

Student Handbook

College for Creative Studies



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Chapter 1

General Information

1.1 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.

1.2 A Brief History

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.

1.3 Location

CCS is located in Detroit's Midtown¹ and New Center neighborhoods. ² Populated with students, artists, musicians, and educators, the areas have a cosmopolitan and slightly bohemian feel. Perhaps no place in the metropolitan area has such a diverse gathering of cultures and backgrounds.

The Detroit Institute of Arts (DIA)³, one of the world's most renowned fine arts museums, is in our neighborhood. The DIA is a constant source of reference, instruction, and inspiration for students and teachers alike. Also within close walking distance of the CCS campus are the Detroit Historical Museum⁴, Detroit Public Library⁵, Museum of African American History⁶, Museum of

¹Map of Midtown, Detroit (<https://goo.gl/maps/JzG3cRS8v9b3mjvL8>)

²Map of New Center, Detroit (<https://goo.gl/maps/xATyeLeyLsa8BT1V9>)

³Detroit Institute of Arts (DIA) (<https://dia.org/>)

⁴Detroit Historical Museum (<https://detroithistorical.org/>)

⁵Detroit Public Library (<https://detroitpubliclibrary.org/>)

⁶Museum of African American History (<https://www.thewright.org/>)

Contemporary Art Detroit⁷, Detroit Science Center⁸, Scarab Club⁹, the International Institute¹⁰, Fisher Theater¹¹, Cadillac Place¹² and the Amtrak Station¹³.

1.4 Administration

The current administration directory¹⁴ is available on the main College for Creative Studies website¹⁵.

⁷Museum of Contemporary Art Detroit (<https://moca-detroit.org/>)

⁸Detroit Science Center (<https://www.mi-sci.org/>)

⁹Scarab Club (<https://scarabclub.org/>)

¹⁰International Institute (<http://www.iimd.org/>)

¹¹Fisher Theater (<https://www.broadwayindetroit.com/plan-your-visit/fisher-theatre>)

¹²Cadillac Place (<https://www.cadillacplacedetroit.com/>)

¹³Amtrak Station (<https://www.amtrak.com/michigan/detroit>)

¹⁴Administration Directory (<https://www.collegeforcreativestudies.edu/about-us/leadership-administration>)

¹⁵College for Creative Studies website (<https://www.collegeforcreativestudies.edu/>)

Chapter 2

Policies and Procedures

2.1 Academic Policies and Procedures

Complete academic policies related to student expectations, grading guidelines, course registration, class level, and similar policies can be found in the campus Policy database¹. The College Catalogs can be found on the Course Catalogs² page of the college website. Questions regarding academic policies and standards should be directed to the Office of Academic Affairs³.

2.1.1 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).

Related Forms

ABSENCE EXPLANATION FORM⁴

¹Policy database (<https://campus.collegeforcreativestudies.edu/policy/>)

²Course Catalogs (<https://www.collegeforcreativestudies.edu/student-resources/student-services/advising-and-registration/course-catalogs>)

³Office of Academic Affairs (<https://campus.collegeforcreativestudies.edu/academic-affairs/>)

⁴ABSENCE EXPLANATION FORM (https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ABSENCE-EXPLANATION-FORM_rev2.pdf)

2.1.2 Departmental Review Attendance Policy

The academic programs at CCS are designed to challenge students, prepare them for careers in the visual arts and design, and provide them with opportunities to express their ideas through visual and verbal presentations. At least once each academic year, students are expected to participate in a departmental review. Students who do not attend the review at the scheduled date and time and have circumstances that are beyond their control, should immediately contact the department. Documentation regarding the circumstances may be required from the student. The department will reschedule the review at a time mutually agreeable for the department and student. Students who do not attend their scheduled review and do not make arrangements with the department to reschedule are ineligible to register for the next semester. If a student has registered, he, she, or they will be removed from the registered courses. A departmental hold will be placed on the student's record until the matter is resolved with the department.

2.2 Freedom Of Expression

The mission of the College for Creative Studies asserts that we embrace excellence, ethical action, and social responsibility in all aspects in the practice of art, design, and scholarship. To adequately support this mission, CCS must preserve freedom of expression in all its forms. Freedom of expression is essential to basic human dignity. It ensures that members of the CCS community (students, faculty, staff and guests invited by the College) are at liberty to develop their creative abilities to the fullest extent.

CCS supports the rights of its community members to research and create using all forms of expression. It supports the right to express one's views publicly as well as privately at venues and in activities both on and off campus.

The CCS community recognizes that creative expression by its very nature may be provocative. To encourage healthy debate, members of the CCS community and guests must demonstrate respect for the right of others to express views which they find disagreeable or offensive. Likewise members of the CCS community must be sensitive to the various audiences who may encounter their work.

That being said, CCS also notes that this freedom is not absolute. In certain circumstances, the institution may restrict expression, for example, that violates the law, is harassing or defamatory, invades substantial privacy or confidentiality interests, or does not meet curatorial standards. Moreover, the institution may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the College.

2.3 Exhibition Policy

2.3.1 Reason for Policy

As an educational institution dedicated to nurturing the highest level of creativity both inside the classroom and out, College for Creative Studies (CCS) wholeheartedly supports the ability of students, faculty, staff, and invited guests to display their work on campus and other venues as may be appropriate. This policy provides guidelines for review, display, oversight, and other considerations of work exhibited under the College's auspices to ensure, among other things, safety, security, suitability, and the right to freedom of expression.

2.3.2 Scope

The CCS Exhibition Policy is administered by the Faculty Advisory Committee of the Office of Exhibitions and Public Programs in consultation with the College administration. It is guided by the College's Statement on Freedom of Expression, which holds that the free exploration, display, and exchange of ideas is fundamental to a democratic society, even, and perhaps especially, those that are considered controversial. At the same time, it recognizes that the right to free expression requires an ethical responsibility on the part of those who create these works, and their educators (as applicable), to consider where they may be displayed and with respect for the audiences who may encounter them. This exhibition policy specifically addresses those venues dedicated for the display of creative work, both on campus and off, sanctioned by the College. It does not bind CCS to sanction expressions carried out in situations beyond its control.

2.3.3 Guiding Principles

The presentation of creative work is fundamental to the educational mission of the College in fostering and promoting research, development, creation, and promulgation of knowledge in the arts and culture among its various and diverse audiences. The specific method and process by which work comes to be displayed under the auspices of College may differ, depending on the venue and the function. However, all work presented to the public under the College's auspices is curated, which is to say that it undergoes a process overseen by the appropriate staff (i.e., full-time faculty, gallery directors, and/or other staff with the requisite authority) to ensure its suitability for display. The specific procedures and responsibilities for the various exhibition spaces and presentation activities are detailed in the "Venues" section that follows. The College retains the authority to make the final determination on which works are displayed, how they are displayed, and where they are displayed at College-sanctioned venues and special exhibitions.

2.3.4 Venues and Programs

The College has many spaces where creative work may be displayed. These include formally curated spaces as well as those that are improvised, temporary, or less deliberate. In each case, the purpose of the work being displayed and the audience that may encounter it must be taken into account.

2.3.5 Office of Exhibitions and Public Programs

CCS has a number of venues and programs organized under the Office of Exhibitions and Public Programs. Below are the specific spaces and programs administered by the Office, as well as the procedures and responsibilities for each:

- **CCS Center Galleries:** A curated space that presents a range of changing, high-quality exhibitions of local, regional, and international contemporary art and design, as well as public programs. The gallery accepts proposals from the CCS community and other constituents. Exhibitions are selected and scheduled by the Director of the Office of Exhibitions and Public Programs in consultation with the Faculty Advisory Committee. Located in the Manoogian Visual Resources Center.
- **Alumni and Faculty Hall:** Devoted to exhibitions featuring CCS alumni, faculty, and staff, who may propose them or be invited by the Director of the Office of Exhibitions and Public Programs. Exhibitions are selected and scheduled by the Director of the Office of Exhibitions and Public Programs in consultation with the Faculty Advisory Committee. Located in the MVRC in the hallway next to CCS Center Galleries.
- **Permanent Collection Gallery (also known as the Student Showcase):** Dedicated to exhibitions of the College's permanent collection. Located in the hallway off the rear entrance to MVRC.
- **Permanent Student Exhibition:** Rotating exhibition of work by current CCS students from all undergraduate departments. Work is selected by the Department Chairs. Located in the MVRC near the front entrance.
- **U245 Student Gallery:** A student-run exhibition space dedicated to the display of current CCS student work from all departments. Work is selected from a call for proposals by the student gallery manager in consultation with the U245 Faculty Advisor. Located on the first floor of the Art Centre Building.
- **The Valade Family Gallery:** A venue for art in all of its multitudinous forms intended to foster dialogue among students, faculty, staff, alumni, and the community at large on a variety of issues of contemporary art and design. This space is particularly dedicated to supporting the educational mission of the College's academic departments and offers a combination

of curated and proposed exhibitions as determined by the Office of Exhibitions and Public Programs in consultation with the Faculty Advisory Committee. Located on the first floor of the A. Alfred Taubman Center for Design Education (TC)

- **Garfield Windows:** Highlights a range of work by CCS students and alumni in reproduction form for the benefit of the public to help raise awareness of the College and promote its activities. Installation of work is overseen by the Director of the Office of Exhibitions and Public Programs and the Marketing Department. The windows are located on the first floor of the Garfield Building on Woodward Avenue.
- **Woodward Lecture Series:** This visiting speaker series has attracted over 100 renowned artists, critics, and scholars to Detroit since 1998. In addition to public lectures, Woodward Lecturers directly engage with CCS students through critiques and round-table discussions, fostering a greater understanding of and appreciation for contemporary art and culture. Lecturers are curated by the Office of Exhibitions and Public Programs in collaboration with the Faculty Advisory Committee.

2.3.6 Office of Academic Affairs

The Office of Academic Affairs oversees a number of activities to support its pedagogical mission for the benefit of students, faculty, staff, and, where appropriate, the public.

- **Classrooms/Studios:** The College recognizes classrooms and studios as laboratories for investigation of a broad range of issues to further students' creative development. Ideas presented in these spaces may be in the process of formation and subject to critique by peers, faculty, and other advisors. As such, work in process may find expression in these spaces that might need to be refined or discussed prior to being presented to the broader public. The College recognizes the right and the need for students to conduct investigations that may make some uncomfortable. At the same time, the College calls upon all concerned to exhibit respect for one another in their presentation and discussion of this work.
- **Hubs/Hallways:** CCS has a number of spaces outside of classrooms that are thresholds between areas devoted to instruction and experimentation and those where the public has access and therefore may encounter the work of students in progress. The chair and faculty of each department select the work that is displayed in these areas. Judgment should be used on what to display in these areas for any period of time.
- **Toyota Lecture Series:** Established through an endowment gift from Toyota Motor Company, the series brings prominent designers, critics, entrepreneurs, and scholars in all fields of design to speak at CCS. In addition to public lectures, the Toyota Lecture Series directly engages with

CCS students through critiques, roundtable discussions, and workshops. Speakers are selected through a call for nominations, which are reviewed and approved by the Office of Academic Affairs.

- Special lectures, workshops, and residencies: From time to time, special lectures and workshops presented by visiting artists and designers and other onsite activities may take place where work is presented and discussed. These activities may be in a single department or include multiple departments and may or may not be open to the public depending on the specific circumstance. These activities are approved by the Department Chair(s).

2.3.7 Special Exhibitions

The College regularly presents a variety of special exhibitions of student work in support of its educational mission, as well to showcase that work for the benefit of the public. Faculty and staff also exhibit their work at various venues on campus and off as part of their professional practice.

- Annual CCS Student Exhibition: Opening the day after Spring Commencement, the Annual Student Exhibition showcases work by undergraduate and graduate students in all majors, including Foundation and Liberal Arts. The chair and faculty of each department are responsible for determining all work that is to be included in the Student Exhibition in that department's section and overseeing its installation. See the Appendix: CCS Annual Student Exhibition Jury Procedures by Department for specific department guidelines. The exhibition is located at the Taubman Center, floors 8-11.
- Winter Commencement Student Exhibition: All students graduating in December are given the opportunity to exhibit in the Annual CCS Student Exhibition. However, they are also given an opportunity to exhibit a more limited sampling of their work on the evening of December Commencement. Seniors wishing to exhibit in the Winter Commencement Exhibition must apply to the Department Chair by the due date and follow the procedures as set forth in the Appendix. The exhibition is located at the Taubman Center, Knight Gallery.
- North American International Auto Show: Each January, CCS sponsors a booth at the North American International Auto Show to showcase the work of students in the Transportation Design Department and raise awareness among industry peers, the general public, and prospective students of the College as a global leader in design education. Work for the display is chosen by the Department Chair, the Provost, and the President. Location: Cobo Hall.
- Other (student, faculty, staff): From time to time, students, faculty, and staff participate in exhibitions, presentations, and other activities at a wide

range of venues, including museums, galleries, symposia, and more. Some, such as the Art Practice Department “One Night Stand,” are done under the College’s auspices whereas others, such as participation in a juried exhibition at a commercial gallery, are not. Presentations undertaken to represent the College are covered by this Exhibition Policy and the College’s Statement on the Freedom of Expression. Those undertaken independently are not. The College respects the right of students, faculty, and staff to put their creative expressions in the public domain, with the understanding that they may not reflect the views of the College, and CCS will not be held liable for their reception.

