

Student Handbook

College for Creative Studies



November 1, 2023

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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 Manoogian 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/JzG3cRS8v9b3mjbvL8>)

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://mocadetroit.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

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 they 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 Exhibitions

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

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 Center for Tutoring and Writing¹² 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/>)

¹²Center for Tutoring and Writing(<https://campus.collegeforcreativestudies.edu/tutoring-writing-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 Acceptable Use Of Academic Technologies And Information Technologies Resources

Reason For Policy

College for Creative Studies (“CCS”) maintains extensive Academic Technologies and Information Technologies Resources, including access to the Internet, for its staff, faculty, and students in order to support CCS’ academic mission. Use of CCS’ Technology Resources, including access to the Internet, is a privilege – not a right. This policy shall apply to all staff, faculty, and students who have access privilege through association with CCS. Termination of this privilege, as well as other disciplinary or legal action, may result if this policy is violated or if other improper use is discovered.

Use of CCS’ Technology Resources is provided for academic use and administrative functions directly related to operating CCS. Limited, occasional, non-disruptive, and incidental personal use is permitted, but any use that violates local, state, or national laws, copyright, CCS policy, or is intended for personal profit is prohibited.

Definitions

Academic Technologies and/or Information Technology Resources includes, but is not limited to, the Internet, electronic mail (“e-mail”), Computer Systems (as defined below), databases, cameras, televisions, video cassette recorders, telephones and all audio, video and data recording and playback systems. Computer System and/or System includes, but is not limited to, computer hardware, disk drives, printers, scanners, software applications, the network (campus and residential) and any and all other associated equipment. A user in any individual who uses, logs in, attempts to use, or attempts to log into a System, whether by direct connection or across one or more networks, or who attempts to connect to or traverse a network, whether via hardware, software, or both.

Guidelines

While the following guidelines cannot cover all situations, they should provide a clear guide to what is and is not acceptable use of CCS Technology Resources; use of such resources constitutes acceptance of this policy. Please direct any questions or clarifications to the Academic Technologies or Information Technologies Departments.

All campus software is maintained and administered by the Academic Technologies or Information Technologies Departments. Without exception, only AT or ITS staff members may install software on any CCS owned System. Any software found in violation of this requirement will be deleted immediately and without advance warning. Repeat violators will be subject to appropriate discipline.

No software copy is to be made by any User without a prior, good faith determination that such copying is in fact permissible.

Users must respect the legal rights provided by copyright, trademark, patent, license, or other legal means to programs, data, photographs, works of art and music, written documents, and any other material.

Using any CCS System in such a way as to deny or restrict access for other Users, either overtly or by consuming excessive bandwidth is prohibited. Peer-to-Peer (P2P) applications generate excessive bandwidth use and may create legal liability for both the User and CCS due to copyright concerns and, as such, installation and/or use of these types of applications on the System is prohibited.

Tampering with or significantly altering the configuration of any piece of the System is prohibited. This applies to memory settings, network settings, anti-virus settings and the like, but does not include such items as customizing screen resolution or screen savers.

Obtaining unauthorized access to equipment, electronic records and files, or other people's data is prohibited. This also includes network activities such as packet monitoring or sniffing.

Personal computers and/or networking devices running addressing services such as, but not limited to, DNS, DHCP, BOOTP, and WINS shall not be connected to any CCS network (campus or residential). If such services are detected, the network port(s) in question shall be closed immediately, without notice, until such services can be disabled. Every effort will be made to contact the responsible parties and inform them if this occurs. Personal wireless access points and/or hubs, switches, and routers are strictly prohibited on the main campus network.

Computers may not be simultaneously connected to both the CCS residential network and to the network of another Internet provider (such as Comcast®).

Computing facilities at CCS, including the email system, are to be considered non-secure and do not guarantee privacy. While CCS does not routinely access or monitor electronic communications and makes every effort to respect all User privacy, there are times when it may be necessary to monitor electronic traffic and, therefore, CCS reserves the right to do so.

Users are responsible for making backup copies of their own data. CCS is not responsible for the loss of any User data stored on any Computer System.

Users must take precautions to ensure the privacy of their access and that of others. This includes, but is not limited to, not sharing their user account or password with others, logging out when leaving a computer station, making use of a non-obvious/hard to guess password and keeping it secure, and immediately logging out if they come across a computer station that has been left logged in.

Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to another person or entity or develop or retain programs for that purpose, without the authorization of the information owner or the AT or IT Departments.

Users shall not intentionally harass other persons, whether on the CCS campus or elsewhere, or develop or retain programs that serve the same purpose.

All Users must respect the integrity of computer systems and networks, both on the CCS campus and at all sites reachable by CCS' network connections.

Users shall not by any means attempt to infiltrate (e.g. gain access without proper authorization) a computing system or network, either on the CCS campus or elsewhere.

Users shall not attempt to alter, without proper authorization from the AT or IT Departments, either the hardware or the software components of a Computer System, either on the CCS campus or elsewhere.

Users shall not damage or attempt to damage the hardware or the software of the System.

Any use of the Internet from CCS is also subject to Merit's Acceptable Use Policy⁴⁶.

In cases of doubt, Users bear the burden of responsibility to inquire concerning the permissibility of Academic Technology or Information Technology uses prior to execution. Such inquiries shall be directed to the AT or ITS Departments.

Consequences For Illegal And/or Inappropriate Use

The use of CCS' Technology Resources for illegal or inappropriate use or in support of such activity is strictly prohibited. Illegal activity is defined as any activity that violates federal, state, or local law and regulations.

Inappropriate activity is defined as any activity that violates this policy, violates the spirit of this policy, or violates the intended use of the Technology Resources. Violators of this Policy will be subject to the appropriate CCS discipline procedure. Sanctions may include warnings; loss of computing, network, and/or lab privileges; suspension; expulsion; termination of employment; and/or legal action. Any action taken by CCS may be done without notice to the User that engaged in the prohibited activity. All Users of CCS' Technology Resources shall be responsible for damages to the Computer System, equipment and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage of files or data belonging to others, patent, trademark, and copyright violations, or theft of services will be reported to the appropriate internal or external authorities for sanctions and/or possible prosecution.

Rights And Responsibilities Of CCS

CCS reserves the right to monitor any and all activity involving the Technology Resources including, but not limited to, searching data or e-mail stored on all CCS owned Technology Resources at any time and for any reason. As such, Users of the Technology Resources have no right of privacy in such data. CCS reserves the right to terminate or modify, in full or in part, the Technology Resources offered. CCS further reserves the right to terminate the privilege of any User to access the Computer System on its own authority.

⁴⁶Merit's Acceptable Use Policy (<https://www.merit.edu/about-us/policies/>)

Disclaimer

CCS makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. CCS shall not be responsible for any damages incurred by a User of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. CCS does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall CCS be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained herein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

2.4.3 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.

2.4.4 Fire Safety in 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.

2.4.5 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.

2.4.6 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.

2.4.7 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.

2.4.8 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 Student Travel

2.5.1 Student Domestic Travel

Policy Statement, Purpose, and Scope

The College for Creative Studies encourages student exploration and travel. Off-campus experiences support institutional learning outcomes and expand students’ experience and perspective. The College seeks to ensure the safety of students and mitigate risks associated with off-campus exploration; hence, this policy and its adjacent procedures were established to offer **minimum requirements** for student travel. Additional standards may be enacted for specific trips by the Trip Leader or Responsible Administrator.

The Student Domestic Travel Policy establishes guidelines to ensure adequate College oversight of travel programs, maintain quality and consistency among programs, and allow for appropriate response should an emergency arise. The purpose of the policy is to ensure that adequate planning, supervision, and organization is in place for safe student domestic travel and to firm an approval and accountability structure.

This policy applies to domestic travel of any enrolled students to attend activities or events that are:

- Organized or sponsored by the College for Creative Studies, or travel in which the students act as representatives of the College, and
- Occurring off the CCS campus and/or extending overnight.
- This policy does not apply to travel undertaken for internships, student teaching, observations, residencies, or research (unless the research is organized by a faculty member). Travel undertaken by students who are also College employees traveling in their capacity as employees is not covered in this policy and will be handled in the same manner as employee travel.

CCS Student Domestic Travel requires a named Trip Leader, Trip Coordinator, and Responsible Administrator. These parties will ensure that travel is

planned and executed in accordance with the CCS Student Domestic Travel Policy and Guidelines and will manage issues as they arise.

Reason for Policy This policy ensures the consistent handling and oversight of student domestic travel. It provides clear instructions related to approvals and accountability and creates guidelines to ensure the safety of all participants.

Definitions Academic Travel provides opportunity for students to meet learning outcomes for a course of study or prepare for a specified career path (i.e. conferences, portfolio reviews, studio tours)

The **Clery Act** is a consumer protection law that provides transparency related to crime policy and statistics. CCS is required to disclose any crime information that occurs on or near campus, or on non-campus property the College has entered an agreement to use (i.e. reserved lodging, agreed upon use in a host facility).

The College defines co-curricular learning as learning activities, programs, and experiences that reinforce the institution's mission and values and compliment the formal curriculum. Examples of **Co-Curricular Travel** mayu include student-faculty research experiences, service learning, professional clubs or organizations, career services, etc.

An **Enrolled Student** is any CCS student, graduate, undergraduate, non-matriculating, or PreCollege and Continuing Studies, who is enrolled in courses at the College, including College break periods and summers between enrolled periods. Only CCS staff, faculty, and enrolled students may participate in College-sponsored domestic student travel. If an exception is necessary, the approval of the Responsible Administrator is required.

The **Responsible Administrator** is a Dean, Department Chair, Director of an administrative unit, or their delegate who offers approval for the travel and any associated expenditures, as well as authorizing policy exceptions.

A **Trip Leader** is typically a full-time faculty or staff member(s) responsible for trip planning, student preparation, and supervision of students on the trip. Adjunct Instructors or part-time employees must be approved by the Responsible Administrator prior to the trip being approved.

The **Trip Coordinator** is the staff member responsible for oversight of trip planning and execution. The Coordinator will work with the Trip Leader to complete Business Services documentation and aid with trip planning and reservations as needed.

Title IX ⁴⁷ –The College subscribes to the principle of equal opportunity in its employment, admissions, and educational practices, including travel, and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of

⁴⁷Title IX (<https://campus.collegeforcreativestudies.edu/policy/policy-on-sexual-misconduct-title-ix/>)

age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law is strictly prohibited.

Academic Travel Student travel can be an important component of a student's learning experience at CCS. Class field trips and departmental group travel can enhance the content of a course or academic endeavor by providing experiences that cannot be conveyed in a classroom. As the intent of academic travel is usually to meet learning outcomes for a course of study or prepare for a specified career path, faculty are expected to act as Trip Leaders.

- Chaperones are required for all College-sponsored student domestic travel. A full outline of the chaperone policy, including the number of students allowed per chaperone, can be found here ⁴⁸. Any exceptions to this requirement should be requested through the Chaperone Waiver form found at the above link.
- Field trips that are expected for a course must be listed on the class syllabus.
- Funding for Student Domestic Travel, including field trips, comes from the involved students and the department if additional funding is required. The faculty may submit a Student Domestic Travel Funding Request to the Office of Academic Affairs after receiving approval from the Department Chair. All monies due from students for a given trip must be paid to CCS before leaving on the trip, with no exceptions. Subsequent to the trip, proper accounting, including all appropriate receipts, must be made of all funds expended. The forms to be used in this accounting may be obtained from the Business Office.

Co-Curricular Travel Co-Curricular travel can foster the development of soft or cross-cutting skills such as teamwork, communication, problem solving, and interpersonal relations.

The requirements for Co-Curricular student domestic travel are the same as academic travel; the only difference lies in who may act as Trip Leader and who is asked to serve as Trip Coordinator. Staff members may act as Trip Leaders for Co-Curricular travel. Co-curricular travel is often coordinated through various Enrollment and Student Services Offices.

Related Policies/Forms

- Chaperone Policy ⁴⁹
- Field Trip Policy ⁵⁰

⁴⁸Chaperone Policy (<https://campus.collegeforcreativestudies.edu/policy/chaperones/>)

⁴⁹Chaperone Policy (<https://campus.collegeforcreativestudies.edu/policy/chaperone-policy/>)

⁵⁰Field Trip Policy (<https://campus.collegeforcreativestudies.edu/policy/field-trips/>)

- International Travel Policy ⁵¹
- Reporting Criminal and Other Serious Incidents Policy ⁵²
- Title IX Policy ⁵³
- Code of Student Conduct ⁵⁴
- Chaperone Form ⁵⁵
- Chaperone Waiver Form ⁵⁶
- Travel and Entertainment Policy ⁵⁷
- Student Fundraising Policy ⁵⁸
- Field Trip Waiver/Emergency Contact Form⁵⁹
- Student Domestic Travel Funding Request ⁶⁰
- Pre- and Post-Trip Checklists
- Trip Leader Orientation Checklist

Student Domestic Travel Guidelines

Trip Leader

Expectations of Travel Participants

⁵¹International Travel Policy (

<https://campus.collegeforcreativestudies.edu/policy/international-travel-policy/>)

⁵²Reporting Criminal and Other Serious Incidents Policy (

<https://campus.collegeforcreativestudies.edu/policy/reporting-criminal-and-other-serious-incidents/>)

⁵³Title IX Policy (

<https://campus.collegeforcreativestudies.edu/policy/policy-on-sexual-misconduct-title-ix/>)

⁵⁴Code of Student Conduct Policy (

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

⁵⁵Chaperone Form (

<https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/Chaperone-Form.pdf>)

⁵⁶Chaperone Waiver Form (

<https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/Chaperone-Waiver-Form-1.pdf>)

⁵⁷Travel and Entertainment Policy (

<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

⁵⁸Student Fundraising Policy (

<https://campus.collegeforcreativestudies.edu/policy/student-fundraising>)

⁵⁹Field Trip Waiver/Emergency Contact Form

(https://docs.google.com/forms/d/e/1FAIpQLScDGVglUoaYqNcaMfern98liFtC82MPvn5t_HP2qxyQ4-1znA/viewform?usp=sf.link)

⁶⁰Student Domestic Travel Funding Request (

<https://campus.collegeforcreativestudies.edu/policy/student-funding-criteria/>)

Prior to Travel Commencing

Proposal The Trip Leader and Coordinator will work together to develop a travel proposal, inclusive of budget estimations, and submit the completed Student Domestic Travel Funding Request. When possible, requests for overnight stays or travel outside of a 50 mile radius should typically be submitted three months in advance of the travel. For local travel, a funding request should typically be submitted three weeks in advance. As part of the proposal process, the Trip Leader should speak with their supervisors regarding coverage for their on-campus responsibilities should the trip be approved.

