any time prior to agreeing to a resolution. Note that any information disclosed during the mediation process cannot be raised during the investigation or grievance, unless obtained independently from the mediation.

A party interested in mediation should contact the Title IX Coordinator. The Coordinator will provide the parties with written notice disclosing the allegations, the requirements of the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Before beginning the mediation process, the parties must provide voluntary, written consent. Mediation cannot be offered to resolve allegations that an employee sexually harassed a student.

Mediation will be facilitated by a trained faculty or administrator. The College will attempt to complete the mediation process within 45 calendar days after the agreement to mediate 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.

#### V. Formal Complaints

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. The complaint must include the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the complaint.

Title IX Coordinator  
Jody Shipper  
Institutional Equity and Inclusion<sup>28</sup>  
313-664-7676  
titleix@collegeforcreativestudies.edu

The Title IX Coordinator may also file a complaint if, e.g.:

- The person subject to the alleged misconduct declines to file or requests to withdraw a complaint but the Coordinator believes the respondent may pose an ongoing threat to the College community.

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<sup>28</sup>Institutional Equity and Inclusion ( <https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/> )

- The person subject to the alleged conduct declines to file a complaint but would like an investigation.
- The identity of the person subject to the alleged misconduct is unknown and an investigation may help determine it.
- The College has gathered evidence apart from the complainant's statements and desires to reach a determination regarding the respondent's responsibility.
- A determination regarding responsibility provides a benefit to the complainant even where the College lacks control over the respondent and would be unable to issue disciplinary sanctions (see Section V.D below).

However, for the College to proceed with the full resolution process (including imposition of disciplinary measures should a respondent student or employee be found responsible for the alleged misconduct) in a complaint filed by the Title IX Coordinator, the person subject to the alleged misconduct must be willing to participate in the investigation and hearing (except where the College has gathered sufficient evidence to complete the complaint resolution process without information from the complainant).

Formal complaints can be filed as long as 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 will evaluate a formal complaint to determine if the alleged conduct constitutes sexual misconduct as defined for Title IX purposes, occurred in the College's education program or activity, and occurred against a person in the United States. If it did not, the College will dismiss the formal complaint for Title IX purposes and notify the parties in writing. However, if the alleged conduct would otherwise be prohibited by this Policy, the College will continue to address it through the Procedures for Discrimination and Harassment Complaints in Appendix B<sup>29</sup>.

The College may dismiss a formal complaint (or any allegations within the complaint) filed by the person subject to the alleged misconduct if:

- That person subsequently asks to withdraw it.
- The respondent is not or is no longer enrolled in or employed by the College (in which case the College may have no way to gather sufficient evidence to make a determination); however, if the respondent subsequently seeks to reenroll or be rehired, the complaint will be reopened and the complaint resolution process completed as a condition for reenrollment/rehire.
- Other specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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<sup>29</sup>Procedures for Discrimination and Harassment Complaints in Appendix B 3.1.9 on page 47

In any case in which the College dismisses a formal complaint, the College will provide simultaneous written notice to both parties, including the opportunity to appeal the dismissal as set out in Section VII below.

The investigator and Hearing Officer shall resolve all alleged violations of the Student Code of Conduct<sup>30</sup>, the Staff Handbook<sup>31</sup>, or the Faculty Handbook<sup>32</sup> not involving sexual misconduct that arise from the same set of circumstances as the allegations of sexual misconduct, but will make clear as to which allegations are being considered under the College's responsibilities under Title IX and which are being addressed under the College's own requirements.

If a person reports an incident that meets the definition of sexual misconduct but does not personally define the incident as that, the College still has an obligation to provide supportive measures and, if a formal complaint is filed, investigate and hold a hearing.

Members of the College community are expected to cooperate in the College's investigations and hearings of alleged sexual misconduct. Investigations and hearings will proceed based on reasonably available information. The College, not the parties, bears the burden of proof and the burden of gathering evidence sufficient to reach a determination. 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.

The complaint resolution process will be completed within a reasonably prompt timeframe—generally, within 90 days of receipt of the complaint. 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 the respondent and provide the reason for the delay.

**A. Notice** Upon receipt of a formal complaint of Title IX sexual misconduct (see Section III of the Policy: severe, pervasive, and objectively offensive sexual harassment; sexual assault; dating violence; domestic violence; and stalking), the Title IX Coordinator will provide written notice to the parties who are known that includes:

1. An explanation of the complaint procedures in this Policy.
2. A description of the allegations, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. This will include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual misconduct; and the date and location of the alleged incident, if known.

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<sup>30</sup>Student Code of Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

<sup>31</sup>Staff Handbook ( <https://campus.collegeforcreativestudies.edu/staff-handbook/> )

<sup>32</sup>Faculty Handbook ( <https://campus.collegeforcreativestudies.edu/faculty-handbook/> )

3. A statement that the 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 hearing.
4. An explanation that the parties may have an advisor of their choice (who may be, but is not required to be, an attorney), and that they may inspect and review the evidence obtained during the investigation.
5. Information about Section V of the Policy, regarding the prohibitions against retaliation and against knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the College decides to investigate allegations that are not included in the original notice, the College will provide notice of the additional allegations to the parties whose identities are known.

**B. Investigation Standard** Formal complaints of sexual misconduct will be assessed using the preponderance of the evidence standard. The preponderance of the evidence standard means that the evidence must show that, more likely than not, sexual misconduct did occur and more likely than not, the respondent.

**C. Investigative Process** All formal complaints of alleged sexual misconduct covered by these procedures are investigated under the general oversight of the Title IX Coordinator; however, the Coordinator will not participate in making any recommendations or determinations. Any party may challenge the participation of the Title IX Coordinator for bias or conflict of interest; such a challenge will be resolved by the Human Resources Director. No party has a right to disqualify the Coordinator absent a demonstrated bias.

The Coordinator will appoint a qualified investigator to conduct the investigation and prepare an investigative report, including recommended findings; training provided to the investigator by the College can be found at Title IX Training<sup>33</sup>. Any party may raise issues of bias or conflict of interest with regard to the investigator. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify an investigator absent a demonstrated bias or conflict. The investigation process includes:

1. Providing the complainant with the opportunity to meet with the investigator and/or to provide a written statement.
2. Providing the respondent with the opportunity to meet with the investigator and/or to provide a written statement.
3. After meeting with the parties and/or obtaining their statements, the investigator will gather and review any additional information and documents the investigator deems relevant, including but not limited to student

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<sup>33</sup>Title IX Training ( <https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/title-ix-policy-procedure-2020/> )



and personnel files, witness statements, law enforcement and investigation documents, and additional statements from the complainant and the respondent.

- The investigator will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence indicating that the respondent is responsible for the alleged conduct as well as indicating that the respondent is not responsible.
  - In any meetings or conversations with the investigator, the parties can be accompanied by an advisor of their choice (who may be, but is not required to be, an attorney). 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 provide each party with written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.
  - A party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, cannot be used in any part of the complaint resolution process unless the College obtains that party's voluntary, written consent.
  - Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant during any part of the complaint resolution process, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
4. Prior to completion of the investigative report, the College will send to each party and the party's advisor, if any, all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
- This will include all evidence indicating that the respondent is responsible for the alleged misconduct as well as all evidence indicating that the respondent is not responsible. It will also include evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, whether obtained from a party or other source.
  - It will not include sensitive personally identifying information (e.g., social security numbers, contact information, etc.).

5. The parties will have 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
6. The investigator will create a report of the investigation that summarizes the relevant evidence and includes recommended findings based on that evidence. Any credibility determinations made by the investigator to support their recommended findings must not be based on a party's status as a complainant, respondent, or witness.
7. The College will send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy at least 14 calendar days prior to the hearing. The parties can provide a written response to the report, but must do so no later than four (4) days before the hearing.
8. The investigation report, including recommended findings and the evidence on which it is based, will be forwarded to the Hearing Officer at the same time it is sent to the parties.
9. The parties and their advisors can only use the evidence presented to them by the investigator and the investigative report for purposes of the complaint process; they cannot copy, photograph, download, disclose, or disseminate these materials to anyone else.
10. Either party involved in the investigation may request a written update at any point from the Title IX Coordinator.

**D. Non-Student And Non-Employee Cases** In complaints in which the respondent is not a student or employee of the College, the investigator will prepare a written summary of the investigation, make findings of fact, determine if College Policy has been violated and, if so, recommend suitable action to appropriate College officials. Ultimately it is up to the College official to determine if and how to implement the investigator's recommendations.

## **VI. Hearing**

**A. Standard** The Hearing Officer will determine if it is more likely than not that the respondent committed the alleged misconduct. This determination will be made based on an objective evaluation of all reasonably available and relevant evidence, including evidence indicating that the respondent is responsible for the alleged misconduct as well as evidence indicating that the respondent is not responsible.

**B. Hearing Officer** The Title IX Coordinator will appoint a qualified individual to serve as the Hearing Officer. The Hearing Officer will make a final determination on the case based on the investigative report and the evidence on

which it is based. Training provided to the Hearing Officer by the College can be found at Title IX Training<sup>34</sup>.

Any party may raise issues of bias or conflicts of interest with regard to the Hearing Officer. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify a Review Board member absent a demonstrated bias.