2.3.8 Environmental Concerns at CCS Venues

- **Traffic Flow:** No artwork is allowed to block access to exits or entrances in any way.
- **Physical Hazard:** Any installation must be secured in such a way that no one can be injured. Nothing must be allowed to fall down, tip over, or spill. No work is allowed to hang from water or electrical pipes.
- **Air Quality:** To protect members of the public have allergies, asthma, or are otherwise chemically sensitive. Displays should not give off dust, fumes, vapors, scents, etc., that maybe toxic or an irritant.
- **Electrical:** Electrical wiring needs to be of an appropriate gauge. Equipment must be protected from overheating. Use only heavy duty extension cords, and do not string extension cords together.
- **Technology:** Exhibitions incorporating technology must be approved by the Office of Exhibitions and Public Programs in consultation with the CCS Department of Information Technology Services. In the case of the CCS Annual Student Exhibition, all requests for technological support must be submitted through the respective department and approved by the Office of Information Technology Services. Student are not allowed to provide their own technology without prior written approval.
- **Perishable Items, live plants, live animals, body fluids:** Some items (perishable or not) may only be used within limited constraints and must be approved by the proper College authorities. Situations that breed disease, foul odors, or insects will not be allowed.
- **Fire Hazards:** Flammable or combustible material must be protect from ignition.
- **Graffiti/Vandalism:** CCS supports a broad range of opportunities for expression for students, faculty, and staff to express their creative vision through exhibitions, performances, and other programs that may engage the broader community on and off campus. While some forms of graffiti have gained recognition as a viable form of creative expression, the

College considers defacement of public or private property to be vandalism, not artwork. Students, faculty, and staff are encouraged to seek the appropriate permission to create works of art in the public realm. Those who commit vandalism on or off campus are subject to disciplinary action, which can range from remediation of the site and/or paying for damages up to dismissal. In addition to discipline by the College, individuals committing acts of vandalism may be subject to civil legal action by property owners and criminal prosecution for their actions.

2.3.9 Liability

The College assumes no responsibility for student work displayed in College venues or special exhibitions. Special exhibitions at CCS Center Galleries and the Valade Family Gallery and the CCS Permanent Collection may be covered by the College's liability insurance policy. See the Director of the Office of Exhibitions and Public Programs for conditions that may apply.

2.3.10 Departmental Policies

Each department at CCS has established procedures for the display of work under their individual auspices. These procedures must be consistent with the principles and procedures detailed in this document. See the Appendix: CCS Annual Student Exhibition Jury Procedures by Department for specific department guidelines. The College retains the right to supersede departmental policies if it is deemed to be in its best interest to do so.

2.3.11 December Commencement Exhibition Policy

Students graduating in December are required to show one piece of work (or a set of work that is hung together, such as a triptych), reviewed and approved by the appropriate Department Chair, in the December Commencement Exhibition. The December Commencement Exhibition Artwork Approval Form⁵ is available through the Academic Advising and Registration Office and must be submitted by the due date offered on the form. December graduates may also show their work in the May Student Exhibition. Under certain circumstances, Department Chairs may waive participation for students who have fulfilled all graduation requirements as outlined in the course catalog.

⁵Exhibition Artwork Approval Form (<http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/2019-10-14-AA-December-Exhibition-Approval-Form.pdf>)

2.4 Facilities Policies And Procedures

2.4.1 General Information About CCS Facilities

The college campus totals 15 acres with approximately 850,000 square feet of space. The Kresge-Ford Building houses the Fine Arts Department⁶, Crafts Department⁷, Photography Department⁸, Art Education Department⁹, and Liberal Arts Department¹⁰. Faculty offices, the 24 Hour Computer Lab¹¹ and the Student Success Center¹² are located 2nd floor of the building. The Arts and Crafts Café¹³ is located on the 1st floor of the building.

The Yamasaki Building houses Financial Aid¹⁴, Academic Advising and Registration¹⁵, Multicultural Affairs, Student Affairs¹⁶, Ford Campus Bookstore¹⁷, Business Services¹⁸, Career Development¹⁹, International Student Services²⁰, Human Resources²¹, and Information Technology Services²².

The Art Centre Building provides convenient, spacious student housing. It also houses the Mailroom and fitness room.

The historic ADM Building on Ferry Street houses the Admissions Office²³ and the Executive Offices.

The Walter B. Ford II Building houses the Entertainment Arts Department, Illustration Department, and Foundation Department. In addition, there are several computer labs, classrooms, Audio Visual Center²⁴, and the Wendell A. Anderson Jr. Auditorium.

⁶Fine Arts (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/fine-arts>)

⁷Crafts (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/crafts>)

⁸Photography (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/photography>)

⁹Art Education (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/art-education>)

¹⁰Liberal Arts (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/liberal-arts>)

¹¹24 Hour Computer Lab (<https://campus.collegeforcreativestudies.edu/policy/24-hour-lab-access/>)

¹²Student Success Center(<https://campus.collegeforcreativestudies.edu/success-center/>)

¹³Description (<https://campus.collegeforcreativestudies.edu/student-handbook/arts-and-crafts-cafe/>)

¹⁴Financial Aid (<https://campus.collegeforcreativestudies.edu/financial-aid/>)

¹⁵Academic Advising and Registration (<https://campus.collegeforcreativestudies.edu/academic-advising/>)

¹⁶Student Affairs (<https://campus.collegeforcreativestudies.edu/student-affairs/>)

¹⁷Ford Campus Bookstore (<https://campus.collegeforcreativestudies.edu/bookstore/>)

¹⁸Business Services (<https://campus.collegeforcreativestudies.edu/business-services/>)

¹⁹Career Development (<https://campus.collegeforcreativestudies.edu/career-development/>)

²⁰International Student Services (<https://campus.collegeforcreativestudies.edu/intl-student-services/>)

²¹Human Resources (<https://campus.collegeforcreativestudies.edu/human-resources/>)

²²Information Technology Services (<https://campus.collegeforcreativestudies.edu/its/>)

²³Admissions Office (<https://campus.collegeforcreativestudies.edu/admissions/>)

²⁴Audio Visual Center (<https://campus.collegeforcreativestudies.edu/avs/>)

The Manoogian Visual Resource Center houses the Center Galleries, Facilities²⁵, Ford Campus Library²⁶, and computer labs.

The Fritz Building houses Institutional Advancement²⁷.

The A. Alfred Taubman Center for Design Education houses the following departments: Advertising Design²⁸, Communication Design²⁹, Fashion Accessories Design³⁰, Interior Design³¹, Product Design³², and Transportation Design³³ as well as Graduate Studies³⁴ and Academic Affairs³⁵. In addition, this facility also houses CCS student housing³⁶, 24-hour computer lab³⁷, Color & Materials Library³⁸, Community Arts Partnership³⁹, Design Core⁴⁰, Pre-College and Continuing Education⁴¹, Imaging Center⁴², Information Technology Services⁴³, gallery space, a full-service cafeteria⁴⁴, Tim Horton's and commuter lounge. This facility is also the location of the Henry Ford Academy: School for Creative Studies⁴⁵.

²⁵Facilities (<https://campus.collegeforcreativestudies.edu/facilities/>)

²⁶Ford Campus Library (<https://campus.collegeforcreativestudies.edu/library/>)

²⁷Institutional Advancement (<https://campus.collegeforcreativestudies.edu/institutional-advancement/>)

²⁸Advertising Design (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/advertising-design>)

²⁹Communication Design (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/graphic-design>)

³⁰Fashion Accessories Design (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/fashion-accessories-design>)

³¹Interior Design (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/interior-design>)

³²Product Design (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/product-design>)

³³Transportation Design (<https://www.collegeforcreativestudies.edu/academics/undergraduate-programs/transportation-design>)

³⁴Graduate Studies (<https://campus.collegeforcreativestudies.edu/mfa/>)

³⁵Academic Affairs (<https://campus.collegeforcreativestudies.edu/academic-affairs/>)

³⁶Student Housing (<https://campus.collegeforcreativestudies.edu/student-affairs/student-housing/>)

³⁷24-hour Computer Lab (<https://campus.collegeforcreativestudies.edu/policy/24-hour-lab-access/>)

³⁸Color & Materials Library (<http://libguides.collegeforcreativestudies.edu/CandM>)

³⁹Community Arts Partnership (<https://www.collegeforcreativestudies.edu/community-outreach-and-engagement/community-arts-partnerships>)

⁴⁰Design Core (<https://www.collegeforcreativestudies.edu/community-outreach-and-engagement/detroit-creative-corridor-center>)

⁴¹Pre-College and Continuing Education (<https://www.collegeforcreativestudies.edu/academics/precollege-continuing-studies>)

⁴²Imaging Center (<https://campus.collegeforcreativestudies.edu/imaging-center/>)

⁴³Information Technology Services (<https://campus.collegeforcreativestudies.edu/its/>)

⁴⁴Cafeteria (<https://campus.collegeforcreativestudies.edu/student-handbook/cafeteria/>)

⁴⁵Henry Ford Academy: School for Creative Studies (<https://www.collegeforcreativestudies.edu/community-outreach-and-engagement/university-prep-art-design>)

2.4.2 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.

2.4.3 Fire Safety Policy - Housing Facilities

Housing Facility Fire Systems

Both housing facility fire systems are housed in a central system monitored by the College for Creative Studies Campus Safety Office 24 hours a day, seven days a week.

The Art Centre Building is fully sprinkled with a fire pump and also includes fire hose risers and pull stations. There are fire extinguishers and horn/strobes in every suite, on each floor. The fire alarm system is inspected in accordance with NFPA 25 and maintained by Simplex Grinnell.

The Taubman Center's fire system was installed in 2009 and met all Life Safety System, State, and City Codes required when installed. The fire system is fully suppressed and has a sprinkler system. This fire system also includes smoke detectors in each room, annunciators, and strobe lights. Each floor has fire extinguishers and pull stations also found in the hallway. The fire alarm and sprinkler system is inspected in accordance with NFPA 25 and maintained by Simplex Grinnell.

Residents should not hang anything from sprinkler heads or in a manner that would block the coverage of the sprinkler water flow. Nothing should be stored within 18 inches of the ceiling according to NFPA code.

Fire Safety Education

Each year at move-in, residents attend a housing orientation in which students are instructed on the fire evacuation procedures. For the students who have kitchens, they are also told that they have fire extinguishers to use if needed. Those who do not have kitchens are instructed where the extinguishers are located on the floor. They also hear an example of the alarm and are instructed to follow the evacuation procedures, call 911 and let Campus Safety know if there is an actual fire in their suites.

If a resident knows that their suite is responsible for the fire alarm, they are asked to notify the front desk of the cause and if the alarm is an active fire or a false alarm.

Fire Policy Restrictions

The following restrictions have been put in place to ensure proper precautions to reduce fire in the residence halls.

Smoking Student housing is a Smoke Free Environment. All areas, including all suites, stairwells, hallways, and elevators and 15 feet from doorways are non-smoking. Residents and guest found smoking in student housing will be subject to fines and/or judicial action.

Hookahs & Water Pipes Hookahs and water pipes are not allowed in student housing. If they are found in your suite, they will be confiscated by Student Life Staff and not returned.

Vaporizers and Electronic Cigarettes The use of vaporizers and electronic cigarettes is prohibited from all College buildings include the residence halls. Use of these products is restricted in the same manner as tobacco products and must be used outside more than 15 feet from doorways.

Wax Students are not allowed to melt wax or work with melted wax in student housing.

Incense Due to the fire hazard incense presents, it is not permitted in student housing. If incense is found in your suite it will be confiscated by Student Life Staff and not returned.