Planning Upon approval of the travel proposal, the Trip Leader and Trip Coordinator will communicate fundraising/personal contribution expectations to student participants and the Trip Leader will develop a loose itinerary. If the travel is not specific to a certain class, the Trip Leader and Trip Coordinator will work together to promote the travel opportunity to students.

The Trip Coordinator will maintain a list of students who will participate in the travel, limiting capacity in accordance with budget and number of chaperones. A waitlist will also be maintained in case any of the initial participants are unable to attend.

If the travel will take place within a single day, the Trip Leader will provide students direction for the trip via email and/or the College's learning management system the day prior to travel. This communication will include:

- Firmed travel itinerary
- Other chaperones (if applicable)
- Transportation details
- How meals will be handled (if applicable)
- Expected student expenses – meal, coat check, etc.
- Behavioral expectations for the trip, i.e. Student Code of Conduct
- Appropriate attire
- Necessary gear/materials/tools
- Risks associated with the trip
- Need to keep on person at all times – health insurance information and emergency contact
- Direction should an emergency arise

For travel involving an overnight stay, the Trip Leader, in coordination with the Trip Coordinator, will schedule an orientation for all travel participants. This orientation will take place at least one week prior to the commencement of travel. The orientation will provide the information listed for single day trips, as well as details on the following content.

- Route
- Rest and meal stops
- Lodging
- Proper identification/health information

Required Forms/Lists The Trip Leader must have students sign the Field Trip form for all student travel. Completed forms, as well as a Participant List containing student name, student number, cell phone number, and emergency contact information must be submitted by the Trip Coordinator to the Trip Leader, Dean of Students (if overnight travel), and Responsible Administrator at least ten days prior to travel commencing.

While Traveling

Supervision/Direction While traveling, the Trip Leader is responsible for maintaining an accurate accounting of all participating students. The itinerary communicated prior to the trip should be followed as closely as is feasible.

If the Trip Leader is the sole chaperone for the trip, they must be available to trip participants at all times and be lodged in the same place (as applicable), though they may not share a room with students. If there is an additional chaperone(s) on the trip, oversight breaks may be scheduled with coverage by the chaperone(s).

Alcohol and/or cannabis consumption by Trip Leaders is prohibited while chaperoning student trips, unless there is a chaperone who can respond to an emergency in their stead. If a Trip Leader imbibes, they need to do so in accordance with the dictates offered in the College's Travel and Entertainment Policy ⁶¹ and Alcohol and Other Drug Policy ⁶².

The Trip Leader must follow all dictates as set forth by the CCS Chaperone Policy⁶³, as well as those in the Travel and Entertainment Policy⁶⁴.

⁶¹Travel and Entertainment Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

⁶²Alcohol and Other Drug Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

⁶³CCS Chaperone Policy (<https://campus.collegeforcreativestudies.edu/policy/chaperone-policy/>)

⁶⁴Travel and Entertainment Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

Emergencies Trip Leaders will carry with them – on their body – the emergency contact information for all participants.

The Trip Leader must report any incident resulting in injury or property loss, criminal activity, violation of trip rules or Student Code of Conduct, emergencies, or any other unusual activity to the Trip Coordinator and Responsible Administrator as soon as practicable following the incident. **In the case of a true emergency, the Trip Leader is responsible for calling 911 and/or the local authorities.**

Upon Return

Receipt Submittal Within seven business days of the end of the travel period, the Trip Leader must submit all travel receipts and the remaining funds from any advances received to the Trip Coordinator.

Reporting A Trip Evaluation Form for Faculty/Staff⁶⁵ must be submitted by the Trip Leader to their department Program Manager (as applicable) for use in the Academic Affairs Monthly Report within the same seven-day period.

A Student Trip Evaluation form⁶⁶ link should be sent within three days of the return by the Trip Coordinator. Completed evaluation forms will be made available to the department/office and sponsoring departments by Academic Affairs.

Travel sponsors may require additional reporting from the trip.

Other Chaperones (as applicable) As stated in the CCS Chaperone Policy⁶⁷, chaperones are typically full-time faculty, staff, or graduate assistants. For academic travel, faculty typically serve in this role. Chaperones are expected to work with the Trip Leader in planning and implementing the travel. Chaperones do not have responsibilities related to reporting or receipt reconciliation.

Trip Coordinator

Prior to Travel Commencing The Trip Coordinator works with the Trip Leader, aiding in proposal research and trip planning as needed, aiding in the completion and submittal of the Student Domestic Travel Funding Request form, and making reservations for transport, lodging, and access for group participants (i.e. conference fees, museum tickets). The Trip Coordinator also works with the Trip Leader to promote the travel opportunity (as appropriate), conduct an orientation (when needed), and management of the travel budget.

⁶⁵Trip Evaluation Form for Faculty/Staff (<https://docs.google.com/forms/d/e/1FAIpQLSeKlrOBpD1uJphsIIPc8hz buz3ftrOHEf7uaB0Y20hbLWo4w/viewform?gxids=7628>)

⁶⁶Student Trip Evaluation form (<https://campus.collegeforcreativestudies.edu/academic-affairs/student-trip-evaluation/>)

⁶⁷CCS Chaperone Policy (<https://campus.collegeforcreativestudies.edu/policy/chaperone-policy/>)

The Trip Coordinator is also responsible for liaising with Business Services to set up an account for student deposits.

Prior to travel commencing, the Trip Coordinator is responsible for ensuring that the Trip Leader has submitted Field Trip forms for all participants. The Trip Coordinator will create a Participant List for the Trip Leader and for use internally. The Trip Coordinator will forward this Participant List to the Trip Leader, Dean of Students (if overnight travel), and Responsible Administrator ten days prior to the trip commencing.

While Travel is Taking Place Trip Coordinators are on on-call status during the duration of the trip, as they will act as liaison between the Trip Leader and the Responsible Administrator should questions or an emergency arise.

Upon Return Once the travel is complete, Trip Coordinators are responsible for reconciling the travel expenses. Trip Leaders are to submit all receipts from the travel to the Trip Coordinator within seven business days of return. Trip Leaders will also submit a trip evaluation form⁶⁸ on the travel. Additional reporting on the trip, in the form of exhibitions, debriefs, etc. may also be expected from trip sponsors; Trip Coordinators will aid in planning for these events as applicable. Trip Coordinators will also communicate with the Trip Leader and all participants regarding the Student Trip Evaluation form⁶⁹.

Responsible Administrator

Prior to Travel Commencing The Responsible Administrator for student domestic travel is named on the Student Domestic Travel Funding Request form and offers approval for the trip proposal.

While Travel is Taking Place Responsible Administrators are on on-call status during the duration of the trip, as they may need to respond to questions or offer direction should an emergency arise.

Upon Return Dependent on the size of the expenditure, Responsible Administrators may be called upon to approve expenditures/reconciliation reports resulting from the travel. Responsible Administrators have the discretion to require additional travel reporting from Trip Leaders, regardless of whether their office sponsored the travel financially.

⁶⁸trip evaluation form (<https://docs.google.com/forms/d/e/1FAIpQLSeKlrOBpD1uJphsIIPc8hzbuz3fltrOHEf7uaB0Y20hbLWo4w/viewform?>)

⁶⁹Student Trip Evaluation form (https://docs.google.com/forms/d/e/1FAIpQLSe3j_uuvcNXOiaXWP8YR0of3LzcX-bbebyQzNuHvoAzmTrcg/viewform?gxids=7628)

Student Participants

Prior to Travel Commencing Students who wish to participate in domestic travel opportunities are expected to carefully consider the trip information provided to them from the Trip Leader and reflect on their own ability to successfully participate in the travel before signing up for the trip. Though students are not required to pay for required class field trips, travel that is not required will typically entail a cost to the student. Students participating in travel may need to miss other classes or commitments – students should ensure that trading one experience for the other is the best choice for them before committing to the trip. Students participating in travel opportunities are expected to attend pre-trip orientations (as applicable), fundraise (as needed), and meet any obligations (surveys, submission of work, etc.) that follow the trip. Finally, while traveling, the Student Code of Conduct and all other policies of the College, as well as any rules set for the by the Trip Leader, are in effect and students wishing to participate in travel must be willing to follow these dictates. Student travelers represent the College and it is imperative that they behave in accordance with the institution's best interest.

Student travelers should be aware that the College assumes no responsibility in providing participating students funds in the case of an emergency. Participating students should be prepared to assume the costs of their travel, lodging, and food in the case of unanticipated delays or other incidents requiring additional expenditures, as well as any uncovered medical costs.

The Students Affairs office will consider student participant names as they deposit. Students not in good judicial standing may not be permitted to attend overnight trips.

Students participating in domestic travel will also need to submit a Field Trip form *prior* to traveling.

While Travelling As stated, all students participating in domestic travel opportunities must adhere to the Student Code of Conduct and all other policies of the College, as well as any rules set by the Trip Leader. Failure to comply may hinder future participation in travel opportunities.

No student is permitted to leave the group, and no student shall be left behind during a trip unless required by circumstances approved by the Responsible Administrator.

Alcohol, cannabis, or illegal substance consumption by students of any age is prohibited during College-sponsored domestic student travel.

Students are expected to approach the Trip Leader or chaperone(s) (if applicable) with any incident resulting in injury or property loss, criminal activity, violation of trip rules or Student Code of Conduct, emergencies, or any other unusual activity that takes place on the trip.

If a student needs to return early from the trip for any reason, the Trip Leader, in consultation with the Trip Coordinator and Responsible Administrator, will determine if that student should be accompanied by a fellow trip participant.

Upon Return Were any expenses incurred that are approved for repayment, students must submit the relevant receipts to the Trip Coordinator within seven days of return.

If a post-trip event is planned – a presentation on the travel, an exhibition of work inspired by the travel, debrief meeting, etc. – students are expected to participate.

Travel Budget

Funding Sources Student domestic travel is typically funded via student fundraising and individual student contribution. If the travel is required or offered as part of a sponsored research project, the budget for that project will typically cover the associated costs. Funds are also available through the Academic Affairs office, Student Affairs office, Student Government, and individual program budgets, though the allocation is based on strict criteria developed by each group and usually covers only a portion of the full cost. The criterion for funds available from each office is available on the Campus Offices, Academic Affairs⁷⁰ site.

The Trip Leader and Trip Coordinator are responsible for developing a budget associated with any student travel with four or more student participants. The cost for chaperone travel is included in this estimate. Once the budget is known, the Trip Leader, in coordination with the Trip Coordinator, may submit a Student Domestic Travel Funding Request form to seek funding from College offices. Requests for funding typically require three weeks for full processing. Once the Student Domestic Travel Funding Request form is returned to the Trip Coordinator with allocations detailed, the Trip Leader and Coordinator will work with the student group to guide fundraising efforts in accordance with the Student Fundraising Policy⁷¹ and determine individual student commitments. The cost of attendance for each student, both if fundraising goals are met and if they are not, will be clearly indicated on all promotional materials and communication relating to the travel.

If the travel is cancelled, the Trip Coordinator is responsible for communicating the cancellation to the Trip Leader, Responsible Administrator, participating students, and any offices that allocated funding for the travel within three business days of cancellation.

Student Deposits Students are expected to deposit half the cost of the trip or \$50, whichever is less, to the Business Services office at least five weeks prior to overnight trips as a good faith deposit. Three weeks prior to the trip is a drop-dead date – students wishing to withdraw from the trip after that date will be liable for all expenses incurred. These funds will not be returned if the

⁷⁰Campus Offices, Academic Affairs (<https://campus.collegeforcreativestudies.edu/academic-affairs/>)

⁷¹Student Fundraising Policy (<https://campus.collegeforcreativestudies.edu/policy/student-fundraising>)

student chooses not to attend unless an exception is granted by the Responsible Administrator. A wait list will be kept for all student travel with more prospective attendees than available spaces. Waitlisted students are not responsible for submitting deposits until they are confirmed as travelers.

Final student payment for the trip is due to Business Services seven business days prior to the trip. If final payment is not made by this date, students will lose their deposit, as well as their ability to participate, and their space will be given to a waitlisted participant.

Student travel requires clear financial commitment by a known number of participants. If too few students participate, the cost increases for all and the travel may no longer be financially feasible. The Trip Leader and Trip Coordinator will make this determination one week prior to the trip and if the travel is cancelled, coordinate the return of all student deposits.