### C. Hearing Process

1. The College may, at its discretion, arrange for the hearing to be conducted in person or through videoconferencing (so that the Hearing Officer and parties can simultaneously see and hear each other or witnesses as they present their information and answer questions); however, if either party requests the use of videoconferencing, the College must provide it.
2. The Hearing Officer has general authority over the conduct of the hearing, including the authority to set time frames for witness testimony and limit the length of any opening/closing statements.
3. A respondent, complainant, advisor, and/or witness may not use electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) during a hearing, unless authorized by the Hearing Officer.
4. The general course of procedure for a hearing is as follows: introductions; respondent's statement accepting or denying responsibility; questioning of each party by the Hearing Officer and the other party; testimony/questioning of other material witnesses (if applicable); any closing comments from the complainant; and any closing comments from the respondent.
5. The parties can be accompanied to the hearing and any related meeting or proceeding by the advisor of their choice (who may be, but is not required to be, an attorney); a party's witness can also serve as the party's advisor. However, except for purposes of cross-examination (explained below), the advisor cannot speak for the party they are advising; rather, the advisor's role will be limited to quietly conferring with the party.
6. The Hearing Officer will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence provided and obtained during the investigation indicating that the respondent is responsible for the alleged conduct as well as indicating that the respondent is not responsible.
7. The Hearing Officer will make all the evidence gathered during the investigation available to each party at the hearing.

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<sup>34</sup>Title IX Training ( <https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/title-ix-policy-procedure-2020/> )

8. The Hearing Officer and/or the parties can call the investigator as a witness. However, the investigator may not testify as to statements made by others, including the complainant or respondent, if the individual who made a statement does not submit to cross-examination.
9. Each party's advisor may ask the other party and any witnesses all relevant questions and relevant follow-up questions, including those challenging credibility.
  - Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - If a party does not have an advisor present at the hearing, the College will provide the party with an advisor of the College's choice at no charge to conduct cross-examination on behalf of that party. The advisor's role is limited to relaying a party's own questions to the other party or witness. The advisor need not have any particular skill or qualification to serve in this role.
  - If a party or witness does not submit to cross-examination at the hearing, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.
10. Any credibility determinations made by the Hearing Officer to support their findings must not be based on a party's status as a complainant, respondent, or witness.
11. The College will create an audio recording and/or transcript, of the hearing and make it available to the parties for inspection and review.
12. After the hearing, the Hearing Officer will issue a written determination regarding responsibility. The Hearing Officer has an independent obligation to objectively evaluate relevant evidence and cannot simply defer to recommendations made by the investigator in the investigative report.
13. Should the Hearing Officer determine that the respondent violated the Sexual Misconduct Policy, the Hearing Officer will refer the case to the appropriate College official for determinations of sanctions and remedies (see Section VI.E below) before issuance of the Notice of Outcome.

**D. Notice Of Outcome** The Notice of Outcome prepared by the Hearing Officer will inform the parties regarding the outcome of the hearing. The Notice, which shall be provided simultaneously and in writing to both the complainant and the respondent, will include:

1. Identification of the allegations potentially constituting sexual misconduct.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and the hearing.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of the Policy to the facts.
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
6. Any disciplinary sanctions for the respondent (see Section VI.E below).
7. Whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant; only the Notice of Outcome issued to the complainant will specify what the remedies are.
8. The procedures and permissible bases for the complainant and respondent to appeal.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

**E. Sanctions/Remedies** Sanctions for student respondents found responsible for sexual misconduct under this Policy will be determined by the Dean of Students and included in the Notice of Outcome. Sanctions for employee respondents found responsible for sexual misconduct will be determined by the Human Resources Director and included in the Notice of Outcome. The range of sanctions against a respondent found responsible for sexual misconduct 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 student and third party/visitor complainants (where the third party/visitor was 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 Human Resources Director. Remedies can include, but are not limited, to housing changes, changes in grades (e.g., where a student-complainant was assigned a low grade as part of the harassment), counseling services, medical services, promotion (e.g., where an employee-complainant was denied a promotion as part of the harassment), reenrollment, reinstatement, academic support services, and other measures designed to put the complainant in the position they would have been in had the harassment not occurred.

Remedies for the broader College population will be determined by the Title IX Coordinator and can include, but are not limited to, developing educational materials on sexual misconduct and this Policy for students and/or employees, increased security, conducting bystander intervention and sexual violence prevention programs, and/or issuing Policy statements.

## VII. Appeals

**A. General** Both the complainant and the respondent will be notified simultaneously and in writing of the following procedures for the respondent and the complainant to appeal the result of the hearing:

1. Both the complainant and the respondent are entitled to appeal the decision of the Hearing Officer.
2. An appeal must be filed, in writing, within five (5) calendar days of the written Notification of Outcome. The appeal should be turned in to the Title IX Coordinator.
3. Appeals of complaints in which a student is accused of sexual misconduct by another student or by a visitor/third party will be heard by the Human Resources Director. Appeals of complaints in which an employee is accused of sexual misconduct by another employee or by a third-party will be heard by the Dean of Students. Appeals of cases in which a student is accused of sexual misconduct by an employee or in which an employee is accused of sexual misconduct by a student will be heard by a qualified external reviewer. Training provided to the appellate officers can be found at Title IX Training.
4. Any party may raise issues of bias or conflict of interest with regard to the Appellate Officer. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify an Appellate Officer absent a demonstrated bias or conflict.
5. The grounds for appeal are:
  - New evidence not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome.
  - The Title IX Coordinator, investigator(s), or decision-maker(s) had a demonstrated conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  - Procedural irregularities that affected the outcome.
6. All decisions by the Appellate Officer are final.

**B. Appellate Process**

1. The Appellate Officer will first determine whether the appeal meets the grounds for appeal. If the appeal is not based on a proper ground for appeal, it may be rejected. If so, the Appellate Officer will notify all parties within 10 business days of the appeal filing that the appeal will not be reviewed.
2. If the appeal satisfies the grounds for appeal, the Appellate Officer will notify the other party within five (5) calendar days of receipt of the appeal and provide them an opportunity to respond to the appeal within the next five (5) calendar days.
3. The Appellate Office will make a finding on the appeal within 15 business days of the appeal being filed, unless extended for good cause. If the timeframe for the decision is to be extended, the Appellate Officer will notify the parties of the extension and the reasons for it.
4. The complainant and the respondent will be notified simultaneously and in writing of the result of the appeal and the reasons for the result.

**VIII. Recordkeeping**

The College will create, and maintain for a period of seven years, records of each sexual harassment investigation, including:

- any informal resolution and the result therefrom
- any determination regarding responsibility and any audio or audiovisual recording or transcript
- any disciplinary sanctions imposed on the respondent
- any remedies provided to the complainant
- any appeal and the result therefrom

The College will also create, and maintain for a period of seven years, any actions, including any supportive measures, taken in response to all reports or formal complaints of sexual misconduct. If the College does not provide a complainant with supportive measures, the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

**3.1.9 Appendix B  
Procedures For Discrimination And Harassment Complaints**

These procedures apply to reports and complaints of discrimination, harassment, and retaliation as defined in Section III of the Policy, except those involv-

ing Title IX sexual misconduct (which are handled under Appendix A, Procedures for Title IX Sexual Misconduct Complaints<sup>35</sup>). They also apply to reports and complaints of retaliation.

## I. Rights

**Rights Of The Complainant** When an applicant, student, employee, or visitor or other third party (when the visitor/third party is participating or attempting to participate in a College program or activity) files a *discrimination* or *retaliation complaint*, the College will provide the complainant a written explanation of their rights, including:

- The right to a prompt, fair, and impartial investigation of all credible complaints.
- The right to not be discouraged by College officials from filing a complaint.
- The right not to be retaliated against for filing a complaint in good faith.
- The right to know the evidentiary standard the College applies during the complaint resolution process is the preponderance of the evidence standard.
- The right to reasonably prompt time frames for completion of the investigation process (generally 60 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for any extension.
- The right to have an advisor or advocate of the complainant's choice accompany and assist throughout the complaint resolution process.
- The right to an outcome based solely on the preponderance of reasonably available and relevant evidence presented during the complaint resolution process.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.
- The right to be informed of the outcome and sanction within the bounds of what is legally permissible.
- The right to appeal the finding and sanction in accordance with this Policy.
- 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.

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<sup>35</sup>Appendix A, Procedures for Title IX Sexual Misconduct Complaints 3.1.8 on page 28



The above explanation of rights will also be provided to an applicant, student, employee, or visitor or other third party (regardless of whether the visitor/third party is participating or attempting to participate in a College program or activity) who files a complaint of harassment, as well as the following information:

- Options for available assistance in and how to request supportive measures. The College will provide such measures regardless of whether the complainant chooses to report the alleged conduct to Campus Security or local law enforcement.
- For harassing conduct that might be criminal in nature, the option to notify proper law enforcement authorities, including Campus Safety and local police.
- If a student or employee submits a Personal Protection Order (PPO) to Campus Safety, Campus Safety will notify Wayne State or Detroit Police if the PPO is violated.

**Information For The Respondent** When the respondent is associated with the College, the respondent will be provided with the following information:

- The right to a prompt, fair, and impartial investigation of all credible complaints.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, the alleged discrimination, harassment, or retaliation did occur.
- A presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint resolution process.
- The right to a reasonably prompt time frame for completion of the resolution process (generally 60 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for any extension.
- The right to an outcome based solely on a preponderance of the reasonably available and relevant evidence presented during the complaint resolution process.
- The right to written notice of the outcome and sanction of the hearing.
- The right to appeal the finding and sanction in accordance with this Policy.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.

- For individual respondents:
  - Options for available assistance in and how to request supportive measures.
  - The right not to be retaliated against for participating in the complaint resolution process.
  - The right to have an advisor or advocate accompany and assist throughout the process.

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

## II. 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.

## III. Complaints

Complaints of discrimination, harassment, and retaliation can be filed with the Office for Institutional Equity and Inclusion or Office of Human Resources.