Candles Due to the fire hazard candles present, candles are not permitted in the student housing. If candles are found in your suite they will be confiscated and disposed of by a member of the Student Life Staff in addition to having to meet with a judicial officer in regards to your offense.

Electronics Residents are advised to have surge protectors on all electrical equipment that could result in damages from a power surge. It is highly advised that surge protectors be used with stereo equipment, computers, televisions, DVD players, microwaves, etc.

Lamps Halogen lamps are not permitted in student housing. Residents are to supply their own lamps for their suite. If halogen lamps are found in suites, the lamp will be confiscated and not returned.

Lighting The placement of any material in or around facility lighting, inclusive of lights in resident rooms will be in violation of the Fire Safety Code.

Machinery Machinery that is required to run on gasoline (or any other flammable substance) is not permitted in the student housing.

Dangerous Items Items including, but not limited to fireworks, firearms, explosives, toxic substances, highly flammable substances, knives, and other weapons are prohibited from use or storage in the residence hall. Any item that may be considered a dangerous item, and is needed for academic reasons must be used solely for its intended academic purpose, and have the prior approval of the Residence Life Coordinator to be kept or used in the building.

Motorcycles Motorcycles, mopeds, or other gasoline-powered vehicles are not to be stored in student housing. These vehicles can be parked in the parking garage.

ACB-specific Policies

Cooking Students are to keep the cooking area in their suites clean, safe, and healthy.

Radiators When the weather gets cold you can regulate the heat in your suite by opening and closing your radiators. If your radiator does not have a knob to open and close the valve or if your radiator makes a hissing noise, notify the Housing Office or an RA.

Do not store items on top of or near radiators, especially flammable or pressure contained items. The completed renovations of the ACB will eliminate all radiators from the suites and will be replaced by modern HVAC units.

Taubman-specific Policies

Cooking Students are not allowed to use any open coiled kitchen appliances in their suites. This includes George Foreman style grills, toasters, toaster ovens, hot plates, pizza ovens or any other open coiled appliance. You may bring a microwave, mini refrigerator, coffee pot, rice cooker, and crock-pot. For further verification that a kitchen appliance is allowed, please contact the Residence Life Coordinator. Items that are not allowed and found in housing will be confiscated and not returned.

Evacuation Procedures

Evacuation upon the sounding of the fire alarm system is required. Failure to evacuate housing when an emergency alarm is sounding is a violation of the resident agreement and federal regulations. Residents are expected to become familiar with the evacuation procedures during their first few hours in residence. If the evacuation instruction information (found on the back of the room door) is illegible or missing, residents should contact the Residence Life Coordinator immediately for a replacement. Residents are expected to attend all housing meetings referencing safety training.

When evacuating you should:

1. Yell for your suite-mates to ensure that they hear the fire alarm.
2. Close your door behind you so that if the fire spreads to your floor the door will deter its speed.
3. Knock on the doors to the other suites on your floor. You should not wait for your suite-mate or floor mates before you evacuate the building.
4. Do not use the elevator when evacuating. Please use either sets of stairs located on each floor.
5. Once you have left the ACB, you should proceed to the cafeteria and wait for further instructions from Student Affairs Staff. If you are evacuating from the Taubman Center, please go to the parking lot between Cass and Woodward for further instructions. Resident Assistants and/or Campus Safety personnel will determine when it is safe to re-enter the building.

Carelessness Related to Fire Alarms

Residents who are responsible for repeatedly showing carelessness and causing the fire alarm to sound will be charged a fine. A charge of \$50 may result the second time an alarm is set off due to carelessness and/or negligence, and the third time the resident may be asked to vacate student housing.

2.4.4 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.

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

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

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.

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.

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.

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.

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.

City of Detroit Tickets

CCS has no control over tickets issued by the City of Detroit.

2.4.5 Non-Resident Amenities Fee

Commuting students (those not residing in College Housing) are not able to park overnight in the CCS Structures without obtaining a Non-Resident Amenities Permit. The Non-Resident Amenities Fee allows for commuting students to have access to overnight parking, laundry facilities, and spray booth access in the Art Centre Building. The fee is \$200 per year and the form to complete this process is available in the Student Affairs Office.

2.4.6 School Closing

In the event it is necessary to close CCS because of severe weather conditions (or any other emergency), it is important that everyone is properly notified. You should also understand that it is CCS policy to keep the College open, if at all possible. Students have every expectation we will do so.

2.4.7 Emergency Notification And Timely Warnings

Emergency Notification

Upon confirmation that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus or on nearby city streets, CCS will provide notification to the campus community. Any such notification will be provided by the following methods:

The College for Creative Studies uses an electronic emergency notification system called Everbridge. This system has the capability of sending electronic emergency notices regarding severe weather, school closings and emergency situations to all students, staff, and faculty via their CCS email account and cell phone (if registered with the Alert system). CCS will automatically create accounts for all students, staff, and faculty in the Everbridge system using their campus email address and cell phone number if available in the College's records. Students, staff, and faculty will be sent an invitation to edit their profile once created to add additional cell phone numbers or change their email address. The College encourages all community members to include a cell phone number in their profile. In the event of an emergency situation on campus, the message will include the location of the emergency and instructions on what action to take.

All students, faculty and staff are urged to provide current personal cell phone so that we can contact you as quickly as possible in the event of an actual emergency. Cell phone numbers are especially important as these devices provide the fastest and most effective way for users to receive information. Your personal cell phone number will only be used for emergency notification purposes. While your profile is automatically created, it is important that you update your profile information to keep the most current forms of contact for the alert system.

CCS's website—when it is deemed necessary, the College will also utilize the website's home page to inform and update community members about an emergency occurring on campus. The web alert will contain information about the nature of the emergency and the steps being taken to address the situation.

Timely Warnings Reports (Safety Alerts)

Campus Safety and/or the Dean of Students is responsible for issuing timely warnings in compliance with the Clery Act. These warnings alert students, faculty and staff to crimes that may present an ongoing threat to the campus community. CCS issues timely warnings in a manner that is timely and that

withholds as confidential the names and other identifying information of victims and that will aid in the prevention of similar crimes. CCS will issue timely warnings to the campus community on crimes that are:

1. Crimes required to be report reported to the U.S. Department of Education and disclosed in this annual security report
2. Reported to Campus Security Authorities
3. Considered by CCS to represent a threat to students and employees.

Whether or not a situation represents a threat that requires a timely warning will be decided on a case by case basis considering the facts surrounding an incident, such as the nature of the crime, the continuing threat to the campus community and the possible risk of compromising law enforcement efforts.. Timely warnings are issued to students, faculty and staff via a campus-wide email and/or the Everbridge Emergency Notification System.

Information included in a timely warning may include:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect.
- Date and time and general location where the incident occurred.
- Other relevant crime prevention tips and information

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus, CCS is required to follow its emergency notification procedures. If CCS follows its emergency notification procedures, it is not required also to issue a “timely warning” based on the same circumstances; however, CCS will provide adequate follow-up information to the campus community as needed.

2.5 Missing Student Policy

he College for Creative Studies (CCS) takes student safety seriously and has established the following policy if a currently enrolled student is reported missing. This plan is a good faith effort to comply with the August 14, 2009 Higher Education Opportunity Act, Section 485 (j).

A student will be deemed missing when it has been established that they have been absent from the College and have been reported by an individual to be missing for a period of 24 hours or more. Reports of students missing should be directed to the Office of Student Affairs or Campus Safety. After a missing student report has been made, the College will attempt to locate the student. If the student cannot be located, the emergency contact person will be notified.

In the case of residential students, this emergency contact person is the person listed on the housing application. For all other students, the emergency contact person, if provided, is listed in the College's database system. If the student is under the age of 18 or they have failed to provide specific emergency/missing student emergency contact information, their parent or guardian will be notified. In addition, local law enforcement will be notified that the student is missing within 24 hours of the initial report. Students also have the option to declare a separate emergency contact person to be used if they are reported missing, and can do so through the Office of Student Affairs.

2.5.1 Procedure

Notification

Anyone who suspects a student may be missing should notify Campus Safety or 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 student (e.g. – visiting friends who live off-campus, working in a job away from campus) including any recent changes in behavior or demeanor.
- The missing student's cell phone number (if known).
- 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.

When A Student Is Reported Missing The Two Offices Shall:

Initiate an investigation to determine the validity of the missing person report that may include:

- Call the student's cell phone number
- Go to the student's room
- Talk to the student's Resident Assistant, roommate, and floor mates to see if anyone can confirm the student's whereabouts and/or confirm the date, time, and location the student was last seen.
- Secure a picture of the student.

- Call student at any other numbers on record.
- Send the student an email.
- Check all possible locations mentioned by reporting parties including, but not limited to: library, residence hall, fitness center, studios, classrooms, and cafeteria.
- Contact any other known friends to see if student has made contact with them. This could also include social networking sites such as facebook, twitter, or myspace.
- Contact instructors regarding recent class attendance/absences and any recent questionable behaviors.
- Determine if the student has a car and if it is currently parked in the parking structure.
- Have security investigate if the ID has been used since the student was reported missing.
- Contact student's emergency/missing student emergency contact to see if they have been in contact with the student
- Notify the Vice President for Enrollment and Student Services, the Vice President for Business and Finance and the President.
- The Vice President for Enrollment and Student Services may initiate additional action as deemed appropriate under the circumstances and in the best interest of the missing student.
- Notify the emergency contact of the missing student within 24 hours of the initial report that the student is missing.
- If the student is under the age of 18 or has failed to provide specific emergency/missing student emergency contact information, notify the student's guardian or parent as listed in the college's records within 24 hours of the determination that the student is missing.
- Notify the Detroit Police Department within 24 hours after determining that the student is missing.

Student Contact Information:

- Residential students are asked to provide two emergency contact names each year as part of their housing application. This information is protected by FERPA and is accessible by The Office of Student Affairs and other appropriate officials in an emergency situation.

- Students are given the opportunity to designate two emergency contacts and a missing person contact under Emergency Contact Info on WebAdvisor. This information is considered to be an element of the academic record, and is protected by FERPA.
- Students may designate a specific person to notify in a missing person investigation, by visiting the Office of Student Affairs. This information would only be used if the student is deemed to be missing.

Student Notification Of This Policy:

The CCS Missing Student Policy will be:

- Posted on the College's website
- Posted on the College's intranet – Blackboard
- Discussed during new student orientation sessions
- Discussed during the mandatory housing meetings in the beginning of the semester.
- Included in the housing handbook.
- Included in the College's student handbook
- Sent to all students, faculty, and staff via CCS email in September of each year.

2.6 Disciplinary Policies and Procedures

2.6.1 Code Of Student Conduct

The Code of Student Conduct is in place to ensure students are aware of the behavior expected of them as members of the CCS community. The purpose of this Code is to create an environment that fosters civility, personal responsibility, and mutual respect of others and their differences.

Any student who commits a violation of the Code of Student Conduct is subject to disciplinary sanction, up to and including dismissal from CCS. The following actions/behaviors shall constitute violations of the Code of Student Conduct:

1. Violating published CCS policies, rules, or regulations including, but not limited to, the policies on nondiscrimination, sexual harassment, smoking, drugs/controlled substance and alcohol.
2. Violating federal, state or local laws on CCS premises or while in attendance at CCS sponsored, approved, or supervised events/programs or

committing off-campus violations of federal, state or local law that adversely affect CCS, the pursuit of its objectives and/or a CCS community member (defined as, but not limited to: administrators, faculty, staff, students, guests, visitors, vendors or contractors).