Reservations/Advance Vendor Payments Trip Coordinators will typically have a College-provided credit card to use for reservations and vendor payments (conference fees, pre-purchase tickets, etc.). As much as possible, charges should be applied to College credit cards prior to trip commencement rather than paid out of pocket at the time of service by the Trip Leader. All arrangements will be made in accordance with the Travel and Entertainment Policy⁷².

Advances Cash advances are available for the Trip Leader to pay for costs associated with group meals, ground transport, etc. It is expected that these advances will be requested and reconciled in accordance with the directives offered in the CCS Travel and Entertainment Policy⁷³.

Logistics The College's Travel and Entertainment Policy⁷⁴ offers standard guidelines for faculty and staff travel. The guidance in this section is additional and does not supersede or replace the requirements listed in that Policy.

Transportation

Air Travel Air travel for student trips presents additional complications and should be used as a mode of transport only when neither vehicle nor train travel would make sense in the given circumstance.

- All domestic air travelers must have Real-ID compliant Driver's License or valid passport. Students should be made aware of this requirement as early in the trip planning process as possible so that those without this

⁷²Travel and Entertainment Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

⁷³Travel and Entertainment Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

⁷⁴Travel and Entertainment Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

documentation might have time to apply for and receive these documents prior to the trip.

- College policy states that airline reservation purchases should be as economical as possible; typically, this means that the tickets will be non-refundable.

If making reservations for a group, representative help can be requested from most airlines. Prior to purchasing airline reservations, the Trip Leader and Coordinator must ensure that all participating students and chaperones (as applicable) are committed to the trip, meet appropriate requirements for travel participants, have completed the Field Trip Form and have, or have the ability to obtain prior to the trip, either a Real-ID Compliant Driver's License or valid passport.

The College has a corporate rewards program member with Delta Airlines. If purchases are made for this airline, please click that box, choose Delta Air Lines SkyBonus, and use code ESLE7.

The cost of mileage to and from the airport and airport parking for the students, Trip Leader, and Chaperone(s) (as applicable) should be included in the trip budget.

Automobiles INDIVIDUALLY OWNED

Personal vehicles are used on a voluntary basis and the owners/drivers must have their own insurance coverage and a valid driver's license. The College does not insure or accept any liability for damage, loss, or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for personal vehicles driven on College business. The College does not carry non-owner excess liability insurance to protect the College and employee or student in the event of a suit resulting from an automobile accident in which an employee or student was driving on College business.

If personal vehicles are used for student domestic travel, the costs for mileage and parking (if any), should be included when developing the budget for the trip. Student, Trip Leader and chaperone(s) (as applicable) mileage and parking should be included in the trip budget, and the cost reimbursed. Itemized receipts and adherence to direction offered in the Travel and Entertainment policy⁷⁵ are expected.

CARPOOLING

Students cannot be asked to carpool, but they may choose to do so voluntarily. Please note the liability statements offered in the above section.

Faculty and chaperone(s) should not provide rides to students in their personal vehicles.

RENTED VEHICLES

⁷⁵Travel and Entertainment Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

Rental vehicle use for student domestic travel is rare and must be approved by the Responsible Administrator. The driver of the vehicle will need to be properly licensed and insured for the rented vehicle and receive College permission from Campus Safety/Facilities to chauffeur students.

Bus

Charter buses can be an economical choice for travel with large groups. Reservations typically entail agreement via a contract; hence, the Responsible Administrator needs to approve this mode of travel, as does the Vice President of Administration and Finance who approves all contracts with the College. The bus company will need to provide evidence of adequate insurance coverage for personal injury and property damage.

Train

As with airline reservation purchases, train tickets are rarely refundable. Prior to the purchase of tickets, the Trip Leader and Coordinator must ensure that all participating students and chaperones (as applicable) are committed to the trip, meet appropriate requirements for travel participants, have completed the Field Trip Form and have, or have the ability to obtain prior to the trip, valid photo identification.

If travelling by train, the itinerary should make allowances for a variance in arrival schedule.

Local Transport at Location

Local transport (i.e. local buses, subways, taxi services, ride share, bicycle rentals, etc.) once all participants reach the location will be planned in accordance with the budget and itinerary created during the trip preparation phase.

Local transport costs that are included as part of the trip budget will be paid for by the Troop Leader or a designated chaperone (as applicable). Per the Travel and Entertainment policy⁷⁶, receipts must be submitted to the Trip Coordinator upon return for reconciliation/reimbursement purposes.

Participants bear the responsibility of paying for any local transport needs not included in the itinerary.

Lodging Trip Leaders and chaperone(s) and student participants are expected to lodge in the same facility, but never the same room. Any exceptions to this will need to be approved by the Responsible Administrator prior to the trip commencing. The cost of lodging for all participants is to be paid from the trip budget, rather than individually. No member of the College may house students in an apartment, home, or other facility owned by any faculty or staff member.

Typically, travel participants on overnight trips will stay in a hostel or moderately priced hotel/motel. Personal charges (videos, room service, etc.) are not allowed. Lodging charges will usually be paid via the College credit card used to reserve the space. The Trip Leader is responsible for cancelling unneeded

⁷⁶Travel and Entertainment Policy (

<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

lodging. It is expected that the guidelines offered by the lodging establishment for cancellations be followed.

On occasion, rental properties may be used to house domestic travel participants. This mode of lodging must be approved by the Responsible Administrator, as well as the Vice President of Administration and Finance if a contract is required.

Meals Meals will be planned in accordance with the budget and itinerary created during the trip preparation phase.

Group meals that are included as part of the cost of the trip will be paid for by the Trip Leader or a designated chaperone (as applicable). Per the Travel and Entertainment policy⁷⁷, the itemized receipt (not summarized credit card receipt) for these meals must be submitted to the Trip Coordinator upon return for reconciliation/reimbursement purposes.

Student participants bear the responsibility of paying for individual meals or snacks not included in the cost of the trip. The individual meals of the Trip Leader and chaperone(s) (as applicable) should be included in the trip budget, though snacks are purchased at personal cost. Itemized receipts and adherence to direction offered in the Travel and Entertainment⁷⁸ policy are expected.

Accommodations for Participants with Disabilities If a student participant with a disability requires accommodation to participate in the trip, the Trip Leader and Coordinator should contact the Dean of Students for assistance in providing reasonable accommodations. If the Trip Leader or a chaperone (as applicable) require accommodation for a disability to participate, the Director of Human Resources should be contacted.

2.5.2 Field Trips

From time to time, a faculty member will want to take a group of students on a field trip. All students must sign a waiver of liability⁷⁹ form covering the trip. These forms may be obtained from the Office of Student Life or from the Program Manager. Once completed, two copies of the liability waiver should be made; the original is kept in the department and the copy taken on the trip with the chaperone. Faculty are responsible for providing a digital version of all field trip release forms to their Program Manager at least 24 hours before the scheduled field trip. Whether traveling locally or long distance, transportation should be organized through a reputable carrier. If traveling by motor vehicle, it is preferable to hire a bus or van, with a properly licensed driver. In this case, the company providing transportation must furnish proof of current insurance.

⁷⁷Travel and Entertainment Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

⁷⁸Travel and Entertainment Policy (<https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment-policy/>)

⁷⁹waiver of liability (<https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/form-field-trip-waivers.pdf>)

It is not permissible for faculty to use personal vehicles to transport students nor may faculty solicit students to transport other students.

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

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

2.5.3 Study Abroad

2.5.4 Faculty Led International Courses

All students with a cumulative grade point average of 3.0 or higher can participate in faculty-led international courses during the summer months. Courses include travel to a range of countries and course content, working with well-known artists and designers, visiting studios and museums, studying at a local institution, and being immersed in local art and culture. For more information on these programs, please contact the International Student Services office.

2.5.5 Protecting Students Abroad

Purpose and Scope

The purpose of this policy is to promote the health, wellness, safety and security of CCS students who participate in CCS Study Abroad Programs. The College requires all CCS administrators, faculty, staff, and volunteers working with CCS students in College Sponsored Study Abroad Programs or affiliated Study Abroad Programs (in a CCS contractual relationship) to comply with this policy.

Definitions

- **Authorized Program Staff:** Individuals, paid or unpaid, who interact with, supervise, or otherwise oversee CCS Students in program activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, and independent contractors/consultants. The Authorized Program Staff's roles may include positions as, leaders, instructors, guides, etc. For the purposes of this policy the term "Program Staff" is also assigned this definition. This definition does not include

temporary guest speakers, presenters, or other individuals who have no direct contact with Program participants other than short-term activities supervised by Program Staff.

- **College Facilities:** Facilities owned by or under the control of the College including housing and Program space. CCS Property is extended to include any buildings or sites in foreign countries which are used for the purpose of hosting a CCS faculty led and/or CCS affiliated study abroad program. Examples of such property include, studios, housing, and instructional sites.
- **College Sponsored Programs:** Programs that are directly managed by College faculty, staff, and Sponsored Student Organizations on behalf of the College.
- **Direct Contact:** Providing care, supervision, guidance or control of CCS Students or having routine interaction with CCS Students.
- **Non-College Sponsored Programs:** Programs that are not operated on behalf of the College or under the College's control.
- **One-on-One Contact:** Personal interaction between any Authorized Program Staff and a participant without at least one other Authorized Program Staff, being present.
- **Program:** Programs or activities offered by various academic or administrative units of the College, or by non-College groups affiliated with the College where CCS students are involved. This includes, CCS faculty Led Study Abroad Programs, or Faculty led trips which employ external agencies to administer their programs. This does not include out-side programs that may enroll CCS students.
- **Program Manager:** The person(s) who has primary and direct operational responsibility for managing a Program.
- **ISSO:** The International Student Services Office at CCS

Criminal Background Check Requirement:

All individuals involved with a CCS faculty Led Student Abroad Program whom will have direct contact with CCS students are subject to submit a criminal background check and may be asked to comply with this requirement. The following types of convictions will render an individual ineligible to work or volunteer for the College's Study Abroad Programs:

- Drug distribution activity or felony drug possession
- Sexual offenses
- Crimes of violence involving physical injury to another person

- Child abuse, molestation or other crimes involving child endangerment
- Murder
- Kidnapping
- Any other crime involving moral turpitude

Operational Requirements

The Study Abroad Authorized Program Staff Responsibilities:

- Serve as a resource and emergency contact to the group.
- Remain with the group for the duration of the trip.
- Be the point of contact between the group participants, and College officials as needed.
- Be familiar with all College rules and regulations that both individuals, and groups must adhere to including:
 - Student Code of Conduct⁸⁰
 - CCS Drug and Alcohol Policy⁸¹
 - CCS Policy on Sexual Misconduct (Title IX)⁸²
 - CCS International Travel Policy⁸³
- Be prepared to respond to emergency and crisis protocol to ensure a safe environment and experience to all students.
- Be prepared to adhere to all reporting requirements in regards to crime, behavioral, and sexual assault/violence.
- Review program itineraries prior to the trip and discuss any concerns with the organization.
- Ensure all participants are enrolled in the **CCS Travel Registry** prior to travel

⁸⁰Student Code of Conduct (<https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/>)

⁸¹CCS Drug and Alcohol Policy (<https://campus.collegeforcreativestudies.edu/policy/alcohol-and-other-drug-policy-for-students-faculty-and-staff/>)

⁸²CCS Policy on Sexual Misconduct (Title IX) (<https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/>)

⁸³CCS International Travel Policy (<https://campus.collegeforcreativestudies.edu/policy/international-travel/>)

- Promote, and ensure compliance with mandatory enrollment of all participants in **Emergency Travel and Medical Insurance** and mandatory natural or political crisis **Evacuation Insurance** according to the International Travel Policy.
- Collect the following information from all participants prior to the trip is scheduled to begin:
 - Passport information page copy
 - Emergency contact form
 - Health insurance and Health information form
 - Assumption of Risk Release Form
- Make sure a final list of participants, and above mentioned information is sent to the department of International Student Services (ISSO) to be loaded into a mutually accessible database. Program Staff should also carry this information with them on the trip as both hard, and digital copies.
- Ensure all participants are aware of travel details and trip itinerary in the form of a program handbook.

Program Handbook:

The office/department leading a Study Abroad program must develop and distribute a program handbook to participants. The International Student Services Office, can provide a general template and should be consulted in the content prior to distribution to students.

The Program Handbook must include the following information:

- Emergency Procedures: Procedures for notifying the college and the student's emergency contact, in case of emergency, including medical or behavioral situations.
- Student Emergency Contact: Information on the student's emergency contact on how to reach them during the program.
- Student Health Form: Information on the student's health insurance, proof of travel insurance and specific health concerns that the program leadership should be aware of.
- How to prepare for healthy travel- travel health clinic information and CCS Wellness Center contact information
- Program Contact Information: Information for the student to share with their personal contacts on how to reach the Program leadership and CCS leadership while abroad.

- Program itinerary: This should include the exact location of the participants with corresponding dates, and address. Include information regarding “free” days in which students will travel on their own.
- Program rules: Including the CCS student code of conduct and specific cultural expectations, for participants in the program, including the fact that participants must abide by all College regulations and may be removed from the program for violation of such rules.
- The Assumption of Risk Form: A basic contract signed by students that reviews the risks, and responsibilities involved with Study Abroad.
- A description of the process to be followed if a participant, group leader, or other individual associated with the study abroad program is alleged to have violated College policies or conduct rules of the program, including the process for dismissal and removal from the program.
- Title IX policy and reporting requirements: For review by participants, and to reinforce acknowledgement of study abroad program compliance with this policy.
- A country profile outlining regionally specific risks, and cultural information to be noted for US travelers
- Local US embassy contact information
- How to register for the SMART traveler program with the US State Department
- Travel Visa requirements for destination
- Requirement to enroll in the CCS Travel Registry

Program Leadership Pre-Departure session:

Study Abroad program leadership are required to meet with the International Student Services Office prior to departure to review the following procedures:

1. International Travel Policy
2. Protecting Students Participating in College Programs or Activities

An understanding agreement will be signed following the meeting and will kept on file with the college.