Jody Shipper  
 Title IX Coordinator  
 Institutional Equity and Inclusion<sup>36</sup>  
 313-664-7676  
 titleix@collegeforcreativestudies.edu

Raquel Diroff  
 Human Resources Director  
 Office of Human Resources<sup>37</sup>  
 313-664-7651  
 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

<sup>36</sup>Institutional Equity and Inclusion ( <https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/> )

<sup>37</sup>Office of Human Resources ( <https://campus.collegeforcreativestudies.edu/human-resources/> )

of harassment (including retaliatory harassment) can be filed as long as 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:

- The complainant subsequently asks to withdraw it;
- In harassment cases, the respondent is not or is no longer enrolled in or employed by the College (in which case the College may have no way to gather sufficient evidence to make a determination); however, if the respondent subsequently seeks to reenroll or be rehired, the complaint may be reopened and the complaint resolution process completed as a condition for reenrollment/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 as set out in Section V below.

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

Members of the College community are expected to cooperate in the College's investigations. 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.

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

The investigation and resolution of a complaint will be completed within a reasonably prompt timeframe—generally, within 60 days of receipt of the complaint. 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.

**A. Notice** Upon receipt of a complaint covered by Appendix B, the Office for Institutional Equity and Inclusion 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. For harassment complaints, 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 hearing.
4. An explanation that any parties to a complaint may have an advisor of their choice (who may be, but is not required to be, an attorney).
5. Information about Section V of the Policy, regarding the prohibitions against retaliation and against knowingly making false statements or knowingly submitting false information.

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

**B. 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.

**C. Investigative Process** Complaints of alleged discrimination, harassment, and retaliation covered by these procedures are investigated under the oversight of the Office for Institutional Equity and Inclusion and, where employees are involved, the Office of Human Resources. The Office for Institutional Equity and Inclusion 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 regard to the investigator or anyone from the College involved in conducting or managing the complaint resolution process. The Office for Institutional Equity and Inclusion 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.

The investigation process includes:

1. Providing the complainant with the opportunity to meet with the investigator and/or to provide a written statement.
2. Providing the respondent with the opportunity to meet with the investigator and/or to provide a written statement.

3. 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 (who may be, but is not required to be, an attorney). 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.
4. The investigator will create a preliminary investigation report summarizing the relevant evidence collected.
5. 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.
6. The investigator will address 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.
7. The investigator will then create a final investigation report which will contain recommended findings.
8. The final investigation report will be forwarded to the Review Board for final determination.
9. The complainant and respondent may request a written update at any point from the Office for Institutional Equity and Inclusion.

#### **IV. Review Board**

**A. Standard** The purpose of the Review Board is to determine if, more likely than not, discrimination, harassment, or retaliation occurred. This determination is made by the Review Board as an outcome of the Review Board process outlined in section IV.C.

**B. Review Board** The Review Board will make a final determination on the case based on the report prepared by the investigator. The Review Board will be comprised of three members. Depending on the allegations in the complaint and the individuals involved, the Review Board may be comprised of the Assistant Dean for Institutional Equity and Inclusion, Human Resources Director, Dean of Students, Vice President for Enrollment and Student Services, and Vice President for Administration and Finance.

Any party may raise issues of conflicts of interest with regard to the Review Board. The Office for Institutional Equity and Inclusion will weigh these issues and resolve them accordingly. No party has a right to disqualify a Review Board member absent a demonstrated bias.

**C. Review Board Process** The Review Board will review the final investigation report to determine whether:

1. The investigation was conducted in a fair, impartial, and reliable manner;
2. The information is sufficient and supports the factual findings; and
3. There is a rational basis, applying the preponderance of evidence standard, for the recommended finding(s).

In reaching a determination the Review Board may elect to meet with the investigator, but may not conduct its own investigation.

After the Review Board has concluded its review of the final investigation report and any additional information requested about the investigation, the Review Board shall either affirm or reject the investigator's finding(s). Should the Review Board reject the investigation report in whole or in part, the Review Board may:

1. Modify the investigation report accordingly;
2. Request that further investigation be undertaken by the same or another investigator;
3. Request that a *de novo* investigation be conducted.

If the Review Board determines that the investigator properly concluded that there is insufficient information to find, by a preponderance of the evidence, that a Policy violation occurred, the Review Board will affirm the finding.

If the Review Board determines that the investigator properly concluded that there is sufficient information to find, by a preponderance of the evidence, that a Policy violation occurred, the Review Board will coordinate with other College officials regarding any remedies to be provided to the complainant and, in cases of harassment, any sanctions for the respondent (see Section IV.E below). These measures will be designed to eliminate the discrimination, harassment, and/or retaliation, prevent its reoccurrence, and remedy its effects. Sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

**D. Notice Of Outcome** The Notice of Outcome prepared by the Review Board will inform the complainant and the respondent of the outcome of an investigation. The Notice, which shall be provided simultaneously and in writing to all involved, will contain: (1) whether the alleged discrimination, harassment, or retaliation occurred, (2) to the extent permitted by the Family Education

Records Privacy Act (FERPA), any individual sanctions imposed, (3) other steps the College has taken to prevent further violations of the Policy, and (4) any appeal rights as described in Section V below. The Notice of Outcome provided to the complainant will identify any individual remedies offered to them.

**E. 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 Human Resources Director. 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 reenrollment, 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 Human Resources Director and included in the Notice of Outcome. 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 Office for Institutional Equity and Inclusion 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.

## V. Appeals

**A. Procedure** Both the complainant and, in cases of harassment, the individual respondent are entitled to appeal the decision of the Review Board. The Notice of Outcome will include the following information:

1. An appeal must be filed, in writing, within 5 business days of the written Notification of Outcome. The appeal should be turned in to the Assistant Dean, Office for Institutional Equity and Inclusion.
2. The College leadership team (President, Provost, Vice President of Academic Affairs, Vice President of Enrollment and Student Services, Vice President of Administration and Finance, and Vice President of Institutional Advancement) will serve as the Appeal Body unless they participated in the Review Board determinations. A member of the leadership

team may also recuse themselves if a relationship with a party would compromise the impartiality of the appeal. Any party may raise issues of conflicts of interest with regard to the Appeal Body. The Assistant Dean, Office for Institutional Equity and Inclusion, will weigh these issues and resolve them accordingly. No party has a right to disqualify an Appeal Body member absent a demonstrated bias.

3. The Appeal Body will first determine whether the appeal meets the grounds for appeal in Section V.B below. If the appeal is not based on a proper ground for appeal, it may be rejected. If so, the Appeal Body will notify all parties within 10 calendar days of the appeal filing that the appeal will not be reviewed.
4. If the appeal satisfies the grounds for appeal, the Appeal Body will make a finding on the appeal within 15 business days of the appeal being filed. The complainant and, in cases of harassment, the individual respondent will be notified simultaneously and in writing of the results and when such results become final. If the timeframe for the decision is to be extended, the Appeal Body will notify the parties of the extension and the reasons for it.
5. 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.

#### **B. Grounds For Appeal**

1. New evidence not reasonably available at the time 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 outcome of the matter.
3. Procedural irregularities that substantially affected the outcome.

### **3.2 Equal Opportunity, Discrimination and Harassment**

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 on Prohibited Discrimination, Harassment, and Sexual Misconduct (including Title IX) (“Policy”) prohibits 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. This prohibition includes discrimination and harassment based on the perception of an individual's protected status, even if that perception is incorrect. It also prohibits misconduct related to protected status discrimination and harassment specifically, domestic violence, dating violence, and stalking. The Policy applies to the administration of employment and educational policies, practices, programs, and activities.

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.

This Policy specifically prohibits sexual misconduct, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, and dating violence. In some cases, this conduct is also prohibited by or included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or the Violence Against Women Reauthorization Act of 2013. Sexual misconduct represents a serious breach of the College's commitment to fostering a positive educational and working environment. An individual who violates this Policy may also be subject to criminal prosecution and civil litigation in addition to College disciplinary procedures. As described in the annual security report (see "Sexual Assault/Dating Violence Awareness and Prevention Programs"), with the intent of ending sexual misconduct, the College conducts primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaigns for students and employees.

The Office for Institutional Equity and Inclusion<sup>38</sup> is responsible for administering this Policy and its implementing procedures. The Title IX Coordinator is the College's designated Coordinator for Title IX of the Education Amendments of 1972; the Dean of Students is the Coordinator for Section 504 of the Rehabilitation Act of 1973 for educational matters and for the Age Discrimination Act of 1975; and the Human Resources Director is the Section 504 Coordinator for employment matters.

### 3.3 Harassment

Harassment is unwelcome verbal or physical conduct that (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, (2)

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<sup>38</sup>Office for Institutional Equity and Inclusion ( <https://www.collegeforcreativestudies.edu/about-us/diversity-equity-and-inclusion> )

has the purpose or effect of substantially interfering with an individual's employment, or (3) otherwise adversely affects an individual's employment opportunities.

Related Content Title IX policy<sup>39</sup>

### 3.4 Intimate Relationships Between Administrative Staff and Students

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.

### 3.5 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.

### 3.6 Prohibition on Retaliation

The College for Creative Studies prohibits retaliation against anyone who, in good faith, reports a violation of this policy or participates in an investigation of such reports. Retaliation may include any adverse employment action that is caused by the employee's complaint or participation in an investigation. Retaliation is a serious violation of this policy. Any person who believes that he or she has been subject to retaliation for making a good faith complaint of harassment or discrimination or providing information about such a complaint should

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<sup>39</sup>( <https://campus.collegeforcreativestudies.edu/faculty-handbook/student-services/policy-on-sexual-misconduct-title-ix/>)

### 3.7. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>59</sup>

bring this to the immediate attention of the Director of Human Resources or the Dean of Students. All such complaints of retaliation will be promptly and fairly investigated. Any person found to have retaliated against an employee for making a good faith complaint of harassment or discrimination or providing information during an investigation will be subject to corrective or disciplinary action, up to and including termination of employment.