3. Committing acts of sexual assault (stranger, date, or acquaintance rape), or other forms of coerced sexual activity.
4. Engaging in acts of physical abuse and/or actions that intimidate, harass, threaten, coerce, or otherwise endanger the health and safety of one's self or another.
5. Engaging in disorderly conduct or fighting, which is defined to include, but is not limited to, behaviors which are viewed as intoxicated, lewd, indecent, obscene, slanderous or threatening to others.
6. Interrupting or disturbing the day-to-day academic and operational functions of CCS or committing intentional acts that obstruct, disrupt, or physically interfere with the use of CCS premises, buildings, or passages.
7. Possessing, duplicating, or using keys/IDs to any CCS building or facility without authorization by appropriate CCS officials or committing an act of unauthorized entry into or use of CCS buildings or facilities by use of key, ID card or force.
8. Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of CCS owned or leased property, equipment, computer programs, or materials, or that of any CCS community member.
9. Posting, affixing, or otherwise attaching unauthorized written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets. Posting, affixing, or otherwise attaching authorized 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, splot balls and altered toy guns;
 - all fireworks;
 - all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
 - any martial arts weapons, e.g., numb chucks and throwing stars;
 - any substance that is considered poisonous;
 - any item used as a weapon in the commission of a crime; and
 - any operative animal trap or other device that is used to ensnare animals.
11. Committing acts of arson, creating a fire hazard, or possessing or using, for purposes other than academic, inflammable materials or hazardous substances on CCS property, or failing to properly store, use, clean-up and dispose of hazardous substances that have been approved for academic use.
 12. Committing acts that endanger the property of CCS (including but not limited to altering or misusing any firefighting equipment, safety equipment, or emergency device).
 13. Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire, or interfering with the response of CCS or municipal officials to emergency calls.
 14. Failing to comply with the directions of CCS officials acting in the performance of their duties and/or failing to positively identify oneself to a CCS official when requested to do so. The preferred form of identification shall be a current, valid CCS identification card.
 15. Aiding and abetting another person in committing an act that violates the Code of Student Conduct.
 16. Committing acts of dishonesty including but not limited to the following:
 - engaging or participating in cheating, plagiarism, or other forms of academic dishonesty (students committing acts of academic dishonesty are also subject to academic sanctions).
 - furnishing false information to any CCS official/office or outside source regarding CCS or a CCS community member.
 - forging, altering, or misusing any CCS document, record, or instrument of identification.
 - tampering with the election of any CCS-recognized student organization.

- attempting to represent CCS, any recognized student organization, or any official CCS group without the explicit prior consent of the officials of that group.
17. Gambling on CCS property or engaging in unauthorized canvassing or solicitation.
 18. Engaging in acts of theft, misuse or abuse of the CCS computer network, including but not limited to:
 - unauthorized entry into a file, to use, read, or change its contents.
 - unauthorized transfer, deletion or storage of a file(s).
 - unauthorized use of another person's login/password.
 - use of computing facilities/networks to interfere with the work of another.
 - use of computing facilities/networks to send inappropriate or obscene messages.
 - use of computing facilities/networks to interfere with the normal operation of CCS.
 19. Possessing, distributing or being under the influence of cannabis (marijuana) or any State or Federally controlled substance except as expressly permitted by law.
 20. Possessing, distributing or being under the influence alcohol except as expressly permitted by law and CCS policy.
 21. Engaging or participating in abuse of the campus judicial system, including but not limited to:
 - falsifying or misrepresenting information before a CCS official.
 - disrupting or interfering with the orderly conduct of a judicial proceeding.
 - instituting a judicial complaint knowingly without cause.
 - attempting to discourage an individual's proper participation in, or use of, the judicial proceeding.
 - attempting to influence the impartiality of a CCS official prior to, during, and/or after a judicial proceeding.
 - harassing (verbal or physical) and/or intimidating a CCS official prior to, during, and/or after a judicial proceeding.
 - failing to comply with the sanction(s) imposed under the Code of Student Conduct.
 - influencing or attempting to influence another person to commit an abuse of the campus judicial system.

22. Planning, directing, or committing acts of hazing, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, an officially or unofficially recognized group or organization.
23. Committing violations of rules and regulations duly established and promulgated by other CCS departments.
24. Desktop (non-portable) vaporizers are not permitted to be used inside CCS Academic Facilities or Residence Halls. Portable vaporizers are permitted to be used in common areas of the building provided that they do not create a distraction or nuisance to the educational environment or other CCS community members.
25. Failure to comply with the policies implemented to mitigate COVID-19 pandemic spread. Violations could include, but not limited to: failure to wear a mask in public areas, failure to adhere to social distancing guidelines, violation of COVID-19 specific guest policies, failure to self-isolate when directed to do so, etc.

2.6.2 Unauthorized File Sharing

Please review the Higher Education Opportunity Act of 2008 addressing combating the unauthorized distribution of copyrighted materials, particularly by file sharing applications. Unauthorized distribution of copyrighted materials by any means, including peer-to-peer file sharing, may subject an individual to civil and criminal liabilities in addition to violating CCS internal policies.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws⁴⁶

2.6.3 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

⁴⁶Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws (https://myccs.collegeforcreativestudies.edu/its/_pdf/2016-02-29-HEOA-Annua-Notification.pdf)

request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask CCS to amend a record should write the Registrar, clearly identifying the part of the record the student wants changed and specify why it should be changed.

If CCS decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before CCS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including faculty, within CCS whom the College has determined to have legitimate educational interests. This includes Board of Trustees, a student serving on an official committee, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and

local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- 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. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
400 Maryland Avenue, SW
U.S. Department of Education
Washington, DC 20202

2.6.4 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.

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.

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.

2.7 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 Act⁴⁷, 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.

2.7.1 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.

2.7.2 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.

⁴⁷Drug-Free Schools and Communities Act (<http://www2.ed.gov/policy/elsec/leg/esea02/pg51.html>)

2.7. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF⁴³

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

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

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

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

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

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

Drug For the purpose of this Policy, the term “drug” includes:

- controlled substances, as defined in 21 USC 812, which cannot be legally obtained
- legally obtainable controlled substances which were not legally obtained, including:
- Prescribed drugs when prescription is no longer valid (e.g. use of medication after a course of treatment is completed);
- Prescribed drugs used contrary to the prescription;
- Prescribed drugs issued to another person.

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

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

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

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

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

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

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

2.7.3 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**⁴⁸. 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.

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

⁴⁸Request 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>)

2.7. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF⁴⁵

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

2.7.4 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 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*⁴⁹: <http://www.drugabuse.gov/>

⁴⁹The National Institute on Drug Abuse (<http://www.drugabuse.gov/>)

2.7.5 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 Anonymous⁵⁰ – www.na.org

Alcoholics Anonymous⁵¹ – www.aa.org

Al-anon⁵² – 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 Detroit⁵³ – www.drugfreedetroit.org

⁵⁰Narcotics Anonymous (<http://www.na.org/>)

⁵¹Alcoholics Anonymous (<http://www.aa.org/>)

⁵²Al-anon (<http://www.al-anon.alateen.org/>)

⁵³Drug Free Detroit (<http://www.drugfreedetroit.org/>)

2.7.6 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.

2.7.7 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;

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- 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 ⁵⁴. 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 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).

⁵⁴(<https://www.dea.gov/drug-policy-information>(<https://www.dea.gov/drug-policy-information>)

- 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.

*2.7. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF*⁵¹

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.

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.

2.7.8 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.

2.7.9 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.

2.7.10 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.

2.7.11 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.

2.8 Drug Convictions & Financial Aid Eligibility

2.8.1 Loss Of Eligibility

According to federal regulations, students convicted of a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal

Financial Aid may lose eligibility for Federal Aid.

2.8.2 Federal Aid Includes:

- Federal Pell and SEOG Grants
- Federal Work Study
- Federal Direct Subsidized/Unsubsidized Loan
- Federal Direct PLUS Loan

If a student answers ‘Yes’ to question 31 on the FAFSA, they will be sent a worksheet by the federal processing center in order to determine if the conviction affects eligibility for aid. Should the Financial Aid Office be notified that a student has been convicted of sale or possession of illegal drugs, the financial assistance will be suspended immediately.

If a conviction was reversed, set aside, or removed from the student’s record it does not count. Convictions occurring during periods of non-enrollment do not count. In addition, any conviction received as a juvenile does not count, unless the student was tried as an adult.

The period of ineligibility is dependent upon the type of conviction (sale or possession) and if there were previous offenses.

2.8.3 Possession Of Illegal Drugs

1st Offense – 1 year from date of conviction
2nd Offense – 2 years from date of conviction
3rd Offense – Indefinite period

2.8.4 Sale Of Illegal Drugs

1st Offense – 2 years from date of conviction
2nd Offense – Indefinite period

If the student was convicted of both selling and possessing drugs they will be ineligible for the longer period.

2.8.5 Regaining Eligibility

The student may regain eligibility:

- The day after the period of ineligibility ends,
- When they successfully complete a qualified drug rehabilitation program or,
- If the student passes two unannounced drug tests given by a qualified rehabilitation program

Additional drug convictions will make the student ineligible for federal aid again.

It is the student's responsibility to certify to the school that they have successfully completed the rehabilitation program.

Students denied eligibility for an indefinite period can regain it after:

- Successfully completing a rehabilitation program as described below,
- Passing two unannounced drug tests from such a program, or
- If a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions determine when the student regains eligibility.

2.8.6 Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly from a federal, state, or local government.
- Be qualified to receive payment directly or indirectly from a federal or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

2.9 Nondiscrimination Policy

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions, educational practices, scholarship and loan programs and other school-administered programs, and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, veteran status, physical attributes, marital or familial status, disability or any other characteristic protected by law is strictly prohibited.

2.10 Policy On Sexual Misconduct - Title IX

(updated August 2, 2018)

2.10.1 I. Policy Statement

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law is strictly prohibited.

This policy specifically addresses the prohibition of sexual misconduct, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, and dating violence. 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.

2.10.2 II. Scope

All students, faculty, and staff of the College as well as any 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 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, or administrative spaces. The College prohibits sexual misconduct by 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.

2.10.3 III. Definitions

Consent – Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent can be withdrawn at any time. Consent given for one mutually agreed upon sexual act does not imply consent for additional sexual acts. Consent CANNOT be given if a person's capacity is substantially impaired because of a mental or physical condition, coercion, intimidation, threats, duress, a perceived power differential, or the person is under the age of legal consent.

There is no consent if a person is mentally or physically impaired such that

they cannot understand the fact, nature, or extent of the sexual situation. This includes impairment due to alcohol consumption, drug consumption, or being asleep or unconscious.

For consent to be effective, it must be:

- freely and actively given
- manifested by mutually understood words or actions
- indicative of a willingness to engage in mutually agreed-upon sexual activity
- given while both parties are not under the influence of intoxicants or physically incapacitated
- given without coercion through force or intimidation

Reporter- the party complaining of or the victim of sexual misconduct.

Preponderance of the Evidence- the evidence must show that, more likely than not, sexual misconduct did occur and more likely than not, the alleged perpetrator committed the act

Respondent/Accused- the person against whom a complaint of sexual misconduct is brought.

Sexual Misconduct- 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, gender-based harassment, sexual exploitation, stalking, and domestic violence, and dating violence.

Sexual Assault- any offense that meets the definition of rape, fondling, incest, or statutory rape:

- rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim
- fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her 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.

Sexual Harassment- unwelcome gender, sexuality, or sexually based verbal or nonverbal conduct that is sufficiently severe, persistent, or pervasive as judged by a reasonable person in the victim's position, considering all the circumstances.

Gender-Based Harassment- acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Exploitation – taking advantage of the sexuality and attractiveness of a person to make a personal gain or profit. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes. (i.e.- prostituting another person, recording images of sexual activity without consent)

Stalking – a course of conduct 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 directly, indirectly, or through third parties, any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Domestic Violence – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim 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 victim 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.

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by the length, type and frequency of interaction. 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.

2.10.4 IV. Rights

Rights of the Reporter

When a student or employee reports to the College that the student or employee believes to have been a victim of sexual misconduct, whether the offense occurred on or off-campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options under the Clery Act, including:

- The right to interim measures pending completion of an investigation.
- The right to investigation and appropriate resolution to all credible reports of sexual misconduct.
- The right to request confidentiality and to understand the impact of a request for confidentiality on the investigative process.
- The right to not be discouraged by College officials from reporting sexual misconduct.
- The right to decide 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 reporter 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 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 alleged perpetrator 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.
- The right to written notification about options for, available assistance in, and how to request changes in academic, living, transportation, and working situations or protective measures after an alleged incident of sexual misconduct. The College will make such accommodations or provide such protective measures if the reporter requests them and if they are reasonable available, regardless of whether the reporter chooses to report the crime to Campus Security or local law enforcement.⁵⁵

⁵⁵The indicated rights may not apply or be possible to grant for faculty or staff who are involved in an investigation into a report of sexual violence.

- The right to reasonably prompt time frames for completion of the investigation process (generally 60 days), recognizing this is influenced by the facts and circumstances.
- 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 have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to appeal the finding and sanction in accordance with this policy.
- The right to have an advisor or advocate of the reporter's choice accompany and assist in throughout the process.
- The right to a campus judicial outcome based solely on the preponderance of evidence presented during the College judicial process.
- The right to not have any report of sexual assault mediated as opposed to adjudicated.⁵⁶
- The right to petition that any member of the judicial body 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 and when appropriate, remedy the discriminatory effects on the reporter and others involved/affected.