Student Pre-Departure session:

It is encouraged to hold an in person group meeting prior to departure with the students and leadership to review the handbook information and collect required forms.

Conduct Rules for Program Leadership:

Program Staff should be positive role models and behave in a responsible manner that is consistent with the mission of the College and adhere to the policies in the CCS Staff Handbook.

Program Staff are required to comply with all applicable laws and College policy. Program Staff working in Study Abroad Programs covered by this policy must follow these expectations to avoid conduct that could cause harm or be misinterpreted:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with CCS Students or assist in any way to provide access to such materials.
- Do not engage or allow CCS Students to engage you in romantic or sexual conversations, or related matters.
- Do not touch a CCS Students in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Student's needs, for a purpose that is consistent with the Program's mission and culture, or for a clear educational, developmental, or health related purpose (i.e., treatment of an injury). Any resistance from the student should be respected.
- Do not use profanity, vulgarity, or harassing language.
- Do not be alone with a single student. If One-on-One interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other Program Staff.
- Do not meet with students outside of established times for Program activities. If this is required, please include more than one Program Staff.
- Do not invite students to your home or other private locations.
- Do not provide gifts to students or their families independent of items provided by the Program.
- Communication with students must be educational or programmatic in purpose and the content of the communication must be consistent with the mission of the Program and the College.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a student including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a student or other student from harm, all incidents must be documented and disclosed to the College Administration.
- Do not use, possess or be under the influence of alcohol or illegal drugs while responsible for a student's welfare.

- Do not provide alcohol or illegal drugs to any students at any time during the study abroad program.
- Do not provide medication to a student
- Do not possess any type of weapon or explosive device.

Drug and Alcohol Policy:

All members of the CCS community also are governed by laws, regulations, and ordinances established by the state and local municipalities and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws. This includes international laws in host countries in which our staff, and student are traveling on College Sponsored Programs. **Faculty cannot provide alcohol to CCS students, regardless of the legal drinking age of the country in which the Study Abroad Program is situated. Study Abroad locations are considered “on-campus” for purposes of this policy.**

Reporting Protocols:

- Faculty and staff responsible for student’s abroad **must report:**
 - Sexual assault and misconduct
 - Violations of conduct by students, program leadership, or affiliated constituents
 - Crimes committed to or by programs participants, or leadership
 - Emergencies of any nature

Title IX Coordinator Dierdre Young Assistant Dean for Institutional Equity and Inclusion Institutional Equity and Inclusion 313-664-1489 ddyoung@collegeforcreativestudies.edu

Deputy Title IX Coordinator Raquel Diroff Assistant Human Resources Director Office of Human Resources 313-664-7651 rdiroff@collegeforcreativestudies.edu

For all other reporting: Information will be given to the appropriate office on campus and/or CCS Crisis Management Team.

Katherine Campbell Director of International Student Services Office of International Student Services (ISSO) Office: +1 (313)-664-7448 Cell: +1 (313)-920-1296 kcampbell@collegeforcreativestudies.edu

Dan Long Dean of Students Office: +1 (313)-664-7675 Cell: +1 (248)-310-9571 Office of Student Affairs dlong@collegeforcreativestudies.edu

Conduct Violations and Crime Reporting: CCS encourages all members of the College for Creative Studies community to engage in accurate and prompt reporting of all crimes to Campus Security and the appropriate law enforcement agencies, when the victim of the crime elects not to, or is unable to, make such a report. While abroad please work within the local law enforcement agencies, and report incidents to the college administration immediately.

Title IX Reporting: The Title IX reporting responsibilities of CCS Study Abroad Leadership apply while abroad. All College community members are strongly encouraged to report incidents of sexual misconduct to the Title IX Coordinator or any of the reporting resources listed below, by phone, email, or in person.

Behavior violations resulting program expulsion for students:

In the event of an incident/infraction where there is an allegation of a violation of the laws, regulations, and customs of the host country, community, institution or program or a violation of the CCS College Code of Conduct, **but does not cause immediate danger to others**, the following procedures will apply:

Student Behavioral Procedure: 1. **VERBAL NOTIFICATION:** The faculty member-in-residence or program assistant representing the Office of Academic Affairs (referred to as the “leader or mentor”) will investigate the alleged violation using the resources available to him or her. They will have a frank discussion with the student of expectations and consequences, giving the student an opportunity to respond in person and present any witnesses or ask questions of witnesses, if any, that the complainant has identified.

2. **WRITTEN NOTIFICATION:** The student will receive a written notification of the expectations and consequences. This is the final warning and any continuation of the undesirable behavior will result in immediate dismissal with no refund academic credit and grade will be awarded according to college policy.

3. **DISMISSAL:** If, after the facts have been examined and after discussion and authorization from the Office of Academic Affairs, it has been decided to dismiss the student from the program, the student receives written notification of the decision. The student is responsible with all costs incurred due to program dismissal. Upon return to the campus a decision regarding the need for further action will be made.

Behavior violations resulting program expulsion for Staff: Violations of Staff conduct prior to or during travel will result in immediate removal from the study abroad program and replacement of role by an alternate staff member or potential cancellation of program. The CCS staff handbook, and conduct rules listed in this document policies apply while abroad on a CCS Program.

Emergencies Abroad:

The College has the right to make cancellations, substitutions or changes in case of emergency or changed conditions in the destination country or region. In the case of serious emergency situations, the Program Leadership is responsible for taking immediate care of participants, and notifying the college. The college will utilize its internal Emergency Procedures, and Crisis Management Team as they apply to study abroad, notify all emergency contacts of students and staff, the US Embassy, and other organizations that may aid in securing the safety of our program participants. Students and Program Leadership should take care to ensure their immediate needs and safety and then contact College immediately.

Lost Passports:

You will have to replace the passport before returning to the United States. Contact the nearest U.S. embassy or consulate⁸⁴ for assistance. Ask to speak to the Consular Section to report your passport lost or stolen. If you have been the victim of a serious crime⁸⁵, be sure to tell a consular officer about it as soon as possible so they can provide appropriate assistance. If you are scheduled to leave the foreign country shortly, please provide our consular staff with the details of your travel.

Missing Student Policy:

If a student becomes detached from the program group or simply disappears for more than 24 hours, the Program Leadership is required to notify the College Administration. Program leadership must notify the International Student Services Office, who will notify Campus Safety, and the Office of Student Affairs immediately.

The Following Information Will Be Collected:

- Contact Information and relationship to the missing student.
- Name and vital information about the student reported to be out of contact.
- The date, time, and location the missing student was last seen.
- The general routine or habits of the suspected missing person including any recent changes in behavior or demeanor.
- The missing student's cell phone number.

⁸⁴U.S. embassy or consulate (<http://www.usembassy.gov/>)

⁸⁵victim of a serious crime (<https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html>)

Once a report has been made that a student is missing, Campus Safety and the Office of Student Affairs will work together to investigate the situation.

Notifications:

- CCS leadership will notify the local US Embassy.
- CCS leadership will notify the student's emergency contact.
- No social media outlets should be utilized to communicate.
- Program Leaders are encouraged to manage the student group appropriately to ensure that communications to media outlets, social media, and outside sources are restricted.
- CCS leadership will communicate to all media and outside sources.

Mandatory Emergency Insurance:

Students and staff are required to purchase emergency medical and travel insurance that covers the duration of their trip. The insurance policy should include repatriation and evacuation coverage in cases of health emergencies, or death. The emergency insurance policy should also cover travel costs for family members in cases where the participants cannot leave the country in cases of hospitalization.

Evacuation Insurance

In addition to international health insurance for employees and students who travel abroad, we also require evacuation insurance due to natural disasters or political unrest.

SMART traveler enrollment:

<https://step.state.gov/>

CCS encourages students to enroll in the SMART program prior to college sponsored trips abroad. The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.

For questions or input on this policy please contact the International Student Services Office.

2.5.6 Student Travel to High Risk Destinations

2.6 Missing Student Policy

The 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.

2.6.1 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.

2.7 Disciplinary Policies and Procedures

2.7.1 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 another 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 of alcohol except as expressly permitted by law and CCS policy.
21. Engaging or participating in the abuse of the campus judicial system, including but not limited to:
- falsifying or misrepresenting information before a CCS official.
 - disrupting or interfering with the orderly conduct of a judicial proceeding.
 - instituting a judicial complaint knowingly without cause.
 - attempting to discourage an individual's proper participation in, or use of, the judicial proceeding.
 - attempting to influence the impartiality of a CCS official prior to, during, and/or after a judicial proceeding.
 - harassing (verbal or physical) and/or intimidating a CCS official prior to, during, and/or after a judicial proceeding.

- failing to comply with the sanction(s) imposed under the Code of Student Conduct.
 - influencing or attempting to influence another person to commit an abuse of the campus judicial system.
22. Planning, directing or committing acts of hazing, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, an officially or unofficially recognized group or organization.
 23. Committing violations of rules and regulations duly established and promulgated by other CCS departments.
 24. Desktop (non-portable) vaporizers are not permitted to be used inside CCS Academic Facilities or Residence Halls. Portable vaporizers are permitted to be used in common areas of the building provided that they do not create a distraction or nuisance to the educational environment or other CCS community members.
 25. The Deletion or destruction of digital files, another student's artwork or college property is prohibited. Students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location.

2.7.2 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 Laws⁸⁶

2.7.3 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

⁸⁶Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws (https://myccs.collegeforcreativestudies.edu/its/_pdf/2016-02-29-HEOA-Annua-Notification.pdf)

1. The right to inspect and review the student's education records within 45 days after the day the College for Creative Studies (CCS) receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

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

- To other school officials, including faculty, within CCS whom the College has determined to have legitimate educational interests. This includes Board of Trustees, a student serving on an official committee, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for

purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)). CCS defines the following as "directory information:"
 - Name
 - Dates of Attendance
 - Graduation Date
 - Major/Academic Program
 - Degrees, honors, and awards received

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The

disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13)) To release PII to a parent, another individual, or organization, the Student Information Release Authorization must be completed and signed. This form is available in the Academic Advising and Registration Office (AARO). To request to withhold the release of directory information, the Request to Withhold Release of Directory Information must be completed and signed. This form is available in the Academic Advising and Registration Office (AARO).

4. Students have right to file a complaint with the U.S. Department of Education concerning alleged failures by CCS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

2.7.4 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.

2.8 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 Act⁸⁷, 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.

2.8.1 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.

⁸⁷Drug-Free Schools and Communities Act (
<http://www2.ed.gov/policy/elsec/leg/esea02/pg51.html>)

2.8.2 Definitions

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

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

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

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

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

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

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

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

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

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

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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.

2.8.3 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**⁸⁸. 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.

⁸⁸Request for Approval to Serve Alcohol at a CCS Sponsored Event form (<http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/CCS-Request-Approval-to-Serve-Alcohol-Revised-Feb-2020.pdf>)

Drug/Controlled Substance

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

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

CCS Alcohol And Other Drug Prevention Strategies

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

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

2.8.4 Health Risks

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

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

AMPHETAMINES Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; long-term effects include physical and psychological

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dependence and withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

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

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

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

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

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

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

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

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

For an extensive list of health-related risks please visit *The National Institute*

on Drug Abuse⁸⁹: <http://www.drugabuse.gov/>

2.8.5 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 Anonymous⁹⁰ – www.na.org

Alcoholics Anonymous⁹¹ – www.aa.org

⁸⁹The National Institute on Drug Abuse (<http://www.drugabuse.gov/>)

⁹⁰Narcotics Anonymous (<http://www.na.org/>)

⁹¹Alcoholics Anonymous (<http://www.aa.org/>)

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Al-anon⁹² – 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 Detroit⁹³ – www.drugfreedetroit.org

2.8.6 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.

⁹²Al-anon (<http://www.al-anon.alateen.org/>)

⁹³Drug Free Detroit (<http://www.drugfreedetroit.org/>)

2.8.7 External Sanctions

Federal Law

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

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

A full description of federal sanctions for drug felonies can be found at ⁹⁴. 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

⁹⁴(<https://www.dea.gov/drug-policy-information>(
<https://www.dea.gov/drug-policy-information>)

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from having any bodily alcohol content. The medical amnesty law provides an exemption from prosecution for the following:

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

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

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

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

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

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

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

Hallucinogens:

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

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

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

Marijuana:

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

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

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

Other Controlled Substances:

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

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

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

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

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

Minor Possessing or Transporting in Motor Vehicle:

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

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

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

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

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

Open Alcohol in Vehicles on Highways:

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

Purchase, Possession or Consumption by Minor:

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

Selling Without a License:

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

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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.

2.8.8 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.

2.8.9 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.

2.8.10 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.

2.8.11 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.

2.9 Drug Convictions & Financial Aid Eligibility

2.9.1 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.

2.9.2 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.

2.9.3 Possession Of Illegal Drugs

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

2.9.4 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.

2.9.5 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.

2.9.6 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.

2.10 Nondiscrimination

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.