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

(updated February 2020)

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 the 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<sup>40</sup>, 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.

### 3.7.1 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.

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<sup>40</sup>Drug-Free Schools and Communities Act ( <http://www2.ed.gov/policy/elsec/leg/esea02/pg51.html> )

### 3.7.2 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.

### 3.7. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>61</sup>

*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.

#### 3.7.3 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 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**<sup>41</sup>. 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.

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<sup>41</sup>Request for Approval to Serve Alcohol at a CCS Sponsored Event form ( <http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/CCS-Request-Approval-to-Serve-Alcohol-Revised-Feb-2020.pdf> )

### **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 a 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)
- 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

### **3.7.4 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 a 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

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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 the 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 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>42</sup>: <http://www.drugabuse.gov/>

### 3.7.5 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

#### Employees

Alcohol and drug abuse rehabilitation and assistance programs are available through the College's health benefits 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>43</sup> – [www.na.org](http://www.na.org)

Alcoholics Anonymous<sup>44</sup> – [www.aa.org](http://www.aa.org)

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<sup>42</sup>The National Institute on Drug Abuse ( <http://www.drugabuse.gov/> )

<sup>43</sup>Narcotics Anonymous ( <http://www.na.org/> )

<sup>44</sup>Alcoholics Anonymous ( <http://www.aa.org/> )



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Al-anon<sup>45</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.*

Drug Free Detroit<sup>46</sup> – [www.drugfreedetroit.org](http://www.drugfreedetroit.org)

#### 3.7.6 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.

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.

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<sup>45</sup>Al-anon ( <http://www.al-anon.alateen.org/> )

<sup>46</sup>Drug Free Detroit ( <http://www.drugfreedetroit.org/> )

### 3.7.7 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 of 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>47</sup>. This section is not intended as legal advice; consult with an attorney regarding your specific legal issues.

#### 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/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level of .08 or higher. 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 a vehicle while intoxicated, if applicable. This is in addition to the suspension of driving privileges in the State of Michigan.

**Medical Amnesty:** 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

<sup>47</sup>(<https://www.dea.gov/drug-policy-information>( <https://www.dea.gov/drug-policy-information> )

### 3.7. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>67</sup>

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 himself or herself 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 a minor (under the age of 21) who, after consuming alcohol, voluntarily presented himself or herself 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.

**Michigan Laws Governing Marijuana:** Michigan marijuana laws conflict with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. CCS receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus the use, possession or cultivation of marijuana in any form and for any purpose continues to violate the CCS Alcohol and Drug Policy and is prohibited.

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

**(Act No. 368 of the Public Acts of 1978)**

State of Michigan Sanctions for Violation of Drug Laws Narcotic Drug and Cocaine:

Delivery and Possession – Felony, Mandatory 10 years to life.

Use less than 50 grams – Misdemeanor, up to 1 year and/or \$2,000 fine.

Hallucinogens:

Delivery – Felony, up to 7 years and/or \$5,000 fine.

Possession – Misdemeanor, up to 1 year and/or \$1,000 fine.

Use – Misdemeanor, up to 6 months and/or \$100 fine.

Marijuana:

Delivery – Felony, up to 4 years and/or \$2,000 fine.

Possession – Misdemeanor, up to 1 year and/or \$1,000 fine.

Use – Misdemeanor, up to 90 days and/or \$100 fine.

Other Controlled Substances:

Delivery – Felony, up to 7 years and/or \$1,000 – \$5,000 fine.

Possession – Misdemeanor or felony, up to 2 years and/or \$1,000 – \$2,000 fine.

Use – Misdemeanor, up to 1 year and/or \$100 – \$1,000 fine.

State of Michigan Sanctions for Violation of Alcohol Laws Sale to Minors:

Misdemeanor, 90 days and/or \$100 fine.

Minor Possessing or Transporting in Motor Vehicle:

Misdemeanor, 90 days and/or \$100 fine.

Furnishing Fraudulent ID to Minor/Use of Fraudulent ID by Minor:

Misdemeanor, 90 days and/or \$100 fine.

Consumption on/in Public Highways, Parks or Places of Amusement:

Misdemeanor, 90 days and/or \$100 fine.

Open Alcohol in Vehicles on Highways:

Misdemeanor, 90 days and/or \$100 fine.

Purchase, Possession or Consumption by Minor:

(Civil Citation) : First violation not more than \$25.00; Second violation not more than \$50.00 (or participate in a substance abuse program) ; Third and subsequent violation not more than \$100.00 (or participate in a substance abuse program) .

Selling Without a License:

Misdemeanor, 1 year and/or \$1,000 fine.

### *3.7. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF*69

Selling or Furnishing Alcohol to a Minor:

Misdemeanor, 90 days and/or \$100 fine.

State of Michigan Sanctions for Drinking/Driving Offenses Operating a Motor Vehicle with Ability Impaired: (depends on number of offenses)

Operating a Motor Vehicle Under the Influence of Intoxicating Liquor:

Operating a motor vehicle with unlawful blood alcohol level of 0.10 grams or more per 100 milliliters of blood: Up to \$1,000 fine, up to 1 year in jail, 10 to 90 days community service, license suspended for 90 days to 2 years or 5 years of a revoked license. If death caused, the offense becomes a felony.

#### **3.7.8 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.

#### **3.7.9 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 semester.

#### **3.7.10 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.

#### **3.7.11 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.

### 3.8 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.

### 3.9 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.

### **3.10 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.

### **3.11 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 faculty member is required to perform his/her job in a safe and careful manner. If required by law or best practices, use protective clothing or devices. If any faculty member observes any dangerous or potentially harmful situation, he/she is required to report it to his/her immediate supervisor or the Director of

Facilities and Administrative Services. Each faculty member is asked to submit suggestions concerning safety in the workplace to his/her immediate supervisor.

While direct responsibility for the safety of any operation rests with the supervisor of that operation, each faculty member is personally responsible for performing assigned duties with the primary concern for his/her 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 faculty member is required to know and follow all safety procedures that apply to their job.
4. Every faculty member must keep work areas neat and clean.
5. Faculty members must wear proper and prescribed protective equipment and clothing for a job or task.
6. Faculty members 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. Faculty members 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.

### **3.11.1 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.

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

Administrative staff may, from time to time, teach classes in the degree, Pre-College and Continuing Education, and Community Arts Partnerships Programs. Administrative staff may teach classes in these programs provided the classes do not interfere with their primary responsibilities and scheduled work times. Full-time administrative staff may not teach any classes scheduled prior to 4:00 p.m. Monday through Friday.

### **3.13 Employment: Recruitment and Selection**

It is the policy of the College that every possible effort is made to insure that each authorized position vacancy is filled with the best qualified applicant so that the best interests of the College are served.

#### **3.13.1 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.

#### **3.13.2 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.

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.

### **3.14 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.

### **3.15 Pay Policies**

#### **3.15.1 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.

#### **3.15.2 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.

#### **3.15.3 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.

#### **3.15.4 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, 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.

**3.15.5 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.

**3.15.6 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.

**3.16 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.

### **3.16.1 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.

## **3.17 Administrative Staff Benefits**

### **3.17.1 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.

### **3.17.2 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.

### **3.17.3 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.

### **3.17.4 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.

### **3.17.5 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.

### 3.17.6 Short-Term Disability

CCS provides a short-term disability plan for all full-time employees who are unable to work due to an illness or injury, as documented by a properly licensed physician acting within his or her field of expertise. CCS has the discretion to require an independent medical examination as a condition for receiving or continuing short-term disability benefits. Employees become eligible for this plan following one hundred eighty (180) days of employment. The duration and amount of short-term disability is per the following schedule:

Eligibility: After 7th Day of Illness/Injury

Duration: 13 Weeks

		Percent of Pay
<b>Length of Employment</b>	<b>100%</b>	80%
Less than 180 days	n/a	n/a
180 days to < 2 years	n/a	13 weeks
2 years to < 5 years	6 weeks	7 weeks
5 years or more	13 weeks	n/a

CCS's short-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. If, however, 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 policy.

### 3.17.7 Long-Term Disability

CCS employees are eligible for a long-term disability income plan through a third party insurer after one year of employment. CCS's long-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. Full-time employees who are unable to work as the result of an accident or illness are eligible for a maximum of 60% of their regular salary, up to a maximum of \$15,000 per month, when integrated with other benefits. You will remain eligible for benefits for as long as you are disabled, up to age 65. This plan has a twenty six-week qualification period, a portion of which may be covered by CCS's short-term disability income plan.

### 3.17.8 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.

### **3.17.9 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.

### **3.17.10 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.

### **3.17.11 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 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.

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

#### **Eligibility**

Full-time and part-time 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. 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
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 9 Month Employee	18 days per year	24 days per year

Part-Time employees accrue 1 PTO day for every month worked. For example, a part-time 12 month employee will accrue 12 workdays per year and a part-time 9 month employee will accrue 9 workdays per year. Exceptions apply for part-time employees that work intermittently.

#### 3.17.13 Holidays

The college provides thirteen (13) paid holidays annually as follows: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, (3) three seasonal days, and New Year's Eve Day. College offices are closed on all these days.

#### 3.17.14 Tuition Remission

Updated October 2018

After one year of service, employees, their spouses and dependents are eligible for tuition remission up to the equivalent of one full-time enrollment in College 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. Audited courses do not qualify for tuition remission. 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.