Rights of the Accused

- The right to investigation or appropriate resolution to all credible reports of sexual misconduct.
- 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 alleged perpetrator committed the act.
- The right to a hearing including timely notice of hearing date and adequate time for preparation.

⁵⁶The indicated rights may not apply or be possible to grant for faculty or staff who are involved in an investigation into a report of sexual violence.

- 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 appeal the finding and sanction in accordance with this policy.
- The right to have an advisor or advocate accompany and assist throughout the process.⁵⁷
- The right to a campus judicial outcome based solely on a preponderance of the evidence presented during the College judicial process.
- The right to written notice of the outcome and sanction of the hearing.
- The right to petition that any member of the judicial body be removed on the basis of demonstrated bias.⁵⁸
- The right to be informed of counseling, advocacy and support.

2.10.5 V. Reporting

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. All College faculty and staff are required to report any accounts or instances of sexual misconduct that they become aware of to the Title IX Coordinator in either the Office of Student Affairs or in Human Resources.

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 judicial proceeding. Choosing not to pursue these courses of action, however, does not remove the responsibility of the College to investigate and/or take action, including but not limited to offering interim measures.

A communication to the Title IX Coordinator or other reporting resource generally is not confidential, but to the extent possible, the College will only disclose information regarding incidents of sexual misconduct to individuals who are responsible for handling the College's response. When reporting an incident of sexual misconduct, a student/employee may request confidentiality, as described in section V.E of this document. In all cases, to the best of their ability, the Title IX Coordinator will maintain as much confidentiality for both the victim and the accused during the investigation process as possible. Should a breach of confidentiality be required, it will be done following the procedure outlined in section V.G. of this document.

Title IX Coordinator

⁵⁷The indicated rights may not apply or be possible to grant for faculty or staff who are involved in an investigation into a report of sexual violence.

⁵⁸The indicated rights may not apply or be possible to grant for faculty or staff who are involved in an investigation into a report of sexual violence.

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

The listed departments are specially trained to help in incidents of sexual misconduct:

On Campus Resources for Students

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

Campus Safety
313.664.7444
24 Hours

Director of Student Life
313.664.7676
M-F 8:30 am – 4:30 pm

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

Director of Academic Advising
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

313.664.7650
M-F 8:30 am – 4:30 pm

Assistant Human Resources Director
313.664.7651
M-F 8:30 am – 4:30 pm

Campus Safety
313.664.7444
24 Hours

Dean of Academic Affairs
313.664.1495
M-F 8:30 am – 4:30 pm

Off-Campus Resources for Students and Faculty/Staff

Wayne State Police
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 an investigative process on campus.

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 that delayed reporting does not, 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, 4201 St. Antoine, Detroit MI 48202
Henry Ford Hospital, 2799 W. Grand Blvd, Detroit, MI 48202

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 is essential 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 perpetrator.

On-Campus Resources for Students

Wellness Center Staff
313.664.7852
M-F 8:30 am - 4:30 pm

Campus Nurse
313.664.7982
M, W, F 8:30 am - 12:30 pm

Off-Campus Resources for Students

Turning Point
586.463.6990
24 Hours

Haven
248.334.1274
24 Hours

Wayne County SAFE
313.964.9701
24 Hours

Off-Campus Resources for Faculty/Staff

Employee Assistance Program – Ulliance
888.333.6269
24 Hours

Turning Point
586.463.6990
24 Hours

Haven
248.334.1274
24 Hours

Wayne County SAFE
313.964.9701
24 Hours

E. Confidentiality Requests

When reporting an incident of sexual misconduct, a student/employee may request confidentiality by: (1) having his or her name not revealed to the alleged perpetrator, (2) asking that the College not investigate the incident, or (3) asking the College not to take action against the perpetrator.

These requests will be handled by the Title IX Coordinator or Deputy Title IX Coordinator, who will strive to conduct an investigation that balances the needs of the reporter while attempting to protect the College community. Due to the need for administrative action, absolute confidentiality is not guaranteed. When requesting confidentiality, the individual will be informed of the impact of a request for confidentiality on the investigative process, the College's retaliation policy (see section V.F. Retaliation), and of any need for the College to deny the request.

A request for confidentiality will be denied if:

- There is reason to believe that an ongoing threat to the College community would be allowed to continue by agreeing to hold the reporter's identity confidential.

- An investigation would not be possible by holding the reporter's identity confidential.
- The reporting individual is not the victim of the alleged sexual misconduct but is reporting a possible sexual misconduct incident. It may be possible to maintain the confidentiality of the reporter's name while still investigating the report.

If a confidentiality request is denied, disclosure of an incident of sexual misconduct will be as limited as possible and will reveal as little information about the individual as possible. The individual will be informed by the College of what information may be disclosed once a confidentiality request is denied prior to information being disclosed.

F. Retaliation

Individuals who report sexual misconduct, or who cooperate in the College's investigation and handling of sexual misconduct shall not be subject to retaliation for reporting and/or cooperating, even if the College finds that no sexual misconduct occurred. If a reporter or witness believes that they are being subjected to retaliation, they should promptly contact the Assistant Human Resources Director (employees), or the Director of Student Life (students). Students or employees accused of retaliation will be subject to appropriate College disciplinary policies.

G. Reporting to Law Enforcement

Individuals who are victims of sexual violence or who allege that they have been a victim of sexual violence will be advised of their right to file a report with law enforcement. The police have a responsibility to uphold and enforce the law even if the person assaulted does not want to participate in the process and/or make a report. As a result, once a report is made to a police officer and/or once the officer learns of possible criminal activity, the officer has a duty to investigate and a duty to forward any information to the appropriate prosecutor's office for possible criminal prosecution.

When the victim is under the age of 16 (or under 21 and physically or mentally impaired), both the College and any confidential resources may 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 investigation pursuant to College policies and procedures.

H. 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,

the College may need to notify the parents, guardian, or partner of the individual involved in the incident. In making this determination, the College will consider the wishes of those involved, as well as their personal safety, and the safety of the campus community.

I. False Reports

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

J. Non-Student and Non-Employee Cases

In cases in which the accused party is a non-student the Title IX Coordinator investigating the case will be tasked with investigating the report, preparing a written summary, making findings of fact, determining if College policy has been violated and if so, recommending suitable action to appropriate College officials. Ultimately it is up to the College official to determine if and how to implement the Title IX Coordinator's recommendations.

2.10.6 VI. Interim Measures and Other Services Available for Reporters

The College will promptly take all interim measures necessary to protect any reporter of sexual misconduct, if the reporter requests them and if they are reasonable available. Interim measures include but are not limited to academic accommodations, increased monitoring or security, changes to class or housing assignments for students or work assignments for employees. Interim measures may be put into place for either the reporter or accused depending on the nature of the situation.

Interim measures are available regardless of whether a reporter requests confidentiality or chooses to file a formal report with the College or local law enforcement. The College will assist reporters in obtaining support including but not limited to: victim advocacy, housing assistance, no-contact orders, academic support, counseling, disability services and health and mental health services. The College will maintain as confidential any accommodations or protective measures provided to the reporter, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

In addition to interim measures offered after a report of sexual misconduct has been made, the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

2.10.7 VII. Clery Act Obligations

A. Campus Notification

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

B. Campus Crime Reporting

In compliance with the Clery Act and the Violence Against Women Reauthorization Act, all members of the College, excluding confidential sources, notified of sexual misconduct are required to inform Campus Safety; and the incident will be included in campus crime statistics. Typically, 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 reporter or the accused in crime statistics, and the College will not otherwise include personally identifying information about the reporter.

2.10.8 VIII. Investigation

Once the College becomes aware of an incident of sexual misconduct, the College will initiate the investigation process. 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 sexual misconduct is reported. If a request for confidentiality has been made, the decision to maintain confidentiality will be made by the Title IX Coordinator or Deputy Title IX Coordinator in accordance with the standards in section V.G. If the request for confidentiality is able to be granted, the investigation will continue only to the extent possible while maintaining confidentiality.

If a person discloses 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 investigate.

Members of the College community are expected to cooperate in the College's investigations of alleged sexual misconduct. Investigations will proceed based on the information that is able to be obtained.

The reporter and the accused shall have the same opportunities to have others present during any institutional proceeding, including the opportunity

to be accompanied to any related meeting or proceeding by the advisor of their choice.

The investigation and resolution of a report of sexual misconduct will be completed within a reasonably prompt timeframe—generally, within 60 days of receipt of a report. 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 reporter and the accused and provide the reason for the delay.

A. Duty to Investigate

When necessary to meet its commitment to provide an environment free of sexual misconduct, the College will investigate alleged incidents of sexual harassment or assault of which it becomes aware even if no formal report has been filed or the individual(s) involved is unwilling to pursue the report or cooperate in an investigation. If an employee becomes aware of specific and credible allegations of sexual misconduct, the allegations should be reported promptly to either the Title IX Coordinator or Deputy Title IX Coordinator. The duty to investigate will include addressing any request for confidentiality in accordance with section V.G. If it is deemed necessary by the Title IX Coordinator or Deputy Title IX Coordinator to breach confidentiality in order to maintain the environment free of sexual misconduct, the reporter will be informed of the need to violate confidentiality prior to doing so.

B. Investigation Standard

All reports 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 alleged perpetrator committed the act.

C. Investigative Process

All reports of alleged sexual misconduct are investigated under the oversight of the Title IX Coordinator when the accused is a student or off-campus 3rd party and the Deputy Title IX Coordinator when the accused is an employee of the College or their designee. The College may engage an external investigator at the discretion of the Title IX Coordinator to manage the investigation process and the preparation of a recommended findings document. The College will process all formal reports of sexual misconduct it receives, regardless of where the conduct allegedly occurred. The investigation process includes:

1. Upon notification that a report of sexual misconduct has been made, a formal statement from the reporter will be collected. In the event the reporter requests confidentiality and declines to provide a formal statement, notes from either the reporting source or the Title IX Coordinator

or Deputy Title IX Coordinator will serve as the source of information for the basis of the investigation.

2. Written notification will be promptly sent to the accused regarding the incident. This notification will also include a meeting date and time for the accused.
3. After meeting with both parties the Title IX Coordinator, or external investigator, will gather and review any additional information and documents it deems relevant including but not limited to student and personnel files, witness statements, law enforcement and investigation documents, additional statements from the reporter and the accused.
4. The Title IX Coordinator or external investigator will create a report of the investigation including recommended findings.
5. A draft of the investigation report will be provided to both the reporter and the accused for review. Both parties have Five (5) business days to respond to the draft report with any information that they deem incorrect, incomplete, or if there is additional information that should be included.
6. The investigation report including recommended findings will be forwarded to the Review Board for final determination of the case.
7. Either party involved in the investigation may request a written update at any point from the Title IX Coordinator.

2.10.9 IX. Review Board

A. Standard

The purpose of a sexual misconduct Review Board is to determine if more likely than not, sexual misconduct occurred and that more likely than not, the accused committed the act. This determination is made by the Review Board as an outcome of the Review Board process outlined in section IX.D.

B. Informal Grievance Procedure

Mediation is a potential alternative to a hearing if both the accused and reporter consent in the case of a sexual harassment report. Mediation cannot be used in cases of sexual assault. The parties have the right to end mediation and demand a formal hearing at any time. Mediation will be done by a trained faculty or administrator, including the Title IX Coordinator.

C. Review Board

The Review Board will make a final determination on the case based on the report prepared by either the Title IX Coordinator or external investigator. The Review Board will also determine sanctions to be imposed. The Review

Board will be comprised of three members. If the accused is a student, the Review Board will be comprised of the Title IX Coordinator or Deputy Title IX Coordinator, Dean of Students, and Vice President for Enrollment and Student Services. If the accused is an employee, the Review Board will be comprised of the Deputy Title IX Coordinator or Title IX Coordinator, Director of Human Resources, and Vice President for Administration and Finance.

Any party may raise issues of conflicts of interest with regard to the Review Board. 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.

D. 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) of responsibility or no responsibility.

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 investigative report and any additional information requested, the Review Board shall either affirm or reject the investigator's finding(s).

Review Board Rejection of Investigator's Report, in Whole or in Part:

The Review Board may:

1. Accept or reject the investigator's finding in whole or in part and modify the investigative report accordingly;
2. Request that further investigation be undertaken by the same or another investigator;
3. Request that a de novo investigation be conducted.