Questions, comments, and reports about harassment or discrimination based on any of these characteristics can be directed to one of the following administrators:

Assistant Dean for Institutional Equity and Inclusion and Title IX Coordinator
Institutional Equity and Inclusion
Taubman Center, 9th Floor
460 W. Baltimore Ave.
Detroit, MI 48202 313-664-1489
diversity@collegeforcreativestudies.edu or ddyoung@collegeforcreativestudies.edu

Human Resources
Director Office of Human Resources
201 E. Kirby
Detroit, MI 48202
313-664-7651
rdiroff@collegeforcreativestudies.edu

Further inquiries can be directed to:
The Assistant Secretary for Civil Rights
U.S. Department of Education
1-800-421-3481

Related federal and state laws:

- Titles VI⁹⁵ and VII⁹⁶ of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972⁹⁷
- Title III of the Americans with Disabilities Act⁹⁸
- Section 504 of the Rehabilitation Act⁹⁹
- the Age Discrimination Act¹⁰⁰
- the Equal Pay Act¹⁰¹

⁹⁵Title VI of the Civil Rights Act of 1964 (<https://www.dol.gov/agencies/oasam/regulatory/statutes/title-vi-civil-rights-act-of-1964>)

⁹⁶Title VII of the Civil Rights Act of 1964 (<https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/title-vii-civil-rights-act-of-1964>)

⁹⁷Title IX of the Education Amendments of 1972 (https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

⁹⁸Title III of the Americans with Disabilities Act (https://www.ada.gov/ada_title_III.htm)

⁹⁹Section 504 of the Rehabilitation Act (<https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973>)

¹⁰⁰Age Discrimination Act (<https://www.dol.gov/general/topic/discrimination/agedisc>)

¹⁰¹Equal Pay Act (<https://www.eeoc.gov/statutes/equal-pay-act-1963>)

2.11. PROHIBITED DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT (INCLUDING TITLE IX)

- the Age Discrimination in Employment Act¹⁰²
- the Elliott-Larsen Civil Rights Act¹⁰³

2.11 Prohibited Discrimination, Harassment, And Sexual Misconduct (Including Title IX)

(updated January 3, 2022)

2.11.1 I. Policy Statement

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions, and educational programs and activities and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. The College is committed to an inclusive community that respects and values all its members, including students, faculty, and staff. This Policy on Prohibited Discrimination, Harassment, and Sexual Misconduct (including Title IX) (“Policy”) prohibits discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law. This prohibition includes discrimination and harassment based on the perception of an individual’s protected status, even if that perception is incorrect. It also prohibits misconduct related to protected status discrimination and harassment specifically, sexual violence, dating violence, and stalking. The Policy applies to the administration of employment and educational policies, practices, programs, and activities.

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

This Policy specifically prohibits sexual misconduct, including sexual violence, sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, and dating violence. In some cases, this conduct is also prohibited by or included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or the Violence Against Women Reauthorization Act of 2013. Sexual misconduct represents a serious breach of the College’s commitment to fostering a positive educational

¹⁰²Age Discrimination in Employment Act (<https://www.eeoc.gov/statutes/age-discrimination-employment-act-1967>)

¹⁰³Elliott-Larsen Civil Rights Act (https://www.michigan.gov/documents/act_453_elliott_larsen_8772-7.pdf)

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.

Note on Federal Regulations: The Title IX regulations issued by the U.S. Department of Education (“DOE”) that went into effect August 14, 2020, require the University to follow a specific grievance process in response to conduct covered by the regulations. Because compliance with the regulations is a condition of federal funding, the University has revised its policies to fully implement them where required.

The Office for Institutional Equity and Inclusion¹⁰⁴ is responsible for administering this Policy and its implementing procedures. The Title IX Coordinator is the College’s designated Coordinator for Title IX of the Education Amendments of 1972; the Dean of Students is the Coordinator for Section 504 of the Rehabilitation Act of 1973 for educational matters and for the Age Discrimination Act of 1975; and the Human Resources Director is the Section 504 Coordinator for employment matters.

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

Jess Ettell Irvine
Title IX Coordinator
<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/>
313.664.7676
titleix@collegeforcreativestudies.edu

Dan Long
Dean of Students
Yamasaki Building, 2nd Floor
313.664.7675
dlong@collegeforcreativestudies.edu

Raquel Diroff
Director, Human Resources¹⁰⁵
Yamasaki Building, 2nd Floor
313.664.7651

¹⁰⁴Office for Institutional Equity and Inclusion (<https://www.collegeforcreativestudies.edu/about-us/diversity-equity-and-inclusion>)

¹⁰⁵Human Resources (<https://campus.collegeforcreativestudies.edu/human-resources/>)

rdirhoff@collegeforcreativestudies.edu

The Policy includes two complaint procedures. The *Procedures for Title IX Sexual Misconduct at Appendix A*¹⁰⁶ are applicable to sexual harassment, as defined for Title IX purposes; domestic violence; dating violence; and stalking. The *Procedures for Discrimination and Harassment Complaints at Appendix B*¹⁰⁷ apply to complaints for all conduct prohibited by this Policy except for Title IX sexual misconduct.

2.11.2 II. Scope

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

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

2.11.3 III. Prohibited Conduct

This Policy prohibits all forms of discrimination and harassment based on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law:

¹⁰⁶Procedures for Title IX Sexual Misconduct at Appendix A 2.11.8 on page 95

¹⁰⁷Procedures for Discrimination and Harassment Complaints at Appendix B 2.11.9 on page 116

Sexual harassment under Appendix A:

Conduct that is sexual, or on the basis of sex or gender, committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved which is one of the following:

- When a College employee conditions the provision of an educational, research, scholarly or work benefit or service on an individual's participation in unwelcome sexual conduct (quid pro quo); and/or
- Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to an educational, research, scholarly or work program or activity of the College. Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns.

Sexual Assault Under Appendix A:**Any of the Following:**

Sexual Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent:

- 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 Complainant.
- Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensual), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against

that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible Incest: Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by Michigan law.

Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 16 years of age.

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

- For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to:
 - Acts in which the Respondent directly, indirectly, or through third parties, by 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.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Relationship Violence: Violence committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

The existence of such a relationship shall be determined based on the Complainant'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 the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan. Allegations of child abuse under Michigan law shall also be referred to Children's Protective Services or local law

enforcement. Domestic violence may also include intentional or reckless physical or non-physical conduct toward the Complainant that would make a reasonable person in the Complainant's position fear physical violence toward themselves or with whom they have a close relationship. Patterns of abusive behavior may consist of or include non-physical tactics such as threats, isolation, abuse of pets, property destruction, economic control, displaying weapons, degradation or exploitation of a power imbalance.

Appendix B Prohibited Conduct

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

Harassment – unwelcome verbal, visual, physical, electronic, or other conduct based on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law that is sufficiently severe, persistent, or pervasive to unreasonably interfere with a person's ability to participate in or benefit from the College's education program or activity or to interfere with the terms or conditions of the person's employment, as judged by a reasonable person in the position of the individual subject to the conduct and considering all the circumstances. A report or complaint may allege conduct meeting this definition by a single individual or a series of acts by a number of individuals (e.g., within a particular office or department) that, when considered together, meets this definition (see definition of "hostile environment" below).

Hostile Environment - for purposes of this Policy, a form of harassment (including retaliatory harassment) created by the cumulative effect of such conduct. This includes harassment by a number of individuals, where each individual's conduct may not be severe, persistent, or pervasive (and therefore warrant disciplinary action) but the cumulative effect of the conduct is; e.g., comments and actions by a number of people in a particular program, office, department, or other organizational unit, with the unit being the respondent.

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

Sexual Harassment – Conduct that is sexual, or on the basis of sex or gender, committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved which is sufficiently

severe, persistent, or pervasive to unreasonably interfere with a person's ability to participate in or benefit from the College's education program or activity or to interfere with the terms or conditions of the person's employment, as judged by a reasonable person in the position of the individual subject to the conduct and considering all the circumstances. This can take the form of conduct by one or more individual respondents that, for each respondent, meets this definition or it can take the form of a cumulative hostile environment.

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

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

- Rape: the carnal knowledge of a person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Sodomy: oral or anal sexual intercourse with another person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Sexual assault with an object: to use an object or instrument to unlawfully penetrate however slightly, the genital or anal opening of the body of another person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without their consent, including instances where the person is incapable of giving consent because of their age or temporary or permanent mental incapacity
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory rape: sexual intercourse with a person who is under the statutory age of consent

Dating/Relationship Violence – any act of violence or a pattern of abusive behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subject to the conduct. Whether

there was such a relationship will be gauged by the length, type, and frequency of interaction between the person involved in the relationship. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Patterns of abusive behavior may include non-physical tactics such as threats, isolation, abuse of pets, property destruction, economic control, displaying weapons, degradation, or exploitation of a power imbalance.

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

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

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

2.11.4 IV. Related Definitions

Complainant – the person subjected to alleged sexual misconduct.

Complaint – formal notification, either orally or in writing, of the belief that discrimination, harassment, or retaliation has occurred. *Also see* the definition of “formal complaint”¹⁰⁸ for Title IX sexual misconduct.

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

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

¹⁰⁸formal complaint 2.11.4 on page 92

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

- Because faculty members are in positions of authority and influence in regard to students, the Faculty Handbook prohibits student¹⁰⁹, whether or not the student is in the faculty member's class or department and whether or not the relationship is consensual; intimate relationships are also prohibited between teaching assistants and resident advisors and the students over which they have authority. Similarly, Section 3.2 of the Staff Handbook prohibits intimate relationships between a College official and a staff person under their control, as well as intimate relationships between administrative staff and students. Consensual relationships between a non-supervisory official and a staff person, while not prohibited, must be disclosed to the Human Resources Director so that the Director can take any steps necessary to protect the parties involved and avoid even the appearance of favoritism.

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

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

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

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

2.11.5 V. Retaliation

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

¹⁰⁹intimate relationships between a faculty member and a student (See ?? on page ??)

form of individual or discrete acts (e.g., denial of a promotion or assignment of a failing grade) or a series of harassing acts that, taken together, are sufficiently serious to create a hostile environment by discouraging or chilling a reasonable person from further reporting, opposition, or participation.

If a complainant or other individual who reports or opposes discrimination or harassment, an individual respondent, a witness, or other individual believes that they are being subjected to retaliation, they should promptly contact the Office for Institutional Equity and Inclusion. Complaints of retaliation shall be addressed under the Procedures for Discrimination and Harassment in Appendix B¹¹⁰ of this Policy.

2.11.6 VI. Supportive Measures In Harassment And Sexual Misconduct Cases

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

2.11.7 VII. Clery Act Obligations

A. Campus Notification

Once a report of harassment or sexual misconduct is made, the College will take all necessary steps to protect the campus and the person who has allegedly been harassed or assaulted. This may include alerting the campus of crimes that it determines pose a threat to members of the campus community. In making such determinations, the College will consider the safety of students, faculty, and staff as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by the College, the name of any person involved will not appear on security alerts. To respect the privacy rights and choices of the person reporting sexual misconduct, as well as the rights of a person being accused, the College will consider the wishes of all individuals involved in the incident to determine the level of specific information to include in the campus crime report.

Campus Crime Reporting In compliance with the Clery Act and the Violence Against Women Reauthorization Act of 2013, all members of the College,

¹¹⁰Procedures for Discrimination and Harassment in Appendix B 2.11.9 on page 116

excluding confidential sources, notified of sexual misconduct (or certain other possibly criminal acts) are required to inform Campus Safety; and the incident will be included in campus crime statistics. The following information is included: crime, date, location, and status (i.e. student, faculty, staff, stranger, etc.) of the individuals involved in the crime. The College never includes the names of the complainant or the respondent in crime statistics, and the College will not otherwise include personally identifying information about the complainant.

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

B. Timely Reporting & Crisis Assistance The College supports and encourages anyone who has been subject to sexual misconduct to report the incident to the reporting source of their choice. Prompt reporting may preserve options, including the preservation of physical evidence, crisis counseling, and 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 48202¹¹¹
Henry Ford Hospital, 2799 W. Grand Blvd, Detroit, MI 48202¹¹²

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

¹¹¹Detroit Receiving Hospital, 4201 St. Antoine, Detroit MI (
<https://goo.gl/maps/Vggm5YvvHS5PUc3U6>)

¹¹²Henry Ford Hospital, 2799 W. Grand Blvd, Detroit, MI 48202 (
<https://goo.gl/maps/yDckPpGwMJ2HF2ZB6>)

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 report to these sources and does not report to the College, the College cannot investigate or take any disciplinary action against the respondent.

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

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

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

F. Parental/Legal Guardian/Partner Notification The College is committed to providing support to anyone involved in an incident of sexual misconduct. In some instances when there is a health or safety concern, or where an individual involved is a minor, the College may (or may be required) to notify the parents, guardian, or partner of the individual(s) involved in the incident. In making this determination, and where the College has discretion, the College will consider the wishes of those involved, as well as their personal safety, and the safety of the campus community.

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

2.11.8 Appendix A Procedures For Title IX Sexual Misconduct Complaints

These procedures apply to reports and complaints of Title IX sexual misconduct as defined in Section III of the Policy and include complaints of sexual

harassment by one or more individual respondents that, for each respondent, is sufficiently severe, pervasive, and objectively offensive to effectively deny the complainant equal access to the College's education program or activity, sexual assault, dating violence, domestic violence, or stalking.