#### Undergraduate and Graduate Courses

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>48</sup>.

### **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.

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

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>49</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.

### **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). Policy Contact

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

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<sup>48</sup>Official Payments Payment Plan sign-up ( <https://payplan.officialpayments.com/PlanEnrollment/SelectEntityStep.aspx> )

<sup>49</sup>Free Application for Federal Student Aid ( <https://www.fafsa.gov> )

### **3.17.15 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 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.

### **3.17.16 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.

### **3.17.17 Discounts**

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

### **3.17.18 Campus Parking and Traffic**

The College provides at no charge secured, covered parking structure for all students, faculty and administrative staff. Access to the parking structure is through the employee ID. Parking is available on a first- come, first-serve basis. Please keep in mind that driving and parking on campus is a privilege not a right. Failure to follow the below policies/guidelines will result in ticketing and excessive violations will result in the loss of on campus parking privileges.

### **3.17.19 Driving on Campus**

In order to provide a safe environment on campus when driving, please adhere to the following:

- Drive no faster than 10 mph
- Drive in a responsible and prudent manner
- Yield to pedestrians

### 3.17.20 Unloading on Campus

When it is necessary to park in a restricted area for the purpose of unloading:

- Put on your hazard lights
- Notify Campus Safety of your task and vehicle location
- Move your vehicle to a designated parking space within 20 minutes

### 3.17.21 Parking on Campus

In order to park on campus:

- All student vehicles must have a current school year parking sticker adhered to the inside, lower left corner of the windshield or a temporary parking hangtag on the inside rear view mirror to park on campus.
- All employee vehicles must display their authorized employee parking hangtag on the inside rear view mirror.
- All visitor vehicles must display a visitor parking hangtag on the inside rear view mirror. The department that the person is visiting or the Campus Safety Officer at the entrance of the parking structure will issue the individual a visitor parking hangtag.

When parking on campus everyone is expected to:

- Park in designated areas and between the lines
- Open vehicle doors carefully
- Stop at stop signs
- Report all accidents to the Campus Safety office
- Maintain current vehicle license plates
- Remove their vehicle from campus after 2:00 a.m. (except ACB residents) and during extended hours for mid-terms and finals.

Do not park in illegal, unmarked or restricted areas on campus. This includes, but is not limited to, parking in fire lanes, the CCS alley, or places that result in another vehicle being blocked.

The storing or repairing of motor vehicles on campus property is prohibited.

### **3.17.22 Parking Structure**

Students, employees and visitors are welcome to park in the structure. Students and employees must use their CCS ID card to enter the parking structure. If you lose your ID, go to the Campus Safety Office for replacement at a cost of \$20. Visitors must identify whom they are coming to visit when entering the parking structure and obtain a temporary parking tag from the officer in the entrance booth.

Only vehicles belonging to residents of the ACB that have a current school year ACB resident parking sticker can use the parking structure as their primary parking space. Thus, overnight parking in the parking structure is only permitted for residents of the ACB.

Please note that vehicles parked in the parking structure after 2:00 a.m. that do not have a current school year ACB resident parking sticker will be ticketed for unauthorized parking.

### **3.17.23 Administration / Admissions Lot**

The parking lot east of the ADM Building is for assigned employees and visitors to the building.

Employees are to park in their assigned parking space and visitors in the designated visitor parking spaces. Students are not permitted to park in this parking lot. Visitors will be issued parking hangtags by the department they are visiting in the Administration building. Visitor hangtags must be displayed on the inside rear view mirror.

### **3.17.24 Walter B. Ford II Lot**

The parking lot on the south side of the Walter B. Ford II Building and the Mud Lot located on the north side of the Kresge-Ford Building are for employee, student and visitor parking. Vehicles using these lots must bear a current CCS parking sticker or hangtag. Overnight parking is prohibited in both of these lots. Parking / Traffic Violation Sanctions

CCS tickets, which carry a \$50 fine, will be issued to any vehicle violating the traffic/parking guidelines on campus. Fines will be posted to student accounts, and if unpaid, will result in both registration and grade holds. The Human Resources office will track tickets issued to employees and failure to pay will result in disciplinary action.

The Office of Student Life & the Office of Campus Safety and Security will track CCS tickets. Upon receiving a third ticket, the student/employee will lose all parking privileges on campus. This will include deactivating their access to the parking structure, as well as having their vehicle placed on the Tow List. Vehicles on the Tow List that subsequently park on campus will be towed at the owner's expense.

### 3.17.25 Ticket and Loss of Parking Privileges

Anyone receiving a CCS traffic/parking ticket who wishes to appeal the ticket can do so by submitting their appeal in writing to the Director of Student Life (students) or the Director of Human Resources (employees) within 14 days of the date the ticket was issued.

Anyone wishing to appeal the sanction of losing their parking privileges on campus must submit a letter of appeal to the Director of Student Life (students) or the Director of Human Resources (employees) within 14 days of the date of the written notification of this sanction. If the appeal is approved the payment of a \$25 reactivation fee will be required prior to the reactivation.

### 3.17.26 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.

## 3.18 Americans With Disabilities Act

The Americans with Disabilities Act (ADA)<sup>50</sup> is meant to provide fair and equitable treatment of the disabled through non-discriminatory practices and reasonable accommodations.

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.

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<sup>50</sup>The Americans with Disabilities Act *ADA* ( <https://www.ada.gov/pubs/adastatute08.pdf> )

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.

### **3.18.1 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.

## **3.19 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.

### 3.19.1 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>51</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 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;

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<sup>51</sup>Family and Medical Leave Act ( <https://www.dol.gov/whd/fmla/employeeguide.pdf> )



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 take 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.

### **3.20 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.

## **3.21 Separations**

### **3.21.1 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.

### **3.21.2 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.

### **3.21.3 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.

## **3.22 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.

### **3.23 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 Schedule Book

The Academic Advising and Registration Office produces the schedule book for the fall, winter, and summer semesters. The schedule book contains the academic calendar, course registration information, tuition/fees and financial policies and procedures. The schedule book is available on-line as a downloadable document through Blackboard at <https://www.bb.collegeforcreativestudies.edu><sup>1</sup>. The CCS community may also search for course availability using the WebAdvisor system.

### 4.1.4 Preliminary Class Rosters

At the beginning of each term the Academic Advising and Registration Office prepares for each instructor a preliminary class roster that lists which students are enrolled in the course. Department Administrators distribute rosters to instructors in their departments. The preliminary class roster is for reference only. All attendance is to be submitted electronically through the WebAdvisor system. Taking attendance is a mandatory requirement, and instructions on how to submit attendance are available to each faculty member via Blackboard. CCS has an attendance policy and a requirement that its faculty take attendance (3.7.6.1 #6); therefore Faculty must record each student's attendance during or immediately following each class period. For complete policy, see Appendix L. Attendance should be submitted electronically on a weekly basis. Students are able to check their attendance as faculty submits the information.

Class rosters provide the following information: student ID number, student name, telephone number (local phone number will be printed, if available; otherwise the permanent phone number will be printed), Veterans Administration status, major\*, class (indicated as CLS, this indicates whether the student is a freshman, sophomore, etc.), credits earned for this class, add/drop date

\*AD=Advertising, AE=Art Education, CD=Communication Design, CR=Crafts, EA= Entertainment Arts, FA=Fine Arts, FAD=Fashion Accessories Design, FN= Foundations, GD= Graphic Design, IL=Illustration, IN=Interior Design, LA= Liberal Arts, PH=Photograph, PR=Product Design, TR=Transportation Design, UN=Undeclared DE=Design, TD=Transportation (Graduate Program)

### 4.1.5 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

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<sup>1</sup>Blackboard ( <https://www.bb.collegeforcreativestudies.edu/> )

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.

#### 4.1.6 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>2</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.
- 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>3</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.

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<sup>2</sup>WebAdvisor ( <https://helena.collegeforcreativestudies.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=9865274880> )

<sup>3</sup>Academic Calendar ( <https://campus.collegeforcreativestudies.edu/academic-calendar/> )

- 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.

#### 4.1.7 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 Department 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.

#### 4.1.8 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.

#### 4.1.9 Independent Study

An Independent Study is available to students who are at Junior or Senior level standing 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<sup>4</sup>, also available in the Academic Advising and Registration Office.
- The student must submit a minimum 150-word Independent Study Proposal, along with the Independent Study Approval Form, to the Chair of the department in which they wish to study stating reason the independent study and their plan for study, including topics to be covered and goals.
- Once the Department Chair approves of the Independent Study, the instructor 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.

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<sup>4</sup>Independent Study Form (<https://campus.collegeforcreativestudies.edu/academic-advising/wp-content/uploads/sites/9/2020/04/2020-04-03-AARO-INDEPENDENT-STUDY-APPROVAL.pdf> )

- The Independent Study Approval Form, with faculty and Chair signatures, must be submitted to the Office of Academic Affairs for final approval by the appropriate Dean or Associate Provost.
- 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

1. **Academic Alert Form**– 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. The Academic Alert Referral may be found on the attendance roster on WebAdvisor or on BlackBoard, All faculty Organization, Documents.
2. **Registration Permission** – a pink half-sheet form that requires the signature of the Department Chair or Department Administrator, granting a student permission to register for a course that is filled or that has some other restriction.
3. **Add/Drop** – a blue colored form that the student must complete in order to begin the process of dropping (withdrawing) or adding a course. The student’s Academic Advisor must sign the form for drops but no signature is needed to add a course. If the student is changing section numbers no Advisor’s signature is needed.
4. **Curriculum Change** – a form completed by a Department Chair advising Registration to alter a student’s curriculum in some way.
5. **Department Transfer** – a form with which a student may transfer from one department to another. The student must present their portfolio to the proposed new department for acceptance. The new Department Chair will sign and date the form, which indicates acceptance of the student into the major and confirms assignment of studio credit.
6. **Declaration of Minor** – a form with which a student may declare a minor. Currently, students may minor in Art History, Art Therapy, Creative Writing, Critical Theory, Sustainability or Social Responsibility, Visual Culture or in any studio department.
7. **Complete Withdrawal Form** – 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 enrollment is kept in the Academic Advising and Registration Office. Final grade reports 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 grade 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>5</sup> and Pass/No Credit - 2020 - 2021 Academic Year<sup>6</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 completely withdrawn from CCS effective on the last date of attendance. "WF" grades may affect grade point average and satisfactory academic progress.