Review Board's Acceptance of Investigator's Report:

1. If the Review Board, in consultation with the Title IX Coordinator, 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 of no responsibility.
2. If the Review Board, in consultation with the Title IX Coordinator, 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 consider the imposition of a sanction designed to eliminate the misconduct, prevent its reoccurrence, and remedy its effects. Sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

E. Notice of Outcome

The Notice of Outcome prepared by the Review Board will inform the parties regarding the outcome of an investigation or hearing. The Notice, which shall be provided simultaneously and in writing to both the reporter and the accused, will contain: (1) whether the alleged conduct occurred, (2) individual sanctions against the accused, and (3) other steps the College has taken to eliminate the hostile environment. The Notice of Outcome provided to the reporter will identify any individual remedies offered to the reporter; the accused will not be informed of individual remedies offered to or provided to the reporter.

F. Sanctions/Remedies

The range of sanctions against the perpetrator include but are not limited to institutional probation, no contact orders, removal from class(es), housing, or suspension/dismissal/termination from the institution.

Remedies offered to the reporter include but are not limited to housing changes, counseling services, medical services, or academic support services.

Remedies for the broader student population include but are not limited to developing materials on sexual violence for all students, increased security, conducting bystander intervention and sexual violence prevention programs, and/or issuing policy statements.

2.10.10 X. Appeals

A. Procedure

Both the reporter and the accused will be notified simultaneously and in writing of the following procedures for the accused and the victim to appeal the result of the hearing

1. Both the reporter and the accused are entitled to appeal the decision based on the Review Board.
2. 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 Title IX Coordinator.
3. The College leadership team (President, Provost and V.P. of Academic Affairs, V.P. of Enrollment and Student Services, V.P. of Administration and Finance, and V.P. of Institutional Advancement) will serve as the Appeal Body for all sexual misconduct hearings. If either the accused or the reporter are employees, the member of the leadership team who

served on the Review Board will also recuse themselves. A member of the leadership team may also recuse themselves if a relationship with a student involved in the hearing would compromise the impartiality of the appeal. Any party may raise issues of conflicts of interest with regard to the Appeal Body. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify Appeal Body member absent a demonstrated bias.

4. The Appeal Body will first determine whether the appeal meets the grounds for appeal outlined in section X.B. If the appeal is not based on a proper ground for appeal, it may be rejected.
5. If the appeal satisfies the grounds for appeal, the Appeal Body will make a finding on the appeal within 15 days of the appeal being filed. The reporter and the accused will be notified simultaneously and in writing of any change to the findings and when such results become final.
6. If the appeal does not satisfy the grounds for appeal, the Appeal Body will notify all parties within 10 days of the appeal filing that the appeal will not be reviewed.
7. All decisions by the Appeal Body are final.

B. Grounds for Appeal

1. New evidence not available at the time of the investigation has become available.
2. It is believed that the decision by the Review Board was unreasonable. There must be specific reasons shown why the Board's decision was unreasonable, i.e. – the Review Board considered improper evidence or used irrelevant facts.
3. It is believed that procedural irregularities that substantially affected the outcome of the investigation or Review Board to the detriment of the reporter or accused.

C. Time Frame

Written notification of the appeal findings will be provided simultaneously to the reporter and accused within 15 business days of the appeal being filed.

2.11 Privacy Notice

2.11.1 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 pri-

vacy. CCS collects and processes certain types of personal information from prospective students, applicants, and enrolled students and their families in connection with its programs in the United States. This privacy notice explains what information is collected, how it is used, and how the College safeguards the information. You should contact the Registrar (kladucer@collegeforcreativestudies.edu) 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 Conduct⁵⁹ 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

⁵⁹Code 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 Conduct⁶⁰ and the College's Sexual Misconduct Policy⁶¹. 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

⁶⁰Code of Student Conduct (<https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/>)

⁶¹Sexual 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 Policy⁶².

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 or contact the Academic Advising and Registration Office at 201 E. Kirby, Detroit, MI 48202.

⁶²Record 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.

Chapter 3

General Amenities

3.1 Arts And Crafts Café

Kresge-Ford Building
First Floor, Ext. 7684
Hours: To be posted each semester

The café offers breakfast, lunch and dinner service. It features a variety of ready-made entrees and side dishes. The menu changes daily.

3.2 ATMs

Kresge Ford 1st floor B side and Taubman Center 1st floor near the Bookstore.

Withdrawals in \$20 increments may be made for a service fee of \$1.50 (participating banks may also charge a fee). Most nationwide bankcards are accepted.

3.3 Bookstore

1st floor Taubman Center
Hours: Monday-Thursday
8:15 A.M. – 7:00 P.M.
Friday 8:30 A.M. – 5:00 P.M.
Saturday 11:00 A.M. – 4:00 P.M.

1st floor Yamasaki
Hours: Monday-Friday
8:15 A.M. – 5:00 P.M.

The bookstore¹ sells art supplies, textbooks, magazines, CCS merchandise,

¹Bookstore (<https://campus.collegeforcreativestudies.edu/bookstore/>)

snacks, beverages and other materials that facilitate student life.

3.4 Cafeteria

A. Alfred Taubman Center
Second Floor
Hours: To be posted each semester

The cafeteria is open for breakfast, lunch and dinner service. It features a variety of freshly prepared entrees and side dishes. The menu changes daily. The A. Alfred Taubman Center will also house a quick-service grill on the ground floor.

3.5 Cashier

Yamasaki Building
First Floor, Ext. 7435
Monday-Friday, 9:00 A.M. – 4:00 P.M.

At the Cashier²'s Window, students can make Tuition³ and Housing payments, rent lockers, purchase stamps, and pick up Work-Study⁴ paychecks.

3.6 Commuter Lounge

A. Alfred Taubman Center
Sixth Floor
&
Kresge Ford
Second Floor

The Lounge features a billiards table as well as lounge furniture, television and workspace.

3.7 Fitness Room

Art Centre Building, Ground Floor
Hours: 24-Hour Access

²Cashier (<https://campus.collegeforcreativestudies.edu/business-services/business-services-training-manual/cashiers-office/>)

³Tuition Payment (<https://campus.collegeforcreativestudies.edu/policy/tuition-payment-options/>)

⁴Work-Study (<https://campus.collegeforcreativestudies.edu/policy/work-study-handbook-for-students-and-supervisors/>)

Free weights, fitness equipment and weight machines for CCS students, staff and faculty use.

Important: *CCS assumes no liability for any injuries resulting from the use of this equipment. Use at your own risk. Please report any equipment repair needs or suggestions to the Office of Student Affairs.*

3.8 Mailroom

Art Centre Building, Ground Floor, Ext. 7646

Hours: To be posted each semester

The Mailroom offers students a variety of shipping services, including UPS⁵, Federal Express⁶, regular U.S. Post Office⁷ delivery and Priority mail. ACB residents also pick up their packages here.

3.9 Wireless Access

CCS provides wireless access throughout the Ford Campus and the Taubman Center. No one should create new wireless access points either through wireless hubs/routers or personal cellular devices. Exception: CCS does not currently provide wireless access in the Art Centre Building. Personal hubs are acceptable there, but care must be taken to configure them correctly. Please contact the technology helpdesk at 313-664-7818 or at ⁸ with questions.

⁵UPS (<https://www.ups.com/us/en/global.page>)

⁶Federal Express (<https://www.fedex.com/en-us/home.html>)

⁷U.S. Post Office (<https://www.usps.com/>)

⁸<http://helpdesk.collegeforcreativestudies.edu/> (<http://helpdesk.collegeforcreativestudies.edu/>)

Chapter 4

Academic and Student Services

4.1 Tuition Payment Options

The College offers the following tuition payment options:

Full payment of tuition and fees at the time of registration (cash, check, money order, credit card [Visa, MasterCard, American Express, Discover]). International students must make payments by credit card, check (drawn on a U.S. bank), and international money order or through Flywire (formerly Peer-Transfer). Payments may be made on-line using Self-Service, by mail, phone, or in person. International payments made using Flywire may go to collegefor-creativestudies.flywire.com.

Deferred payment of tuition and fees: The balance of tuition and fees, less financial aid and scholarships, is due on August 1st for the fall semester and December 13th for the winter semester. Tuition invoices will no longer be mailed to homes. Please view and pay your invoice online through Self-Service. All payments not received by the due date will be assessed a \$25 late fee per billing (see Academic Calendar for specific dates). The College uses email as an official method of communication with students. Students are responsible for reading emails from the College on a timely basis. The failure to read tuition due date email alerts or viewing invoices through Self-Service does not constitute a valid reason for not paying by the due date.

Third-party billings: Students who are having a third party (such as an employer) pay their tuition must submit an approved voucher (not an application for approval) to the Business Services Department at the time of their registration. Students are responsible for any portion of their tuition and fees that the third party does not cover by the semester due date.

Interest-free monthly payment plan: The College does offer a payment plan through a third party company. Easy online enrollment, flexible payment options and no interest. For additional information please visit: payplan.officialpayments.com.

4.2 Academic Technologies

For complete information on Academic Technologies at CCS, students should consult the Student Lab Guide. The most current version is available on Blackboard through the Campus Offices tab > Academic Technologies, in the Imaging Center¹, in the Audio Visual Center², or in the 24-hour lab³ on either campus. Guides for the Imaging Center and how to be print ready and for Audio Visual Services are also available through Blackboard and in each service location.

4.3 Computer Labs

Both the Ford Campus and the Taubman Center have a 24-hour lab⁴ with Mac and PC computers, printers, and scanners. In addition, classroom labs at both locations are available during building hours if there is no class or special use scheduled for the room.

Items found in the labs will be turned over to the Campus Safety Office⁵ located on each campus. The Information Technology Services Department is not responsible for lost items.

4.4 Login Information

Every student is provided with a user name and password for email, Blackboard, and computer access. Your username and password should have been provided with your admissions information. If you lose your login information, please contact the Help Desk at extension 7818 or go to Information Technology Services⁶ in A001, on the lower level of the Yamasaki Building.

4.5 Help Desk

The Help Desk⁷ is an online feature where you may submit tickets detailing technology problems in the CCS labs. To submit a ticket click here⁸ and log in. You may also call the Help Desk at 313-664-7818.

¹Imaging Center (<https://campus.collegeforcreativestudies.edu/imaging-center/>)

²Audio Visual Center (<https://campus.collegeforcreativestudies.edu/avs/>)

³24-hour lab (<https://campus.collegeforcreativestudies.edu/policy/24-hour-lab-access/>)

⁴24-hour lab (<https://campus.collegeforcreativestudies.edu/policy/24-hour-lab-access/>)

⁵Campus Safety Office (<https://campus.collegeforcreativestudies.edu/campus-safety/>)

⁶Information Technology Services (<https://campus.collegeforcreativestudies.edu/its/>)

⁷Help Desk (<https://helpdesk.collegeforcreativestudies.edu:8443/ehelpdesk/login.gml>)

⁸Submit a Help Desk ticket (<https://helpdesk.collegeforcreativestudies.edu:8443/ehelpdesk/login.gml>)

4.6 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 for the job to be processed. The appropriate account number can be obtained from your Program Manager.

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.

4.6.1 Audio Visual Services

Audio Visual Services⁹ 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

Checkout

- AVC / Photo equipment checkouts are free for current CCS students, staff, and faculty.
- Patrons must present a current CCS ID in order to check out equipment. No ID = No Checkout.
- Equipment can only be checked out in person and only during checkout desk hours. All checkouts are video recorded and monitored.
- Students may keep equipment for no more than 72 hours for each check out and renew the items up to three times if not reserved.
- Students can check out equipment over spring break and Thanksgiving break.
- Students cannot check out equipment between semesters.
- To ensure student supply, Staff and Faculty can only check out equipment for 24 hours during the active winter and fall semesters.
- The patron is fully responsible for the care and safeguard of all equipment that they check out.
- The patron must pay close attention to all items being checked out to them. Read and sign the check out agreement to avoid mistakes.

⁹Audio Visual Services (https://myccs.collegeforcreativestudies.edu/avs/_pdf/AVCBookF14.pdf)

- 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 CONTRACT¹⁰

4.7 Library

4.7.1 CCS Library

CCS has two libraries:

- The Main Library, located on the Ford campus in the Manoogian Visual Resource Center
 - During the academic year (September-April), the CCS Ford Campus Library is open:
 - * Monday through Thursday, 8:00 a.m. – 10:00 p.m.
 - * Friday, 8:30 a.m. – 4:30 p.m.;
 - * Saturday, 10:00 a.m. – 5:00 p.m.
 - * Sunday, 1:00 p.m. – 7:00 p.m.
- The Color & Materials Library (“C & M”), located at 925 in the A. Alfred Taubman Design Center (see separate info below).
 - During the academic year, the C & M Library is open:
 - * Monday through Thursday, 9:00 am – 8:00 p.m.;
 - * Friday, 9:00 am – 5:00 p.m.;
 - * Saturday and Sunday – Closed – open by appointment

You must show a current CCS ID in order to check out library materials. The library’s online catalog is accessible on the Internet here¹¹. Access to the online catalog, as well as to the Library’s electronic databases, is also available here¹², where students can search for books, periodicals, and materials placed on reserve by instructors. From the catalog’s main menu you can access your patron record to see what books and DVDs you have checked out, what their due dates are, and if you have overdue books.