I. Rights

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

- The right to available supportive measures, including how to request them. The College will provide such measures regardless of whether the complainant chooses to report the alleged conduct to Campus Security or local law enforcement, and regardless of whether they file a formal complaint.
- The right to appropriate resolution of all credible reports of sexual misconduct, including a prompt, fair, and impartial investigation and hearing, where applicable.
- The right to request confidentiality and to understand the impact of a request for confidentiality on the complaint resolution process.
- The right to not be discouraged by College officials from reporting sexual misconduct.
- The right to notify proper law enforcement authorities, including Campus Safety and local police; to be assisted by College authorities in notifying law enforcement authorities if the complainant so chooses; and to decline to notify such authorities.
- If a student or employee submits a Personal Protection Order (PPO) to Campus Safety, Campus Safety will notify Wayne State or Detroit Police if the PPO is violated.
- The right not to be retaliated against for filing a good faith report.
- The right to know the evidentiary standard the College applies during the complaint resolution process is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the respondent committed the act.
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct within the bounds of what is legally permissible (including by the Family Educational Records Privacy Act).

- The right to reasonably prompt time frames for completion of the resolution process (generally 90 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for the extension.
- The right to attend any hearing, including timely notice of the hearing date and adequate time for preparation.
- The right to timely and equal access to evidence that is directly related to the allegations during the investigation process, and to all relevant evidence prior to and during the hearing process.
- The right to not be questioned about or have prior sexual history admitted as evidence, unless offered to prove that someone other than the respondent committed the alleged conduct or if the questions or evidence concern specific incidents of prior sexual behavior with respect to the respondent and are offered to prove consent.
- The right to appeal the finding and sanction in accordance with these procedures.
- The right to have an advisor or advocate of the complainant's choice accompany and assist in throughout the process.
- The right to an outcome-based solely on the preponderance of reasonably available and relevant evidence presented during the complaint resolution process.
- The right to written notice of the outcome of the hearing and any sanctions.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.
- The right to be informed of available resources for counseling, advocacy, and support.
- Assurance that the College will take steps to prevent recurrence of any sexual misconduct found to have occurred and when appropriate, remedy the discriminatory effects on the complainant and any others involved/affected.

Rights Of The Respondent

- The right to available supportive measures and how to request them.
- The right to appropriate resolution to all credible reports of sexual misconduct, including a prompt, fair, and impartial investigation and hearing, where applicable.

- A presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint resolution process.
- The right not to be retaliated against for participating in the complaint resolution process.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the respondent committed the act.
- The right to a reasonably prompt time frame for completion of the resolution process (generally 90 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for any extension.
- The right to attend a hearing including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to evidence that is directly related to the allegations during the investigation process, and to all relevant evidence prior to and during the hearing process.
- The right to have an advisor or advocate accompany and assist throughout the process.
- The right to an outcome-based solely on a preponderance of the reasonably available and relevant evidence presented during the complaint resolution process.
- The right to written notice of the outcome of the hearing and any sanctions.
- The right to appeal the finding and sanction in accordance with this Policy.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.
- The right to be informed of available resources for counseling, advocacy, and support.

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

II. Reporting

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

Jess Ettell Irvine
 Title IX Coordinator
 Institutional Equity and Inclusion¹¹³
 313-664-7676
 titleix@collegeforcreativestudies.edu

Training provided to the Title IX Coordinator can be found at Title IX Coordinator Training¹¹⁴.

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

The College will keep private the identity of any individual who has made a report or complaint of sex discrimination, been reported to be the perpetrator of sex discrimination, and any witness, except as may be permitted by the Family Education Records Privacy Act and its implementing regulations, as required by law, or to apply this Policy (including in any investigation and hearing). In all cases, to the best of their ability, the Title IX Coordinator will maintain as much privacy as possible for both the complainant and the respondent during the resolution process.

Formal Complaint: In order to proceed to a Resolution Process to address and resolve reported conduct, a Formal Complaint must be filed and signed by either Complainant or the Title IX Coordinator. In the event that the Title IX Coordinator signs the Formal Complaint, such action does not make the Title IX Coordinator the “Complainant” for purposes of this Policy.

A Formal Complaint has a very specific definition under this policy and differs from solely making a report to the Title IX Coordinator. Filing a Formal Complaint results in written notification to the Respondent and the commencement of the Resolution Process, unless the Title IX Coordinator determines that the Formal Complaint should be dismissed as set forth in Section V below.

¹¹³Institutional Equity and Inclusion (<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/>)

¹¹⁴Title IX Coordinator Training (<https://ws.onehub.com/folder/pix1y1li>)

At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in a College program or activity or be an applicant to, or employee of, the College. Anyone who wishes to discuss their options for resolving a complaint prior to filing a Formal Complaint is encouraged to contact the Title IX Coordinator.

A Formal Complaint is a written document or electronic submission containing all of the following:

A submission by the Complainant, and not by a third party on the Complainant's behalf. The Complainant's digital or physical signature must be on the Formal Complaint, or some other direct indication that the Complainant is the person filing the Formal Complaint; An allegation of Prohibited Conduct as defined under this Policy. This should include:

- Where the incident(s) occurred
- What incident(s) occurred
- When the incident(s) occurred
- Identity of Respondent, if known; and,
- A request for an investigation.

A Formal Complaint may be made to the College Title IX Coordinator by US mail or email, using the contact information listed below.

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 Institutional Equity and Inclusion¹¹⁵
 313-664-7676
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If a complaint is submitted in a form that does not meet this standard, or does not include all of the required information, the Title IX Coordinator will contact the Complainant to confirm a Complainant's intent to file a Formal Complaint and will then explain the process to the Complainant. Further, if the Formal Complaint does not have sufficient information to determine whether or not the conduct as alleged will fall under this Policy, the Title IX Coordinator will contact the Complainant to schedule an Intake Interview.

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

Title IX Coordinator Training Training provided to the Title IX Coordinator can be found at Title IX Coordinator Training ¹¹⁶

¹¹⁵Institutional Equity and Inclusion (<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/>)

¹¹⁶Title IX Coordinator Training (<https://ws.onehub.com/folders/pix1yl1i>)

III. Supportive Measures

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

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

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

The College may remove a student respondent on an emergency basis if the College determines that the respondent poses an immediate threat to the physical health or safety of the complainant or any other student or employee arising from the allegations of sexual harassment. This decision will be made by a team led by the Student Concerns Committee based on an individualized safety and risk analysis, and the respondent will be provided with notice of the decision and an opportunity to challenge the decision by meeting with the Dean of Students immediately following the removal. The Human Resources Director may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

IV. Informal Resolution

After a formal complaint has been filed, the Title IX Coordinator will offer the parties the opportunity to participate in an informal resolution. An informal resolution may be used only when both parties agree, in writing, to the use of the Informal Resolution process. The Title IX Coordinator must also agree that the matter is suitable for resolution using the Informal Resolution process. If both the respondent and complainant agree, it may be used any time after a formal complaint has been filed but before a determination is made. The parties have the right to end the informal resolution process and resume the investigation and hearing process at any time prior to agreeing to a resolution.

A party interested in mediation should contact the Title IX Coordinator. The Coordinator will provide the parties with written notice disclosing the al-

legations, the requirements of the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Before beginning the mediation process, the parties must provide voluntary, written consent. Informal Resolution cannot be offered to resolve allegations that an employee sexually harassed a student.

Mediation will be facilitated by a trained faculty or administrator. The College will attempt to complete the mediation process within 45 calendar days after the agreement to mediate is signed; this timeframe may be extended for good cause, with written notification provided to the parties of the extension and the reasons for it. Once the matter is resolved through the Informal Resolution process, it is considered final, and is not subject to appeal. The Parties are not required to speak to each other during the process, unless they agree to do so.

V. Formal Complaints

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

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 Title IX Coordinator
 Institutional Equity and Inclusion¹¹⁷
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The Title IX Coordinator may also file a complaint if, e.g.:

- The person subject to the alleged misconduct declines to file or requests to withdraw a complaint but the Coordinator believes the respondent may pose an ongoing threat to the College community, such as in cases in which a weapon is alleged to have been used, or when there is a concern of serial predation.
- In instances in which there are multiple Respondents or multiple Complainants.
- The Complainant is under age 16.
- As required by law.

However, for the College to proceed with the full resolution process (including the imposition of disciplinary measures should a respondent student or employee be found responsible for the alleged misconduct) in a complaint filed

¹¹⁷Institutional Equity and Inclusion (
<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/>)

by the Title IX Coordinator, the person subject to the alleged misconduct must be willing to participate in the investigation and hearing (except where the College has gathered sufficient evidence to complete the complaint resolution process without information from the complainant).

Formal complaints can be filed as long as the respondent remains a part of the College community. However, the sooner a complaint is filed, the more effectively it can be investigated, e.g., while witnesses are still available, memories are fresh, and documentation may still be available.

Mandatory And Discretionary Dismissal The College will evaluate a formal complaint to determine if the alleged conduct constitutes sexual misconduct as defined for Title IX purposes, occurred in the College's education program or activity, and occurred against a person in the United States. If it did not, the College will dismiss the formal complaint for Title IX purposes and notify the parties in writing. However, if the alleged conduct would otherwise be prohibited by this Policy, the College will continue to address it through the Procedures for Discrimination and Harassment Complaints in Appendix B¹¹⁸.

There are circumstances when the College has an obligation to dismiss a Formal Complaint (Mandatory), and circumstances when the College has the discretion to dismiss a Formal Complaint (Discretionary). In the event the College dismisses a Formal Complaint, both parties will be notified in writing of the decision and the rationale for the decision, and of the opportunity for both parties to appeal the decision.

Mandatory Dismissal At any time following the submission of a Formal Complaint and prior to the commencement of a hearing, any case proceeding under Appendix A will be dismissed if it is determined that the conduct at issue does not meet the definitional or jurisdictional requirements of Appendix A. This includes the obligation to dismiss a Formal Complaint at any time in the process if it is determined that the conduct as alleged, even if true, would not constitute a violation of this Appendix A. If the alleged conduct would, if true, support a finding that another the College Policy or Code has been violated, the College may transfer the case for further handling under the appropriate Policy or Code. If the investigation has already commenced at the time of dismissal, the College may use evidence already gathered during the Title IX process for the further handling of the complaint.

Discretionary Dismissal The College may, at any time during an investigation or hearing dismiss a complaint when: a) Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations within the Formal Complaint; b) the Respondent is no longer enrolled or employed at the College; or c) circumstances prevent the College from gathering evidence sufficient to reach a determination.

¹¹⁸Procedures for Discrimination and Harassment Complaints in Appendix B 2.11.9 on page 116

If the alleged conduct would, if true, support a finding that another College Policy or Code has been violated, the College may transfer the case for further handling under the appropriate Policy or Code. the College may use evidence already gathered during the Title IX process for the further handling of the complaint.

Members of the College community are expected to cooperate in the College's investigations and hearings of alleged sexual misconduct. Investigations and hearings will proceed based on reasonably available information. The College, not the parties, bears the burden of proof and the burden of gathering evidence sufficient to reach a determination. The College will not restrict the ability of either party to discuss the allegations under investigation with others or to gather and present relevant evidence.

If a student under the age of 16 is either a complainant or a respondent, the College will notify the minor's parent(s) of all proceedings in this Policy and allow them to participate in those proceedings.

The complaint resolution process will be completed within a reasonably prompt timeframe—generally, within 90 days of receipt of the complaint. The College may extend this timeframe or any component timeframes for good cause. If the College requires an extension of a timeframe, the College will provide written notice to the complainant and the respondent and provide the reason for the delay.

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

1. An explanation of the complaint procedures in this Policy.
2. A description of the allegations, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. This will include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual misconduct; and the date and location of the alleged incident, if known.
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation and hearing.
4. An explanation that the parties may have an advisor of their choice (who may be, but is not required to be, an attorney), and that they may inspect and review the evidence directly related to the investigation during the investigation.
5. Information about Section V of the Policy, regarding the prohibitions against retaliation and against knowingly making false statements or knowingly submitting false information.

6. The name and contact information for the assigned investigator.
7. Information regarding the availability of Supportive Measures.

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

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

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

The Coordinator will appoint a qualified investigator to conduct the investigation and prepare an investigative report, including recommended findings; training provided to the investigator by the College can be found at Title IX Training¹¹⁹. Any party may raise issues of bias or conflict of interest with regard to the investigator. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify an investigator absent a demonstrated bias or conflict. The investigation process includes:

1. Providing the complainant with the opportunity to meet with the investigator.
2. Providing the respondent with the opportunity to meet with the investigator.
3. Meeting with witnesses who may have relevant information.
4. In addition to interviewing the parties and witnesses, , the investigator will gather and review any additional information and documents the investigator deems relevant, including but not limited to student and personnel files, law enforcement and investigation documents, and additional statements from the complainant and the respondent.
 - The investigator will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence indicating that the respondent is responsible for the alleged conduct as well as indicating that the respondent is not responsible.

¹¹⁹Title IX Training (<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/title-ix-policy-procedure-2020/>)

- In any meetings or conversations with the investigator, the parties can be accompanied by an advisor of their choice (who may be, but is not required to be, an attorney). However, an advisor cannot speak for the party they are advising; rather, the advisor's role will be limited to quietly conferring with the party.
 - The investigator will provide each party with written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.
 - A party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, cannot be used in any part of the complaint resolution process unless the College obtains that party's voluntary, written consent.
 - Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant during any part of the complaint resolution process, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
5. Prior to completion of the investigative report, the College will send to each party and the party's advisor, if any, all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
 - This will include all evidence indicating that the respondent is responsible for the alleged misconduct as well as all evidence indicating that the respondent is not responsible. It will also include evidence that is directly related but upon which the College does not intend to rely in reaching a determination regarding responsibility, whether obtained from a party or other source.
 - It will not include sensitive personally identifying information (e.g., social security numbers, contact information, etc.).
 6. The parties will have 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 7. The investigator will create a report of the investigation that summarizes the relevant evidence. The investigator will not make any credibility determinations. The College will send to each party and the party's advisor,

if any, the investigative report. The parties will have 10 days to provide a written response to the report, which will be provided to the hearing officer. The response may not include new evidence that was not already provided to the investigator. . Given the sensitive nature of the information provided, the information will be provided in a secure manner (e.g., by providing digital copies of the materials through a protected, “read-only” web portal). Neither the Complainant nor the Respondent (nor their Advisors) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided or forward, post or otherwise make available the information to any individual, group, organization or agency. Any student or employee who fails to abide by this Policy may be subject to discipline. Any Advisor who fails to abide by this Policy may be subject to discipline and/or may be excluded from further participation in the process.