<sup>5</sup>Pass/No Credit - Winter 2020

( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-winter-2020-2/> )

<sup>6</sup>Pass/No Credit - 2020 - 2021 Academic Year

( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-fall-2020/> )

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\*\*.

\* 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 completely 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, Department Administrators or the student may pick up the grade change form from the Academic Advising and Registration Office. However, only the instructor may return the form to the Academic Advising and Registration Office. The instructor and Department Chair must sign the form. Instructors must provide complete and accurate information to insure 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 degree requirements, including elective credit.

### 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 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
- 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>7</sup> and Pass/No Credit - 2020 - 2021 Academic Year<sup>8</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 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.

**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

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<sup>7</sup>Pass/No Credit - Winter 2020

( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-winter-2020-2/> )

<sup>8</sup>Pass/No Credit - 2020 - 2021 Academic Year

( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-fall-2020/> )

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 a letter sent to the preferred address on file.

**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>9</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

<sup>9</sup>Center for Tutoring and Writing <https://campus.collegeforcreativestudies.edu/tutoring-writing-center/>

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 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>10</sup> and Pass/No Credit - 2020 - 2021 Academic Year<sup>11</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.

**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.

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<sup>10</sup>Pass/No Credit - Winter 2020 ( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-winter-2020-2/> )

<sup>11</sup>Pass/No Credit - 2020 - 2021 ( <https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-fall-2020/> )



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.

**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 a letter sent to the preferred address on file.

**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>12</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>13</sup> and attach the \$50 Readmission Fee. Students will be notified via mail when their application has been processed.

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<sup>12</sup>Application for Readmission ( <https://ccsedu.wufoo.com/forms/application-for-readmission/> )

<sup>13</sup>Application for Readmission ( <https://ccsedu.wufoo.com/forms/z1p30j1ildkc4/> )

**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 upon returning to CCS. This information should be provided in the "Student Explanation" section of the Application for Readmission<sup>14</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>15</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.

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<sup>14</sup>Application for Readmission ( <https://ccsedu.wufoo.com/forms/z1p30jpj1ildkc4/> )

<sup>15</sup>Application for Readmission ( <https://ccsedu.wufoo.com/forms/z1p30jpj1ildkc4/> )

**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.

**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>16</sup>

<sup>16</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) )

## 4.7 Disciplinary Dismissal from a Class or Course

The sole acceptable cause for dismissal of a properly registered student from a class or course in which that student is enrolled is that her/his behavior is disruptive to the point that it interferes with the right of the teacher to teach or the right of other students to learn.

When a student's behavior is disruptive to the class the instructor should verbally warn the student about the behavior. If the disruptive behavior continues in the same class session, the instructor may order the student to leave the classroom for the remainder of the class session and should warn the student of the possibility of being dismissed from the course if the disruptive behavior continues. The instructor is under no obligation to allow the dismissed student to make up work or tests missed as a result of the dismissal. The instructor should send a written report of the dismissal to the Dean of Students and to the appropriate academic Dean.

If the disruptive behavior continues to be a problem in future class sessions and the instructor wishes to dismiss the student from the course, the instructor must send written documentation to the Dean of Students and to the appropriate academic Dean. The Dean of Students will discuss the instructor's request with the appropriate academic Dean and the Vice President for Enrollment and Student Services. These three individuals reach a determination on dismissal. The student may continue to attend class sessions while the instructor's request for dismissal from the course is being reviewed. However, if the student repeats the disruptive behavior while the case is under review, the instructor may again dismiss the student from the class session, and the student is barred from attending subsequent class sessions until the case has been resolved.

Dismissal from a course will be entered on the student's permanent record as a "W" grade.

## 4.8 Transcripts and Enrollment Verification

Requests for copies of academic transcripts must be submitted in writing<sup>17</sup> (with the student's signature) to the Academic Advising and Registration Office or electronically<sup>18</sup>. A \$5 charge is assessed for each transcript.

Enrollment verifications<sup>19</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.

<sup>17</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) )

<sup>18</sup>Parchment ( <https://www.parchment.com/u/registration/individual> )

<sup>19</sup>Enrollment verifications ( [https://myccs.collegeforcreativestudies.edu/registration/pdf/verification\\_request\\_form.pdf](https://myccs.collegeforcreativestudies.edu/registration/pdf/verification_request_form.pdf) )

“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.

## 4.9 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.

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.

## 4.10 Academic Integrity

### 4.10.1 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.

### 4.10.2 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.

### 4.10.3 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.

#### 4.10.4 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.

#### 4.10.5 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.

#### 4.10.6 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.

#### 4.10.7 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>20</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 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>21</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.

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<sup>20</sup>Academic Integrity Violation Report ( [http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/AA-ACADEMIC-INTEGRITY-VIOLATION\\_011419.pdf](http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/AA-ACADEMIC-INTEGRITY-VIOLATION_011419.pdf) )

<sup>21</sup>Student Advocate ( <https://campus.collegeforcreativestudies.edu/policy/student-advocate/> )

- 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.

#### **4.10.8 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

##### **SECOND OFFENSE**

- Second offense sanctions may be but are not limited to:
  - Academic probation
  - Suspension
  - Dismissal from the College

#### **4.10.9 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.

#### 4.11. DELETION/DESTRUCTION/VANDALISM OF STUDENT WORK<sup>123</sup>

##### 4.10.10 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).

##### 4.10.11 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.

#### 4.11 Deletion/Destruction/Vandalism of Student Work

This policy details what is considered the deletion, destruction, or vandalism of student work and the consequences of the policy's violation.

The deletion or destruction of digital files, another student's artwork or college property is considered a serious offense. All students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location. Students who violate this policy face serious disciplinary consequences up to and including dismissal from the institution.

#### 4.12 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, handbills, brochures, or pamphlets. Posting, affixing, or otherwise attaching authorized afore mentioned 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/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; 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.

#### 4.13. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)127

- 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.

### 4.13 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act affords students the certain rights with respect to their educational records.

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:

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



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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))
- 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
- 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))

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).

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. Students have 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

## 4.14 Intellectual Property Rights

### 4.14.1 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.

### 4.14.2 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.

### 4.14.3 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.
- “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.
- “Administrative Works”—Works created by faculty 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.
- “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.

### 4.14.4 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.

#### 4.14.5 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.

#### **4.14.6 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.

#### **4.14.7 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.

#### **4.14.8 Procedures**

This policy will be administered by the Office of the Provost. The Provost 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 by the Provost 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 Blackboard website. Amendments will be effective as of their date of publication.

## 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.

### 5.4.2 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.

**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.

## 5.5 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

## **5.6 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.

### **5.6.1 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.

### **5.6.2 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.

### **5.6.3 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.

### **5.6.4 Multicultural Affairs**

The Director of Multicultural Affairs serves as a student advocate and mentor to the entire cultural spectrum of students. The director, who also serves as the Black Artists Researching Trends (B.A.R.T.) organization advisor, is responsible for arranging workshops and lectures on cultural diversity, and assists the College in its efforts to create a more diverse campus community.

## 5.7 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.

## 5.8 Career Services

The Office of Career Services is dedicated to exposing students and alumni to professional development and networking opportunities, as well as resources that will aid them in identifying and obtaining their personal career goals.

The Office provides information on employment and careers in art and design, workshops and seminars that assist students in their job search, individual career counseling and internship coordination. Additionally, Career Services manages an online job book that allows employers to post internships, freelance and contract positions, as well as full-time opportunities.

Career Services hosts a number of events throughout the academic year that bring companies and industry experts to campus to review student work, discuss professional opportunities and conduct on-campus interviews.

## 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 and one Academic Advisor. The ISSO is responsible for recruiting international undergraduate students, review of applications and admissions process for international students, academic advising for undergraduate international students and all graduate students, maintaining SEVIS records and certification for the College and its students, and programming.

Recruitment activities include, but are not limited to, international recruitment fairs, country visits to meet with applicants and prospective students, correspondence with prospective students and applicants, maintenance of agency agreements and agent visits, and hosting international students on campus for tours.

On campus programming includes orientation sessions for new international students, International Education Week activities, Tax, Curricular Practical Training (CPT) and Optional Practical Training information sessions, and meetings when necessary.

The ISSO is responsible for reviewing international student satisfaction surveys and developing strategies to address needs revealed by those surveys as well as providing on-going support services.

## 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 other institutions and locales to CCS students. In addition, CCS offers a variety of opportunities to study abroad.

### 5.11.1 Mobility Program

**PURPOSE:** The Mobility Program allows students to spend a semester at another AICAD institution. A student may see that an AICAD college other than his/her own can accommodate specific educational needs due to special facilities, curricular offerings, particular faculty competencies, or other resources appropriate to the student's development. The request for a Mobility semester must be approved by both institutions.