Fines for overdue books are 20 cents per book 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. Accounts must be paid in full in order to receive grades and transcripts.

Cell phone use is prohibited in the library! Please turn ringers on vibrate when entering the library. If you should receive a call while in the library, please take it out into the lobby.

¹⁰ITS_AVC CONTRACT (https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ITS_AVC-CONTRACT.docx)

¹¹Library (<https://www.lib.collegeforcreativestudies.edu/>)

¹²Library Catalog and databases (<https://campus.collegeforcreativestudies.edu/library/>)

4.7.2 Color And Materials Library

CCS Color and Materials Library (Taubman, Room 925) Hours Academic Year (September-April):

Monday through Thursday: 9:30 a.m. – 8:00 p.m.

Friday: 9:30 a.m. – 5:00 p.m.

Weekends: closed

CCS Color and Materials Library Summer Hours:

By appointment only.

You must show a current CCS ID in order to check out library materials. The library's online catalog is accessible at ¹³; access is also available through Blackboard. From the catalog's main menu, you can access your patron record to see what books and materials you have checked out, what their due dates are, and if you have overdue items, 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 material item per day. 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.

Please remember this is a reference library. The materials are not for sale. You may use our scanner or your own camera to collect images of any materials you wish. If you require a large sample of a material or a sample to keep, please contact the suppliers or manufacturers (not the library). Contact information can often be found on the materials themselves or in one of the databases on our website: ¹⁴. Due to the ever-changing nature of the collection, not all materials and periodicals are already cataloged; please request these items 24 hours in advance to allow time for cataloging.

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.

General Materials Three days. Students may check out up to five items; faculty and staff may check out up to 10 items. Materials may not be renewed, and must be on the shelf for 24 hours (to give others an opportunity to see the materials) before you are allowed to check them out again. Materials must be returned in the same condition they were in prior to check-out (do not remove

¹³www.lib.collegeforcreativestudies.edu (<https://www.lib.collegeforcreativestudies.edu>)

¹⁴<http://libguides.collegeforcreativestudies.edu/CandM> (<https://libguides.collegeforcreativestudies.edu/CandM>)

tags). You may, however, remove and keep a 1”x1” sample of materials that can be reasonably divided without losing their integrity and value to others. Not all materials have been cataloged, so there may be a 24 hour wait to allow time for cataloging.

“Active Matter” Materials (hanging on walls of library) In-library use only for students. Faculty and staff may check out up to five items for three days.

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 desk.

Periodicals Current issues are in-library use only. After they are three months old, up to 10 periodicals may be checked out for seven days if you have requested the issue in advance (to allow time to catalog the issue).

Reference Books In-library use only.

4.8 Academic Advising And Registration

Yamasaki Building, First Floor, Ext. 7672
Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.

The College for Creative Studies believes that academic advising is a developmental process that assists students in the clarification of life, education, and career goals. Academic Advisors assist students in the development of educational plans and provide direction to help them achieve their goals.

The Academic Advising and Registration¹⁵ Office provides a variety of services including assistance with course selection, student registration, guidance, and assistance with registration forms and procedures, referrals to the Student Success Center, providing course equivalency guides for local colleges, resolution of transfer credit issues, documenting student absences, processing Mobility Program applications, etc. Students are strongly encouraged to meet with their assigned Academic Advisor each semester to ensure that they are taking the required courses for graduation as they strive to attain their personal and educational goals.

Academic Advisors are responsible for ensuring that students are making satisfactory progress toward their degree. The Academic Advisors annually review the Academic Evaluations of all students. Students who are identified as not making satisfactory progress toward their degree will receive a letter from the Academic Advising and Registration Office indicating that an “advising

¹⁵The Academic Advising and Registration (<https://campus.collegeforcreativestudies.edu/academic-advising/>)

hold” has been placed on their record and that they must make an appointment with their assigned advisor to address the issue(s). Students with an “advising hold” will not be allowed to register for the upcoming semester until the issue(s) have been resolved.

Incoming students are registered by their Academic Advisor in their first semester. In the second semester and onward, students may register online via WebAdvisor or Student Planning or with their Academic Advisor. Students are able to check grades, search for classes, register online, add/drop classes, and pay tuition online. Faculty can view advisees, check current class rosters, and view class schedules. Enrolled students will receive a username and password for access to the Self-Service system.

4.9 Admissions

ADM Building, Ext. 7425

Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.

The Admissions Office¹⁶ plans the recruitment and enrollment activities for prospective students of the College for Creative Studies. Former CCS students who wish to be readmitted to the College must reapply through the Admissions Office.

4.10 Career Services

Yamasaki Building, Second Floor, Ext. 7466

Hours: Monday – Friday, 9:00am- 4:00pm

Appointments:

Monday & Thursday, scheduled appointments only

Wednesday, walk-ins welcome.

The College for Creative Studies’ Career Services Office¹⁷ is dedicated to exposing students and alumni to professional development resources that will aid them in identifying and obtaining their personal career goals.

Career Services coordinates events and personalized on-campus recruiting throughout the year, in addition to providing the following services: individual career counseling, online services, Behance management, CCS 4 Year Career Plan, Online Job Book, Internship Program, Industry Day preparation, professional skills development workshops, and Perfect Interview Software.

¹⁶The Admissions Office (<https://campus.collegeforcreativestudies.edu/admissions/>)

¹⁷Career Services Office (<https://campus.collegeforcreativestudies.edu/career-development/>)

4.11 Continuing Education

ADM Building, 3rd Floor

Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.

A variety of classes is offered through the Continuing Education¹⁸ program and are available to students of the College. The classes are non-credit, not applicable to your degree and are often of a specialized nature.

4.12 Financial Aid

With the increasing costs of higher education, funding can be one of the most important factors in a student's life. The Financial Aid Office¹⁹ is open year-round to provide students with advice and assistance in applying for and receiving all financial aid for which they are eligible. Many kinds of aid are available through a variety of sources. Never automatically assume you are ineligible for aid.

Additional information including financial aid eligibility requirements, aid distribution policies, work-study job postings and guidance for conducting outside scholarship searches can be found here²⁰.

4.13 Work-Study Program

4.13.1 Work Study Handbook For Students And Supervisors

The Work Study Handbook has been written to provide clear and concise direction to both the Student and Supervisor. Students hired through the work study program are required to uphold all policies and procedures outlined in this manual. Supervisors are to adhere to all policies and procedures outlined in this manual as well as any departmental or institutional policies. The work study program is not intended to replace full or part time employees, where a position has been eliminated for any reason.

See attached handbook.

Work Study Handbook 2019²¹

4.14 International Student Services

Yamasaki, Second Floor, Ext. 7428

Hours: Monday – Friday, 8:30 A.M.- 4:30 P.M.

¹⁸Continuing Education (<https://campus.collegeforcreativestudies.edu/pre-college/>)

¹⁹The Financial Aid Office (<https://campus.collegeforcreativestudies.edu/financial-aid/>)

²⁰Financial Aid Resources (<https://campus.collegeforcreativestudies.edu/financial-aid/>)

²¹Work Study Handbook 2019 (<http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/2019-08-20-FA-Workstudy-Process.pdf>)

International Student Services²² strives to meet the needs of our growing international student population. The ISSO is responsible for the recruitment of international students and the admission process, immigration documentation, maintenance of the Student and Exchange Visitor Information System (SEVIS), academic advising of international students, orientation for new and returning international students and study abroad programs. The goal of the ISSO is to help international students assimilate easily into the academic and creative environment at CCS through continued support beginning with the application process and continuing after completion of studies.

²²International Student Services (<https://campus.collegeforcreativestudies.edu/intl-student-services/>)

Chapter 5

Student Affairs

5.1 Housing

There are over 600 students living in CCS student housing. The housing consists of apartment style units in the Art Centre Building and loft style units in the A. Alfred Taubman Center.

We have a dedicated and energetic staff of 10 resident assistants in the Art Centre Building and 8 resident assistants in the A. Alfred Taubman Center. The resident assistants are upper class students that assist residents and plan programs and activities. Programs and activities are designed to build great communities within the buildings and to provide those bonds that will last a lifetime.

In addition to the resident assistants, there are professional staff members who live in the ACB and in the A. Alfred Taubman Center.

All housing policies are listed in the Student Housing Information booklet that is handed out when students move into housing. Students are responsible for reading and following these policies. If you have not received this booklet, please contact housing to receive one.

5.2 Student Advocate

The Student Advocate position was created to provide students a consistent, centralized point of contact for questions, concerns and/or problems they may be experiencing on campus. The position is not intended to eliminate standard office and academic procedures elsewhere on campus, more to provide a supplemental resource for students. The Student Advocate's primary rule is to ensure that policies are enforced fairly and that students are fully informed of what is being done and why.

5.2.1 The Student Advocate will:

- Assist students in accomplishing the expeditious resolution of their problems and concerns.
- Provide confidential and informal assistance to students.
- Advocate for fairness.
- Act as a source of information and referral.

Many of the student concerns that are anticipated being heard by the Student Advocate are listed below. Examples of student concerns brought to the attention of the Student Advocate include:

5.2.2 Facility issues:

- Environmental safety issues within classrooms/labs
- Campus safety
- A problem with a particular faculty or staff member
- Office hours not accommodating to student needs

5.2.3 Student-to-student issues:

- Harassment
- Vandalism of work
- Suspicion of theft

5.2.4 Financial issues:

- Questions or concerns about College policies
- Personal issues or concerns (may or may not directly relate to the College)
- Academic issues or concerns

5.3 Student Programs And Activities

The Office of Student Affairs coordinates a number of student programs throughout the academic year, including film festivals, socials, music groups, guest speakers, educational programs, orientation, graduation and much more. For information on particular program schedules, check the bulletin boards or visit the Office of Student Affairs. If you have an idea for a student activity, please stop by the Office of Student Affairs and offer your suggestions.

5.4 Student Organizations

A variety of activities are generated by interested groups of students in coordination with the Office of Student Affairs. Students are also encouraged to form new clubs and organizations. Check bulletin boards for information on student organization activities and meetings. Current¹ range from academically related groups to social organizations to special interest groups.

Students who are interested in forming a new group are encouraged to do so. To start a group you need to fill out a Student Organization Application² form in the Office of Student Affairs. You need to have at least four members and an advisor. The advisor may either be a faculty member or an administrator who is familiar with the type of group created and its needs. Once the group is registered with the Office of Student Affairs, you will be able to reserve meeting space, request funding and gain other assistance from the Office of Student Affairs.

5.5 Student Government

The purpose of Student Government is to provide a student voice on campus. Student Government seeks to effect positive change within the institution and to provide a platform for ideas, debate and change that reflect the student body. Student Government works to ensure that campus programs and resources are used properly and facilitate relations/communication between students and administrators. Another goal of Student Government is to develop a sense of community on campus. Student Government welcomes ideas and suggestions from all CCS students. Contact person: Director of Student Life, 313-664-7676.

5.6 Wellness And Counseling Services

5.6.1 Wellness Center Informed Consent

Eligibility and Service Limits

The Wellness Center provides solution-focused counseling services for CCS students (“clients”) who are currently attending full-time or part-time. The services you receive at the Wellness Center are based on a determination of your needs and goals.

Our Counselors/ Fees

The personal counselors at the Wellness Center are Licensed Mental Health Providers, licensed by the State of Michigan. They have at least a master’s

¹Student Organizations (<https://campus.collegeforcreativestudies.edu/student-affairs/student-organizations/>)

²Student Organization Application (<https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/2016-02-25-SA-Student-Organization-Application.pdf>)

degree in counseling, social work, or psychology. The counselors will provide you additional information regarding their training and counseling methods and philosophies at the start of the counseling relationship. There are no fees charged to registered CCS students for counseling services.

Referrals

The personal counselors generally provide solution-focused counseling services. Our counseling is a way to assist clients through personal difficulties that may affect or hinder their academic performance at CCS. Services provided by the personal counselors are not intended to include crisis or long-term counseling needs, or diagnose or treat serious and/or persistent mental illness or mental disorders. Should your needs or presenting issues require services that the Wellness Center does not provide, you will be referred to another agency or treatment provider that can meet your needs. CCS personal counselors will assist the client in finding an appropriate professional or organization that may specialize in the issues presented by the client. These professionals are not paid by or employed by CCS. A referral does not represent an endorsement or formal relationship between the referral source and CCS.