8. The investigation report, including the evidence on which it is based, will be forwarded to the Hearing Officer at the same time it is sent to the parties.
9. The parties and their advisors can only use the evidence presented to them by the investigator and the investigative report for purposes of the complaint process; they cannot copy, photograph, download, disclose, or disseminate these materials to anyone else.
10. Either party involved in the investigation may request a written update at any point from the Title IX Coordinator.

VI. Hearing

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

B. Hearing Officer The Title IX Coordinator will appoint a qualified individual to serve as the Hearing Officer. Title IX Hearings will be facilitated by a Hearing Officer who will make the decision as to whether or not the Respondent violated the University’s Policy using a preponderance of the evidence standard. Training provided to the Hearing Officer by the College can be found at Title IX Training¹²⁰ and includes training on the University’s Title IX Misconduct and Sexual and Gender-Based Misconduct; relevancy; how to conduct a process that is fair and impartial, including information relating to Hearings, Appeals, and informal resolution processes, conflicts of interest and bias.

¹²⁰Title IX Training (<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/title-ix-policy-procedure-2020/>)

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

C. Hearing Process

1. The University and the Hearing Officer may establish procedures for a pre-hearing conference relating to issues such as scheduling, hearing procedures, structure, advance determination of the relevance of certain topics, and other procedural matters. The Hearing Officer will communicate with the parties prior to the hearing with respect to these issues and establish reasonable, equitable deadlines for party participation/input.
 - (a) The Hearing Officer may invite the parties to submit the questions or topics the parties wish to ask or discuss at the hearing, so that the Hearing Officer can rule on their relevance ahead of time. This advance review opportunity does not preclude advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing.
 - (b) In advance of the Hearing, the Hearing Officer will consider any argument by a party that evidence identified as relevant in the final investigative report is not, in the party's view, relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant.
 - (c) The Hearing Officer may rule on these arguments pre-hearing and will share those rulings with the parties prior to the hearing to assist in the preparation for the hearing. The Hearing Officer may consult with the Title IX Coordinator in making these determinations prior to the hearing.
2. Requests to Postpone the Hearing may be granted by the Hearing Officer provided that the request is based on a compelling emergency and, where possible, such request is provided to the Hearing Officer and the Title IX Coordinator at least 48 hours prior to the time of the hearing.
3. The College may, at its discretion, arrange for the hearing to be conducted in person or through videoconferencing (so that the Hearing Officer and parties can simultaneously see and hear each other or witnesses as they present their information and answer questions); however, if either party requests the use of videoconferencing, the College must provide it. A Complainant or Respondent may request alternative testimony options that would not require physical proximity to the other party, including testifying via a remote electronic method. This request should be made no fewer than five business days prior to the hearing.

4. The Hearing Officer has general authority over the conduct of the hearing and has wide discretion over matters of decorum at the hearing, including the authority to excuse from the hearing process participants who are unwilling to observe rules of decorum. The following behavior will not be tolerated during the hearing: yelling, verbal abuse, disruptive behavior, interrupting or talking over one another, name calling, or using profane or vulgar language. When cross-examining a party or witness, advisors shall not repeat, characterize, express an opinion about, editorialize, or otherwise state any response to the answer given by the party or witness except to ask a follow-up question to elicit relevant evidence. Hearing Officers shall have the authority to set time frames for witness testimony, the length of any opening/closing statements, prohibiting questions because of relevancy, impropriety, breach of decorum, and other grounds.
5. A respondent, complainant, advisor, and/or witness may not use electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) during a hearing, unless authorized by the Hearing Officer.

The general course of procedure for a hearing is as follows: introductions; questioning of the Complainant by the Hearing Officer, followed by questions from the Respondent's advisor. Then the Hearing Officer will question the Respondent, followed by questions from the Complainant's advisor. After that, the hearing officer and then the parties' advisors may question the witnesses. The hearing will conclude with any closing comments from the complainant; and any closing comments from the respondent, followed by closing remarks from the Hearing Officer.

6. The parties can be accompanied to the hearing and any related meeting or proceeding by the advisor of their choice (who may be, but is not required to be, an attorney); a party's witness can also serve as the party's advisor. However, except for purposes of cross-examination (explained below), the advisor cannot speak for the party they are advising; rather, the advisor's role will be limited to quietly conferring with the party.
7. Advisors may not speak or otherwise participate in the hearing except for purposes of conducting cross-examination, when directed to do so by the Hearing Officer. Other than cross-examination, the advisor may not address the Hearing Officer and must comport themselves in a manner that is not disruptive to the hearing or meetings. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant and does not violate any rules of decorum and explain any decision to exclude a question as not relevant. Advisors are not permitted to object to the Hearing Officer's decisions regarding relevance during the hearing. In general, the Hearing Officer will not consider statements of

personal opinion or statements as to any party's general reputation for any character trait as relevant.

8. **Prior Sexual History or Disposition.** Questions about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions are intended to elicit evidence that someone other than the Respondent committed the conduct alleged by the Complainant or concern specific instances of prior sexual behavior with the Respondent and may be relevant to establish consent.
9. If a party does not have an advisor present at the hearing, the College will provide the party with an advisor of the College's choice at no charge to conduct cross-examination on behalf of that party. The advisor's role is limited to relaying a party's own questions to the other party or witness. The advisor need not have any particular skill or qualification to serve in this role.
10. The Hearing Officer will provide an equal opportunity for the parties to present witnesses who were previously interviewed by the investigator, including fact and expert witnesses, and other evidence provided and obtained during the investigation indicating that the respondent is responsible for the alleged conduct as well as indicating that the respondent is not responsible.
11. The Hearing Officer will make all the relevant evidence gathered during the investigation available to each party at the hearing.
12. The Hearing Officer and/or the parties can call the investigator as a witness.
 - If a party or witness does not submit to cross-examination at the hearing, the Hearing Officer shall have the discretion to determine whether or not to rely on any statement of that party or witness in reaching a determination regarding responsibility, as well as the discretion to determine what weight, if any, to give to the statement. The Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.
13. Any credibility determinations made by the Hearing Officer to support their findings must not be based on a party's status as a complainant or respondent.
14. The Hearing is closed to the Public. The College will create an audio recording and/or transcript of the hearing and make it available to the parties for review. No party, advisor, or witness may make a recording of the hearing, or any part of the hearing. No camera, TV, other equipment,

including cell phones, will be permitted in the hearing room except as arranged by the University

15. After the hearing, the Hearing Officer will make a finding by the preponderance of the evidence as to whether the Respondent violated the policy and will create a written notice of the outcome.
16. Should the Hearing Officer determine that the respondent violated the Sexual Misconduct Policy, the Hearing Officer will refer the case to the appropriate College official for determinations of sanctions and remedies (see Section VI.E below) before issuance of the Notice of Outcome.

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

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

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

E. Sanctions/Remedies Sanctions for student respondents found responsible for sexual misconduct under this Policy will be determined by the Dean of Students and included in the Notice of Outcome. Sanctions for employee respondents found responsible for sexual misconduct will be determined by the Human Resources Director and included in the Notice of Outcome. In determining the appropriate sanction(s) and/or remedies, the Dean (or other Disciplinary Authority) may consider a number of factors, including but not limited to:

- The nature of the conduct at issue;
- The impact of the conduct on the Complainant;
- The impact on, or implications of the conduct for, the university community;
- Prior misconduct by the Respondent, including the Respondent's relevant prior discipline history, both at the university or elsewhere, and any criminal convictions, if such information is available and known;
- Any expression of remorse or acceptance of responsibility by a Respondent;
- Maintenance of a safe and respectful environment conducive to learning;
- Protection of the university community;
- The necessity of any specific action in order to eliminate the Sexual Harassment, prevent its recurrence and remedy its effects on the Complainant or other university community members; and/or
- Any mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

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

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

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

Remedial measures and sanctions will not be imposed until any appeal process in the Policy is final, except that any interim measures may be continued during the appeal process.

VII. Appeals

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

1. Both the complainant and the respondent are entitled to appeal the decision of the Hearing Officer.
2. An appeal must be filed, in writing, within five (5) calendar days of the written Notification of Outcome. The appeal should be turned in to the Title IX Coordinator.
3. The Appellate Officer is a decision-maker who was not involved in the Hearing and will not be the individual who had served as the Hearing Officer.
4. Appeals of complaints in which a student is accused of sexual misconduct by another student or by a visitor/third party will be heard by the Human Resources Director. Appeals of complaints in which an employee is accused of sexual misconduct by another employee or by a third-party will be heard by the Dean of Students, or a qualified external reviewer. Appeals of cases in which a student is accused of sexual misconduct by an employee or in which an employee is accused of sexual misconduct by a student will be heard by a qualified external reviewer. Training provided to the appellate officers can be found at Title IX Training¹²¹.
5. Any party may raise issues of bias or conflict of interest with regard to the Appellate Officer. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify an Appellate Officer absent a demonstrated bias or conflict.
6. The grounds for appeal are:
 - New evidence not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome.

¹²¹Title IX Training (<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/title-ix-policy-procedure-2020/>)

- The Title IX Coordinator, investigator(s), or decision-maker(s) had a demonstrated conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- Procedural irregularities that affected the outcome.

**Title IX Coordinator training can be found here: Title IX Coordinator Training¹²²*

B. Appellate Process

1. The Parties will have 24 hours to object to the appointment of the Appellate Officer, in writing, on the basis of actual bias or conflict of interest. The basis of the objection must be articulated in writing. The Title IX Coordinator has the sole authority to determine whether to replace the Appellate Officer and that decision is final.
2. An appeal must articulate the specific grounds for the appeal and provide a statement and/or evidence in support of or challenging the responsibility determination. The parties are entitled to an advisor during the appeal process.
3. The Appellate Officer will first determine whether the appeal is timely and meets the grounds for appeal. If the appeal is untimely and/or not based on a proper ground for appeal, it may be rejected. If so, the Appellate Officer will notify all parties within 10 business days of the appeal filing that the appeal will not be reviewed.
4. If the appeal satisfies the grounds for appeal, the Appellate Officer will notify the other party within five (5) calendar days of receipt of the appeal and provide them an opportunity to respond to the appeal in writing within the next five (5) calendar days.
5. The Appellate Officer may invite the investigator or hearing coordinator to submit a response to the appeal, which will be provided to the parties.
6. The Appellate Officer will make a finding on the appeal within 15 business days of the appeal being filed, unless extended for good cause. If the timeframe for the decision is to be extended, the Appellate Officer will notify the parties of the extension and the reasons for it.
7. An appeal of a determination on responsibility is not a review of the entire matter; rather, it is an objective review of the written documentation related to the investigatory and hearing processes and record of the Hearing, along with the appeal-related submissions authorized under this Policy. The Appellate Officer will not interview, question, or meet with the parties or their advisors.

¹²²Title IX Coordinator Training (<https://ws.onehub.com/folders/pix1yl1i>)

8. The Appellate Officer is to defer to the original findings and determination, remanding only when there is clear reason to do so, and modifying the outcome and sanction(s) only when there is a compelling justification to do so.
9. The Appellate Officer may take one of three possible actions on appeal:
 - (a) Dismiss the appeal for failure to meet the grounds of appeal, upholding the initial outcome and sanction(s), if applicable; or
 - (b) Remand to the original investigator or hearing panel with specific instructions on the remanded issues; or
 - (c) Modify the outcome and/or sanction with a rationale supporting the modification.
10. The complainant and the respondent will be notified simultaneously and in writing of the result of the appeal and the reasons for the result.
11. The Appeals Officer's decision is final and there are no further appeal options.

VIII. Recordkeeping

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

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

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

2.11.9 Appendix B Procedures For Discrimination And Harassment Complaints

These procedures apply to reports and complaints of discrimination, harassment, and retaliation as defined in Section III of the Policy, except those involving Appendix A¹²³). They also apply to reports and complaints of retaliation.

I. Rights

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

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

¹²³Appendix A 2.11.8 on page 95

- Assurance that the College will take steps to prevent recurrence of any discrimination, harassment, or retaliation and, when appropriate, to remedy the discriminatory effects on the complainant and others involved/affected.

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

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

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

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

- The right to appeal the finding and sanction in accordance with this Policy.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias or an actual conflict of interest.
- For individual respondents:
 - Options for available assistance in and how to request supportive measures.
 - The right not to be retaliated against for participating in the complaint resolution process.
 - The right to have an advisor accompany and assist throughout the process.

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

II. Supportive Measures In Harassment Matters

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

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

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

In addition to supportive measures offered after the College learns of possible sexual misconduct, the College will provide written notification to the parties

about any existing counseling, health, mental health, advocacy, visa and immigration assistance, student financial aid, and other available services, both within the institution and in the community.