**ELIGIBILITY:** All students in good standing and with a GPA of at least 2.7 are eligible after completing 51 credits. The Mobility Program is restricted to second semester sophomores and juniors (exceptions may be granted by the Department Chair to allow first semester seniors to participate). A student must be enrolled full-time while on Mobility at another institution. Students on Mobility will pay tuition to their home institution. The student pays the same tuition to CCS as he or she would if attending CCS. Details and information packets may be obtained from the Academic Advising and Registration Office.

### 5.11.2 New York Studio Residency Program

The member colleges of the Association of Independent Colleges of Art and Design (AICAD) established the New York Studio Residency Program. It is designed for students to experience the challenges and rewards of living in a dynamic urban center. Students are enrolled in a full-time 16-credit independent studio program. The program includes a Critical Art Seminar, Contemporary Art seminar, and Critique Session course requirement. Only third-year students with a 3.0 GPA are eligible. Interested students should be referred to the Academic Advising and Registration office and will require the support of their department chairs.

### 5.11.3 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>1</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>1</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 Libraries

CCS has two libraries to serve its undergraduate and graduate programs. The main library, housed in the Manoogian Visual Resource Center on the Ford campus, contains nearly 60,000 volumes, 267 periodicals, and over 2,500 DVDs, approximately 90 percent of which are related to art and design. The Color & Materials Library, located on the ninth floor in the A. Alfred Taubman Design Center, houses a unique collection of over 7,000 books, 75 periodicals, and over 3,500 physical materials that are primarily focused on design.

The online public access catalog<sup>1</sup> is automated ([www.lib.collegeforcreativestudies.edu](http://www.lib.collegeforcreativestudies.edu)),

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<sup>1</sup>online public access catalog ( <https://www.lib.collegeforcreativestudies.edu> )

and allows for a number of searching options of the CCS collections. While logged into their account, students, faculty and staff can look up current check-outs, place holds, and request materials for interlibrary loan or acquisition. Both libraries have wi-fi capability, and all computers are equipped with Internet access and word processing software. The libraries subscribe to eighteen electronic databases, which are specific to art and design, and an additional seventy general education and newspaper databases through the College's consortium with the Midwest Collaborative for Library Services. Beginning with the fall, 2014 semester, the Library has subscribed to an academic e-book collection of more than 115,000 titles. Remote access to all electronic resources is available through e-z proxy via the College's Blackboard portal. Document delivery needs and interlibrary loan services are also available for resources the libraries do not hold or are unable to acquire. In addition, currently registered students have borrowing privileges at Detroit Public Library, Wayne State University libraries, and a number of other academic institutions through CCS's membership in SEMLOL (Southeastern Michigan League of Libraries)<sup>2</sup> (<http://www.semlol.org>). Access to Wayne State University's public catalog can be found on the CCS Library Blackboard page. Suggestions for library acquisitions by faculty, students and staff are given the highest priority.

Bibliographic sessions are available in a dedicated lab located on the Ford Campus, which is equipped with a LED projector/screen and 18 computer stations that allow students tactile instruction. In-class instruction and ad-hoc workshops are offered on both campuses. Numerous handouts have also been developed targeted to specific student issues, including writing, scholarly research searching, citation of sources, plagiarism, and evaluation of Internet sources. All handouts are available on Blackboard.

### 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 Blackboard.

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[www.lib.collegeforcreativestudies.edu](http://www.lib.collegeforcreativestudies.edu) )

<sup>2</sup>Southeastern Michigan League of Libraries ( <http://www.semlol.org> )

### 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 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

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<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/> )

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. 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.

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<sup>6</sup>InfoPass system ( <https://library.wayne.edu/services/borrowing/infopass.php> )

**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

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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> )

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.

**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>

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<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> )

Institute of Museum and Library Services, Nisco, A Framework of Guidance for Building Good Digital Collections, <sup>11</sup>

## 6.3 Academic Technologies

The Academic Technologies Office supports the technology needs of all academic programs at CCS. This includes evaluating, acquiring and maintaining academic hardware and software in consultation with the faculty and academic administration. The department also provides faculty and academic staff technology training and support, administers the College’s digital reproduction through the Imaging Center; administers audio and video equipment checkout, manages stages and studios, the Wendell W. Anderson Jr. Auditorium, and supports academic events through the Audio Visual Services office.

The Academic Technologies office offers regular training in all campus academic systems, such as Blackboard, Luna Digital Images Database, Microsoft Word, Campus Email, and Adobe Cloud software. Training in additional technologies or software can be requested through your department and will be arranged in conjunction with your Chair. CCS also provides full access to Lynda.com, an online library of on-demand and self-paced software tutorials for all students, faculty and staff to support effective education of digital technology.

### 6.3.1 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 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

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<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> )

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).

### 6.3.2 Audio Visual Services

Audio Visual Services<sup>12</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 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.

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<sup>12</sup>Audio Visual Services ( [https://myccs.collegeforcreativestudies.edu/avs/\\_pdf/AVCBookF14.pdf](https://myccs.collegeforcreativestudies.edu/avs/_pdf/AVCBookF14.pdf) )

- 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>13</sup>

## 6.4 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.

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

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<sup>13</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) )

Project Form<sup>14</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 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!

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<sup>14</sup>Academic Project Form ( <https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/AF-ACADEMIC-PROJECT-FORM-2017.docx> )

### **6.4.1 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.

### **6.4.2 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.

### **6.4.3 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.

### **6.4.4 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.

### **6.4.5 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.



### **6.4.6 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.

## **6.5 Galleries**

### **6.5.1 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.

### **6.5.2 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.

### **6.5.3 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.

### **6.5.4 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.

## **6.6 Auditoria**

### **6.6.1 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.

### **6.6.2 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.

## 6.7 Lecture Series

### 6.7.1 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.

### 6.7.2 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.

## 6.8 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.

### **6.8.1 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.

### **6.8.2 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.

## **6.9 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.

## **6.10 Detroit Creative Corridor (DC3)**

The Detroit Creative Corridor Center (DC3) is an economic development organization with a targeted purpose: to enhance the potential of Detroit's creative community and grow its creative economy. DC3 is a partnership between Business Leaders for Michigan and CCS. It is located on the first floor of the A.

Alfred Taubman Center for Design Education, and houses organizational operations as well as shared work space for creative sector firms enrolled in its Creative Ventures Business Accelerator.

DC3 serves as the regional champion for the creative economy: accelerating creative sector firms, supporting creative sector business attraction efforts and connecting creative talent to global markets. It seeks to concentrate this creative and design activity to build a “creative corridor” in Detroit and strengthen Detroit’s image as a center of creativity.

## 6.11 Book and Art Supply Stores

The main College bookstore<sup>15</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>15</sup>Bookstore ( [resources/resources/bookstore](https://www.collegeforcreativestudies.edu/student-resources/resources/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.

### 7.2 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>1</sup>.

### 7.3 Information Technology Services

Information Technology Services (ITS) supports the College's mission by implementing and maintaining administrative and enterprise (shared) infrastructure technologies and systems. These include the institution's administrative and student information systems software, Colleague; the institutional communication portal, Blackboard; the room scheduling system, R25; as well as managing the institutional 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.

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<sup>1</sup>Business Services Training Manual ( <https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/Business-Services-Training-Manual-01-14-19.pdf> )

## 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. If you are sending out personal mail from CCS, it must already 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, 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 is available on Blackboard; 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 and facilities. 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 fund raising initiatives and promoting the CCS brand. IA concentrates in three primary areas: Development (fund raising), Marketing and Communications and Public Relations.

### 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 and making possible capital improvements. The Development team is also responsible for managing on-going donor relationships for the College. The CCS Development team generates revenue through fund raising events such as the Detroit International Wine Auction and the Student Exhibition Opening, and through other fund raising tactics including direct mail solicitations and online giving as well as major donor and capital giving campaigns. Development provides leadership and support for alumni and volunteer involvement with CCS. IA's Development unit builds and maintains a strong regional and national network among alumni to keep them connected with CCS and each other. Volunteers are recruited, trained and assigned based on their interests and CCS needs, which range from helping to staff fund raising events to advising the College on key programs and initiatives.

If faculty are interested in raising money 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 they have approval, they can refer to the General Events Policies manual found on the IA page on Blackboard, and entitled "Facility Use and Special Events Manual", if their fund raising would happen via an event, or reach out directly to the Vice President of IA or the Director of Corporate and Foundation Relations if they are interested in pursuing grants or other types of funding for their project.

### 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.

### **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, and potential donors, 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 unit of IA is responsible for overseeing all fund raising, 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 space 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 a manual found on the IA page on Blackboard and entitled “Facility Use and Special Events Manual”. A Student Fund Raising Event Policy can also be found on Blackboard, to provide guidance to any student groups who may be looking to raise money for projects or departments.

## Chapter 8

# Administrative Policies and Procedures

### 8.1 Personnel Records

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 Provost's 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 Provost's 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.

## **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.

## 8.6 Emergency Weather Closing

CCS's policy is to keep the school open during periods of inclement weather, if at all possible. 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. Faculty may call 313-664-7400 after 7:00 a.m. or listen to local radio/TV stations for information. Closings and class cancellations will also be announced through Campus Emergency Alert Program, the College emergency notification system.

Faculty are required to reschedule any classes that are cancelled due to weather or emergency closings.

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<sup>1</sup>Records Management Guidelines ( <https://campus.collegeforcreativestudies.edu/policy/intellectual-property-rights/> )

## 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 Director of Marketing and Communications. Titles and departments will be verified by the Human Resources Office.

## 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 Administration and Finance or is travel and entertainment related. Staples and Sodexo are the only vendors which we do not use a purchase order and do not need to be preapproved. The Business Services department has separate Staples Order Forms to complete for such purchases (explained further below). The VP of Administration and Finance must sign all purchase orders. Any purchases made by an employee without the consent of the VP may not be reimbursed!