All referrals are at the discretion of CCS and are voluntary on the part of the client.

Confidentiality

The personal counselors adhere to Federal and State laws and professional ethical standards. Counseling records are confidential, maintained and stored in secured cabinets with access restricted to personal counseling staff, and may only be released when mandated by a court or authorized by your signature (or that of your legal representative), with some exceptions. We are legally required to disclose information in some situations to protect people from harm, even though that requires revealing some information about a client's treatment. The following situations are exceptions to confidentiality:

- If we believe that a client is threatening serious harm to another person, we are required to take protective actions, which may include but is not limited to, appropriate CCS personnel, notifying the potential victim, notifying the police, or seeking appropriate intervention.
- If a client threatens to hurt him/herself, we may be required to contact others who can help provide protection from harm.
- If we learn from first-hand knowledge that a child or incapacitated adult is being abused, we may be required to file a report with an appropriate agency.
- If your records are requested by a proper subpoena or court order, we may be required to turn your records over to the court.

- In addition, confidential counseling information may be disclosed where necessary for administrative supervision, clinical supervision, consultation, or other internal administrative functions – such as the Student Concerns Committee. Counselors reserve the right to verify attendance in counseling when there is a referral initiated by an administrator, faculty or staff.

A copy of the Office of Student Affairs' Notice of Privacy Practices is attached. Please review it carefully.

Risks and Benefits of Counseling

There is a possibility of benefits and risks when participating in counseling. The risks may involve the remembering of unpleasant events and may arouse strong emotional feelings. Counseling may also impact relationships with significant others. The benefits of counseling may be an improved ability to relate with others; a clearer understanding of self, values, goals; increased academic productivity; and ability to deal with everyday stress. You and your personal counselor will work together to determine the pace and form of treatment so as to minimize the risks while maximizing the benefits of counseling.

Location, Hours, and Emergencies

The personal counselors are available in the Wellness Center, second floor Yamasaki Building Monday – Friday from 8:30am – 4:30pm. The mailing address for the wellness center is: 201 E. Kirby, Detroit, MI 48202.

For after-hour emergencies you may contact the Wayne State University Psychology Clinic's 24-hour crisis line at 313-224-7000, National Suicide Prevention Lifeline 1-800-273-8255, or go to the nearest hospital emergency room.

E-mail

With respect to electronic mail (e-mail), be cautioned that e-mail is not a confidential means of communication. Furthermore, the Office of Student Affairs cannot ensure that e-mail messages will be received or responded to if the personal counselor is not available. E-mail is not the appropriate way to communicate confidential, urgent or emergency information

Appointments

Student Affairs professional staff, for the purposes of scheduling and managing appointment times, do have access to the personal counselors electronic calendars. Only the student's name, phone number and date/time are included in this information. All Student Affairs professional staff adheres to protecting each student's confidentiality per their signed confidentiality agreement form.

If you are unable to keep a counseling appointment, please call 313-664-7879 to cancel 24 hours in advance or as soon as possible. If your personal counselor cannot keep an appointment with you, you will be contacted by the Office of

Affairs or another personal counselor from the wellness center to reschedule your appointment. If you do not show for a scheduled appointment and do not contact your personal counselor for a follow-up appointment within 30 days, your file will be closed. You can reopen your file at any time by contacting one of the personal counselors or the Office of Student Affairs to schedule an appointment. If you are chronically late or do not attend your scheduled appointments your eligibility for personal counseling services may be revoked.

Contacting You

In the event that the staff at the Office of Student Affairs needs to contact you, please provide a phone number and email address where you wish to be reached, and whether you authorize the Office of Affairs to leave messages.

Informed Consent³

5.7 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.

5.7.1 Americans With Disabilities Act

The Americans with Disabilities Act (ADA)⁴ 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.

³Informed Consent (<https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/Informed-Consent.pdf>)

⁴The 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.

5.7.2 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.

5.8 Student Accident Insurance

All registered degree-seeking and non-matriculating students are automatically enrolled in the accident insurance policy⁵ offered through Student Assurance Services. The student insurance plan is active from the beginning of the semester in which the student is registered. Students enrolled in the Fall semester pay a rate of \$42 and are covered Fall, Winter and Summer semesters. Students enrolling for the Winter semester pay a discounted premium of \$31 due to the shorter activity of the plan (effective for Winter and Summer semesters). Students enrolled for any Summer term and not enrolled in an immediately preceding Fall or Winter term pay a rate of \$11 and are covered for the Summer term only. Each student is covered 24 hours a day, for on- and off-campus accidents. The policy covers up to \$10,000 per accident for necessary medical, hospital and emergency services and dental accident coverage up to \$500 per accident with no deductibles.

The plan functions as follows: When the insured requires treatment, because of accidental bodily injury incurred while the policy is in force, by a licensed physician or registered nurse or needs hospital care or ambulance service, the company will pay the expenses actually incurred to a maximum of \$10,000. Benefits for dental injuries are limited to \$500 for repair and/or replacement of sound and natural teeth. See the insurance brochure in the Office of Student Affairs for more detailed information regarding coverage and claim procedures.

5.8.1 In Case Of An Accident

To receive treatment: Present your proof of insurance card to the emergency room or outpatient facility providing treatment.

To place claims: Pick up claim forms from the Office of Student Affairs or online through BlackBoard shortly after the accident/treatment. You must have a doctor's report to submit with the claim. Instructions for filing claims are on the form. To check the status of your filed claim call the Claims Office at 1.800.328.2739.

5.8.2 If You Get Hurt While Working As A Work Study Student

- Report the injury/accident to Campus Safety to fill out a report.
- If medical attention is required, you must go to Concentra Medical Center located at 2151 E. Jefferson, Detroit, MI 48207 with an authorization form from Campus Safety.
- All follow-up care must be done at Concentra Medical Center.
- If injury is life threatening, call 911 or go to the nearest hospital.

⁵Accident Insurance Policy (https://myccs.collegeforcreativestudies.edu/student_life/_pdf/15-16-Policy.pdf)

Additional sickness and major medical insurance is available through the College for students and their spouses and dependents. For claim forms, more information on the accident insurance policy or additional sickness or major medical insurance enrollment information, contact the Director of Student Life in The Office of Student Affairs, located on the second floor of the Yamasaki building or call 313.664.7676.

5.9 Student Health Insurance

All registered non-matriculating and degree-seeking students are automatically enrolled in the College's accident insurance as part of the registration process. This insurance plan is active from the beginning of the semester in which the student is registered. Students who enroll in the fall semester pay a rate that covers them for the fall, winter and summer semesters. Students enrolling in the winter semester pay a discounted rate and are covered for the winter and summer semesters. Students who enroll in the summer semester pay a discounted rate and are covered for the summer semester. This insurance provides 24-hour-a-day coverage for accidents that occur on and off campus. The College assumes no responsibility for student medical or hospital expenses. The policy is required for enrollment at CCS, whether or not a student has other coverage.

All students are urged to carry medical hospitalization insurance. The College offers voluntary sickness and major medical insurance to students, their spouses and dependents at their cost. International students are automatically enrolled in this policy.

5.10 Safety In Studio Areas

Toxic materials, toxic vapors and gasses and dangerous machinery are among the potential health hazards encountered by the studio artist. Students are urged to (1) familiarize themselves with possible health hazards in the areas in which they are working and (2) utilize all available techniques and equipment to minimize hazards. In some areas the use of respirators or safety goggles is required by CCS.

Pregnant women, persons with respiratory problems and persons placed under physical restrictions by their physicians must make their condition known to instructors as soon as courses begin or at the onset of their condition. If for some reason, you are having difficulties with an instructor regarding your health status, discuss the issue with your Department Chair or the Dean of Undergraduate Studies.

Chapter 6

Student Success Center

Room C204 Kresge-Ford
313.664.7680
ssc@collegeforcreativestudies.edu
Monday through Thursday from 9 AM to 6 PM
Friday from 9 AM to 5 PM

6.1 Academic Support for ALL classes & Free for ALL

The Student Success Center (SSC) provides free academic support for all students. Staffed by higher education professionals and departmental peer tutors, the SSC offers students the possibility to improve both academic and artistic skills, develop different learning approaches, and find encouragement for expanding ideas.

6.2 Personalized Attention

SSC services primarily include one-on-one assistance for all CCS classes and are tailored to each individual's academic needs. Students find the SSC can be an oasis in the midst of their increasingly overwhelming workload. Whether a student is given assistance with an assignment or, help with time management or encouragement to build confidence in their work, the SSC can be just the place for students to get a handle on their academic concerns.

6.3 Peer Tutors Help with ALL classes

In the SSC our peer “creatives” are juniors and seniors in their majors who assist students with the specifics of a puzzling project or give tips for tackling

life as a CCS student. Peer creatives help with Foundation studios, software challenges, or just general questions about building successful work habits. Peer tutor schedules are posted on the SSC webpage and in the SSC each semester. Students can meet with a peer tutor on a walk-in basis.

6.4 Writing Made Right

One of the major areas of assistance in the SSC is writing support. Help is available for all types of materials from research papers, short stories and essays to artist statements, and resumes. During interactive sessions, students can brainstorm topic ideas, revise drafts and sharpen mechanics and grammar. A valuable extension of the SSC is the Writing Studio which brings CCS English faculty together with students during lunchtime 1130 AM – 1230 PM.

International students may also receive assistance specific to their needs as English Language Learners.

6.5 Time Management – Time for YOU!

Whether you are a first-year CCS student or a senior, some semesters can be more complicated than others and you may need some strategies to make it through more difficult times successfully. Taking time to organize a work plan can be extremely effective and actually save you time, balance your workload and allow you to sleep!

6.6 Workshops on the Go, Computers & Quiet Space

Lunchtime and pop-up workshops highlighting a variety of student-centered topics are also conducted throughout each semester. The SSC also serves as an alternate computer lab where students have access to software as well as printing capability. A separate quiet study room is available for students who need privacy to work or to take tests.

Chapter 7

Phone List

When dialing from a campus phone, only dial the last four numbers.

Department	Phone
Advertising Design	313-664-1665
Art Education	313-664-7419
Academic Affairs	313.664.1484
Crafts	313-664-7446
Communication Design	313-664-1645
Entertainment Arts	313-664-7698
Fashion Accessories Design	313-664-1640
Fine Arts	313-664-7490
Foundations	313-664-7695
Graduate Studies	313-664-1475
Illustration	313-664-7602
Interior Design	313-664-1640
Liberal Arts	313-664-7640
Photography	313-664-7490
Product Design	313-664-1626
Transportation Design	313-664-1600
Academic Advising & Registration	313-664-7672
Academic Facilities	313-664-7485
Center for Excellence in Creative Teaching and Learning	313-664-1500
Admissions	313-664-7425
AVS	313-664-7647
Bookstore – Taubman	313-664-1160
Bookstore – Yamasaki	313-664-7443
Business Services	313-664-7435
Campus Security – Ford	313-664-7444
Campus Security – Taubman	313-664-1444
Career Development	313-664-7690

Continuation of Phone List??	
Department	Phone
Financial Aid	313-664-7495
Facilities at CCS	313-664-7408
Exhibitions and Public Programs	313-664-7800
Executive Office	313-664-7470
Enrollment Services	313-664-7494
Design Core Detroit	313-664-1478
Continental	248-595-9800
Community Arts Partnership	313-664-1545
Color & Materials Library	313-664-7642
Library	313-664-7642
Kresge Arts in Detroit	313-664-1153
International Student Services	313-664-7449
Institutional Advancement	313-664-7465
Information Technology Services	313-664-7818
Imaging Center	313-664-1507
Human Resources	313-664-7652
Housing	313-664-7879
Graduate Admissions	313-664-7425
Payroll Office	313-664-7435
Personal Counseling	313-664-7830
Pre-College and Continuing Studies	313-664-7458
Student Affairs	313-664-7879
Student Engagement	313-664-7879
Student Success Center	313-664-7860
Valade Family Gallery	313-664-7800
Center Galleries	313-664-7800
U245 Gallery	313-664-7800
Institutional Equity and Inclusion	313-664-1489

Chapter 8

Maps

Click here¹ for maps and directions.

¹Maps and Directions to CCS (<https://www.collegeforcreativestudies.edu/contact-us/maps-and-directions>)