Mastercard or American Express cards<sup>2</sup> 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 Colleges purchasing function by charging for other than approved

<sup>2</sup>Mastercard or American Express cards ( <https://campus.collegeforcreativestudies.edu/policy/documents/248/> )

travel-related expenses unless previously approved by the VP of Administration and Finance. Authorization to obtain a card must be through the VP of Administration and Finance. 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.

### **8.13.1 Form Needed**

The purchase requisition form is available on the public directory in the Business Services folder and on Blackboard and should be copied on WHITE paper.

### **8.13.2 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.

### **8.13.3 Tax Exempt**

CCS is a non-profit organization and is tax exempt. Our tax exempt ID # is available from Business Services, as well as a tax exempt letter. We can provide a copy of a W-9 form, the Request for Tax Payer 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. 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.

### 8.14.2 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

The travel and entertainment policy is intended 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.

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>3</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.

<sup>3</sup>IRS regulations ( <https://www.irs.gov/taxtopics/tc511.html> )



### 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
- 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>4</sup>, Metro Cars<sup>5</sup>) are not to be used when traveling to/from CCS or the employee's home and Metro Airport<sup>6</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

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<sup>4</sup>Checker ( <http://www.checkerdetroit.com/> )

<sup>5</sup>Metro Cars ( <http://metrocars.com/> )

<sup>6</sup>Metro Airport ( <http://www.metroairport.com/> )

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>7</sup>: 800-300-9069
- Park N Go<sup>8</sup>: 734-729-3000
- Quik Park<sup>9</sup>: 888-844-PARK
- US Park<sup>10</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.

### **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

<sup>7</sup>Airlines Parking ( <https://airlinesparking.com/> )

<sup>8</sup>Park N Go ( <https://www.bookparkngo.com/> )

<sup>9</sup>Quik Park ( <https://qwikpark.com/> )

<sup>10</sup>US Park ( <https://us-park.com/> )

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 Administration and 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>11</sup>

Staff Travel Registry<sup>12</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

- Geo Blue Travel Medical Insurance<sup>13</sup>
- STA Travel — Word Nomads<sup>14</sup>
- ISI Travel Medical Insurance<sup>15</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

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<sup>11</sup>Student Travel Registry ( <https://forms.gle/bkzTxewudwRUzkn6> )

<sup>12</sup>Staff Travel Registry ( <https://forms.gle/QSY9F9xUSn3rW8E37> )

<sup>13</sup>Geo Blue Travel Medical Insurance ( <https://www.geobluetravelinsurance.com/in> )

<sup>14</sup>STA Travel — Word Nomads ( <https://www.statravel.com/travel-insurance-single-policy.htm> )

<sup>15</sup>ISI Travel Medical Insurance ( <https://www.internationalstudentinsurance.com/travel-medical-insurance/benefits.php> )

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>16</sup> or Employee Travel to High Risk Destinations<sup>17</sup>.

#### **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

<sup>16</sup>Student Travel to High Risk Destinations ( <https://campus.collegeforcreativestudies.edu/policy/student-travel-to-high-risk-destinations-policy/> )

<sup>17</sup>Employee Travel to High Risk Destinations ( <https://campus.collegeforcreativestudies.edu/policy/employee-travel-to-high-risk-destinations-policy/> )

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>18</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.

### **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

<sup>18</sup>Code of Student Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/>)

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>19</sup> and the College's Sexual Misconduct Policy<sup>20</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.

### **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

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<sup>19</sup>Code of Student Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

<sup>20</sup>Sexual Misconduct Policy ( <https://campus.collegeforcreativestudies.edu/policy/policy-on-sexual-misconduct-title-ix/> )

- 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>21</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.

### **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.

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<sup>21</sup>Record Retention Policy( <https://campus.collegeforcreativestudies.edu/policy/record-retention-policy/> )

### **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 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.

### **8.18.1 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.

### 8.18.2 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.

### 8.18.3 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.

### 8.18.4 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.



### 8.18.5 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.

### 8.18.6 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.

### 8.18.7 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.

### 8.18.8 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.

## 8.19 Social Media

The following are guidelines – for placing CCS-related content on social media sites.

Participation may be part of your job. CCS may request that faculty and staff maintain work-related, supervisor-approved social media accounts or blogs, which can be managed and updated during work hours. Employees should be transparent in their activities, using their real name rather than writing anonymously or under a pseudonym, and disclose or explain their role at the College.

Be professional. Engaging in dialogue in an interesting, fun and productive manner is the best way to use social media. If you choose to include CCS in your profile on a social site, conduct yourself professionally there. Be transparent and identify yourself clearly as an employee in any business-related discussions. Be yourself and feel free to say what is on your mind, but do so respectfully. Your opinions should be apparent as yours and not represent the views and opinions of CCS, unless specifically authorized by a supervisor to do so.

Official groups or pages must be supervisor-approved. Groups and fan pages on social media sites are easy to create and promote, sometimes making it difficult for users to identify “official” pages. However, these pages require input and maintenance to be effective. If you feel there is a need and value to generating an official group or page for CCS, ask your supervisor before allocating time or resources to the endeavor. Also, please consult with CCS's Director of Marketing and Communications. There are several existing CCS-related groups and fan pages that are not “official.” Participation in those groups can be as valuable as creating your own group. Weigh the value of these groups/pages as opposed to creating a new one prior to starting.

Social sites are public, permanent and retrievable. Your messages on social media websites can be read by anyone, even those not in your “social sphere.”

You are searchable and what you say can spread and stays online forever. Presume that even if you don't identify yourself as a CCS employee on a particular site, the vast and growing repository of data on the Web will make you identifiable to outside parties as such. Similar to College email, employees should have no expectation of privacy when using or posting on social media websites.

Be selective. Not everything needs a response. When you see criticism of the college online, don't feel compelled to respond. If you have the ability to correct an error or factually incorrect statement, or give someone direction to a webpage that does so, that's helpful. If you feel there is a post or comment that is sensitive and needs response, forward it to your supervisor or to CCS's Director of Marketing and Communications.

Mind and learn from the competitors. One of the many benefits of social media is the ability to learn and share with colleagues around the world. Watching how other cultural icons are using social media and engaging with them can be a valuable way to share best practices and create great professional relationships.

Protect confidential and proprietary information. Sensitive information should never be shared via social networks, even via "Direct Messages" that are considered private. Mistakes happen, and in the world of social media, they spread rapidly and they are impossible to take back. If something is considered of a sensitive nature, err on the side of caution and use traditional methods to distribute to appropriate parties.

Be aware of liability. You are legally liable for what you post on your own sites and on others.

For any questions about these guidelines or any matter related to CCS's policy on social media, personal websites, and other user-generated web content contact the Director of Marketing and Communications.

## 8.20 Field Trips

From time to time, a faculty member will want to take a group of students on a field trip. All students must sign a waiver of liability<sup>22</sup> form covering the trip. These forms may be obtained from the Office of Student Life or from the Department Administrator. Once completed, two copies of the liability waiver should be made; the original is kept in the department and the copy taken on the trip with the chaperone. Faculty are responsible for providing a digital version of all field trip release forms to their Department Administrator at least 24 hours before the scheduled field trip. Whether traveling locally, or long distance, transportation should be organized through a reputable carrier. If traveling by motor vehicle, it is preferable to hire a bus or van, with a properly licensed driver. In this case, the company providing the transportation must furnish proof of current insurance. It is permissible for faculty to use personal vehicles to transport students. However, faculty may not solicit students to transport other students. Properly licensed and insured faculty or staff, with clean driving

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<sup>22</sup>waiver of liability ( [https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/form\\_field\\_trip\\_waivers.pdf](https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/form_field_trip_waivers.pdf) )

records, may drive as long as students have signed the waiver forms. The driver will be reimbursed for actual mileage at the established reimbursement rate, which may be obtained from the Business Office.

Out-of-town accommodations must be made at reputable establishments. Reservations should be confirmed in writing, and if the hotel insists on a contract being signed, it must be reviewed and signed for CCS by the Vice President for Administration and Finance.

Funding for field trips comes from the involved students and the department; if additional funding is required, the faculty may submit student or faculty development requests to the Office of Academic Affairs after receiving approval from the Department Chair. All monies due from students for a given trip must be paid to CCS before leaving on the trip, with no exceptions. The Business Office will handle paying the bills and issuing travel advances to the faculty members. Subsequent to the trip, proper accounting, including all appropriate receipts, must be made of all funds expended. The forms to be used in this accounting may be obtained from the Business Office.

## 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>23</sup>
  - CCS Drug and Alcohol Policy<sup>24</sup>
  - CCS Policy on Sexual Misconduct (Title IX)<sup>25</sup>
  - CCS International Travel Policy<sup>26</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

<sup>23</sup>Student Code of Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

<sup>24</sup>CCS Drug and Alcohol Policy ( <https://campus.collegeforcreativestudies.edu/policy/alcohol-and-other-drug-policy-for-students-faculty-and-staff/> )

<sup>25</sup>CCS Policy on Sexual Misconduct (Title IX) ( <https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/> )

<sup>26</sup>CCS International Travel Policy ( <https://campus.collegeforcreativestudies.edu/policy/international-travel/> )

– 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.

**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 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 (313)-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>27</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>28</sup>, be sure to tell a consular officer about it as soon as possible so they can provide appropriate assistance. If you are scheduled 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.

<sup>27</sup>U.S. embassy or consulate ( <http://www.usembassy.gov/> )

<sup>28</sup>victim of a serious crime ( <https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html> )

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.*