The College may remove a student respondent on an emergency basis if the College determines that the respondent poses an immediate threat to the physical health or safety of the complainant or any other student or employee arising from the allegations of sexual harassment. This decision will be made by a team led by the Student Concerns Committee based on an individualized safety and risk analysis, and the respondent will be provided with notice of the decision and an opportunity to challenge the decision by meeting with the Dean of Students immediately following the removal. The Human Resources Director may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

III. Complaints

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

Jess Ettell Irvine
Title IX Coordinator
Institutional Equity and Inclusion¹²⁴
313-664-7676
titleix@collegeforcreativestudies.edu

Raquel Diroff
Human Resources Director
Office of Human Resources¹²⁵
313-664-7651
rdiroff@collegeforcreativestudies.edu

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

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

- The complainant subsequently asks to withdraw it;

¹²⁴Institutional Equity and Inclusion (<https://campus.collegeforcreativestudies.edu/institutional-equity-inclusion/>)

¹²⁵Office of Human Resources (<https://campus.collegeforcreativestudies.edu/human-resources/>)

- In harassment cases, the respondent is not or is no longer enrolled in or employed by the College (in which case the College may have no way to gather sufficient evidence to make a determination); however, if the respondent subsequently seeks to re-enroll or be rehired, the complaint may be reopened and the complaint resolution process completed as a condition for re-enrollment/rehire.

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

The College will utilize all relevant internal disciplinary and administrative processes, as well as external criminal and civil reporting mechanisms, deemed appropriate when information pertaining to discrimination, harassment, or retaliation is reported. The investigator shall resolve all alleged violations of the Student Code of Conduct, the Staff Handbook, or the Faculty Handbook arising from the same set of circumstances as the allegations of conduct prohibited by the Policy.

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

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

The investigation and resolution of a complaint will be completed within a reasonably prompt timeframe—generally, within 60 days of receipt of the complaint. The College may extend this timeframe or any component timeframes for good cause. If the College requires an extension of a timeframe, the College will provide written notice to the complainant and respondent and provide the reason for the delay.

IV. Informal Resolution

After a formal complaint has been filed, the Title IX Coordinator will offer the parties the opportunity to participate in informal resolution. An informal resolution may be used only when both parties agree, in writing, to the use of the Informal Resolution process. The Title IX Coordinator must also agree that the matter is suitable for resolution using the Informal Resolution process. Informal Resolution may be used any time after a formal complaint has been filed but before a determination is made. The parties have the right to end the informal

resolution process mediation and resume the investigation and grievance process at any time prior to agreeing to a resolution.

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

Informal Resolution will be facilitated by a trained faculty or administrator. The College will attempt to complete the mediation process within 45 calendar days after the agreement to mediate is signed; this timeframe may be extended for good cause, with written notification provided to the parties of the extension and the reasons for it. Once the matter is resolved through the Informal Resolution process, it is considered final, and is not subject to appeal.

A. Notice Upon receipt of a complaint covered by Appendix B¹²⁶), the Office for Institutional Equity and Inclusion will provide written notice to the complainant and to the respondent that includes:

1. An explanation of the complaint procedures.
2. A description of the allegations.
3. A statement that the individual respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation and adjudication process.
4. An explanation that any parties to a complaint may have an advisor of their choice (who may be, but is not required to be, an attorney).
5. Information about Section V of the Policy, regarding the prohibitions against retaliation and against knowingly making false statements or knowingly submitting false information.

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

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

¹²⁶Appendix B 2.11.9 on page 116

C. Investigative Process Complaints of alleged discrimination, harassment, and retaliation covered by these procedures are investigated under the oversight of the Office for Institutional Equity and Inclusion and, where employees are involved, the Office of Human Resources. The Office for Institutional Equity and Inclusion will appoint a qualified investigator to conduct the investigation and prepare an investigative report. The parties to a complaint may raise issues of bias or conflict of interest with regard to the investigator or anyone from the College involved in conducting or managing the complaint resolution process. The Office for Institutional Equity and Inclusion will weigh these issues and resolve them accordingly. No party has a right to disqualify an individual involved in the complaint resolution process absent a demonstrated bias or conflict.

The investigation process includes:

1. Providing the complainant with the opportunity to meet with the investigator and/or to provide a written statement.
2. Providing the respondent with the opportunity to meet with the investigator and/or to provide a written statement.
3. After meeting with the complainant and the respondent or receiving their written statements, the investigator will gather and review any additional information and documents the investigator deems relevant, including but not limited to student and personnel files, witness statements, law enforcement and investigation documents, and additional statements from the complainant and the respondent. In any meetings or conversations with the investigator, any party to a complaint can be accompanied by an advisor of their choice (who may be, but is not required to be, an attorney). However, an advisor cannot speak for the party they are advising; rather, the advisor's role will be limited to quietly conferring with the party.
4. The investigator will create a preliminary investigation report summarizing the relevant evidence collected.
5. The preliminary investigation report will be provided to the complainant and the respondent, with five (5) business days to respond with any information they deem to be incorrect or incomplete, or to provide additional information that they believe should be included.
6. The investigator will address the parties' responses to the preliminary investigation report and conduct an additional investigation if warranted. If the investigator collects additional evidence, the investigator will give the parties an opportunity to review and respond.
7. The investigator will then create a final investigation report which will contain recommended findings.
8. The final investigation report will be forwarded to the Review Board for final determination.

9. The complainant and respondent may request a written update at any point from the Office for Institutional Equity and Inclusion.

V. Review Board

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

B. Review Board The Review Board will make a final determination on the case based on the report prepared by the investigator. The Review Board will be composed of three members, one of whom shall be designated as the Review Board Chair. The Review Board Chair shall be charged with setting the meeting time(s), ensuring that the Board has met and completed its review, drafting the determination, and then communicating that determination to the Title IX Coordinator, who will then forward it to the Parties. Depending on the allegations in the complaint and the individuals involved, the Review Board may be composed of the Assistant Dean for Institutional Equity and Inclusion, Human Resources Director, Dean of Students, Chief Academic Officer, Dean of Enrollment Services, and Vice President of Finance. The College shall have the discretion to appoint one or more outside reviewers to participate as either a Review Board member or as Review Board Chair.

Any party may raise issues of conflicts of interest with regard to the Review Board. The Title Assistant Dean for Institutional Equity and Inclusion will weigh these issues and resolve them accordingly. If, however, the Assistant Dean is serving on the Review Board, the determination as to whether or not a member of the Policy Review Board has demonstrated a bias for or against either party will be made by the Title IX Coordinator. No party has a right to disqualify a Review Board member absent a demonstrated bias.

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

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

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

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

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

If the Review Board determines that the investigator properly concluded that there is insufficient information to find, by a preponderance of the evidence, that a Policy violation occurred, the Review Board will affirm the finding, and will provide to each party its rationale

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

D. Notice Of Outcome The Notice of Outcome prepared by the Review Board will inform the complainant and the respondent of the outcome of an investigation. The Notice, which shall be provided simultaneously and in writing to all involved, will contain: (1) whether the alleged discrimination, harassment, or retaliation occurred, (2) to the extent permitted by the Family Education Records Privacy Act (FERPA), any individual sanctions imposed, (3) other steps the College has taken to prevent further violations of the Policy, and (4) any appeal rights as described in Section V below. The Notice of Outcome provided to the complainant will also identify any individual remedies offered to them.

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

In cases of harassment (including retaliatory harassment), sanctions for student respondents will be determined by the Dean of Students and included in the Notice of Outcome to the extent permitted by FERPA. Sanctions for employee

respondents will be determined by the Human Resources Director and included in the Notice of Outcome. The range of sanctions under this Policy include, but are not limited to, institutional probation, no contact orders, counseling, training or other developmental assignments, removal from class(es), housing, or suspension/dismissal/termination from the institution.

Remedies for the broader College population will be determined by the Office for Institutional Equity and Inclusion and can include, but are not limited, to developing educational materials on discrimination, harassment, and retaliation and this Policy for students and/or employees; increased security; conducting bystander intervention and prevention programs; and/or issuing Policy statements.

V. Appeals

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

1. An appeal must be filed, in writing, within 5 business days of the written Notification of Outcome. The appeal should be turned in to the Assistant Dean, Office for Institutional Equity and Inclusion.
2. The College leadership team (Chief Academic Officer, Vice President of Finance, Vice President of Institutional Advancement, Vice President of Strategy and Communication, and Dean of Enrollment Services) will serve as the Appeal Body unless they participated in the Review Board determinations. A member of the leadership team may also recuse themselves if a relationship with a party would compromise the impartiality of the appeal. Any party may raise issues of conflicts of interest with regard to the Appeal Body. The Assistant Dean, Office for Institutional Equity and Inclusion, will weigh these issues and resolve them accordingly. No party has a right to disqualify an Appeal Body member absent a demonstrated bias.
3. The Appeal Body will first determine whether the appeal meets the grounds for appeal in Section V.B below. If the appeal is not based on a proper ground for appeal, it may be rejected. If so, the Appeal Body will notify all parties within 10 calendar days of the appeal filing that the appeal will not be reviewed.
4. If the appeal satisfies the grounds for appeal, the Appeal Body will make a finding on the appeal within 15 business days of the appeal being filed. The complainant and, in cases of harassment, the individual respondent will be notified simultaneously and in writing of the results and when such results become final. If the timeframe for the decision is to be extended, the Appeal Body will notify the parties of the extension and the reasons for it.

5. All decisions by the Appeal Body are final.

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

B. Grounds For Appeal

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

2.12 Privacy Notice

2.12.1 Prospective Students, Applicants, And Enrolled Students

College for Creative Studies (CCS) understands that storing and tracking personal information is a sensitive topic, and it is committed to safeguarding privacy. CCS collects and processes certain types of personal information from prospective students, applicants, and enrolled students and their families in connection with its programs in the United States. This privacy notice explains what information is collected, how it is used, and how the College safeguards the information. You should contact the Registrar (kladucer@collegeforcreativestudies.edu) 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 Conduct¹²⁷ 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;

¹²⁷Code of Student Conduct (
<https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/>)

- 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 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 Conduct¹²⁸ and the College's Sexual Misconduct Policy¹²⁹. 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

¹²⁸Code of Student Conduct (<https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/>)

¹²⁹Sexual Misconduct Policy (<https://campus.collegeforcreativestudies.edu/policy/policy-on-sexual-misconduct-title-ix/>)

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
- 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 Policy¹³⁰.

¹³⁰Record Retention Policy(
<https://campus.collegeforcreativestudies.edu/policy/record-retention-policy/>)

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.

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.glml>)

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

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.

4.7.3 Interlibrary Loan

Books and articles that are not available from our library, the Detroit Public Library¹⁵ or the Wayne State Library System¹⁶ can be borrowed from other libraries through Interlibrary Loan. Please contact Nancy Steffes (x7803) or Robert Hyde (x7642) for this service.

4.7.4 Interlibrary Loan Policy

Purpose

Interlibrary loan supports the mission of the College for Creative Studies Library. CCS Library provides interlibrary loan services for CCS faculty, staff, and currently enrolled students who are in good standing with the Library, enabling them to request books, DVDs, and copies of journal articles either not available in the Library's collection, on loan, or officially declared missing.

Scope

CCS Library adheres to the guidelines of the American Library Association's Interlibrary Loan Code for the United States¹⁷ (2008) and the guidelines for

¹⁵Detroit Public Library (
<https://detroitpubliclibrary.org/>)

¹⁶Wayne State Library System (
<https://library.wayne.edu/>)

¹⁷Interlibrary Loan Code for the United States (
<http://www.ala.org/rusa/guidelines/interlibrary>)

international lending. CCS Library complies with all provisions of the U.S. copyright law.

Policies for Borrowing Materials Not in CCS Libraries

The following applies to currently registered students, as well as current CCS faculty and staff members.

- CCS Library will place requests for physical materials for all students and faculty who are able to pick up and return ILL materials on campus.
- Distance education students and faculty at CCS are welcome to participate in electronic document delivery. We are unable to provide physical materials owned by other libraries to distance education students and faculty via ILL due to limitations in our reciprocal agreements with our lending partners.
- A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library decides in each case whether a particular item can be provided and determines the length and conditions of loans.
- CCS students, faculty, and staff must request interlibrary loan items using the form¹⁸ listed on the CCS Library website. Telephone, email, or chat requests will not be accepted.
- CCS Library does not normally process the following interlibrary loan requests:
 - Requests that are incomplete
 - Requests that are not in accordance with copyright law
 - Requests for bound or single issues of periodicals
 - Requests for newspapers in print format
 - Requests for reference books and rare materials
 - Requests for ebooks
 - Request for high-demand items (e.g. textbooks, newly published items, and best sellers)
 - Requests for computer software
 - Requests for genealogical research materials.
- All borrowers of physical interlibrary loan materials are responsible for promptly returning loaned items to CCS Library. Overdue ILL materials are subject to a \$1/day fine. All patrons who have had overdue items more than three times and have not contacted CCS's interlibrary loan will have their CCS ILL borrowing privileges suspended.

¹⁸form (<https://forms.gle/7zfxseaVE5MBkr3q6>)

- Renewal of interlibrary loan materials is permitted at the discretion of the lending library. Renewals should be directed to the CCS Library staff via the **request form**¹⁹ **at least four days prior to the due date**. Renewals may not be requested for overdue materials. The length of the renewal period is determined by the lending library.
- Borrowers are responsible for the replacement of lost or damaged materials at a charge determined by the lending library. Failure to pay any charges will result in suspension of interlibrary loan borrowing privileges. Fines are paid much like normal Library fines, and will appear in the patron's CCS Library account.
- Requested materials may be picked up at the Library's Circulation Desk. Most articles are delivered electronically and are accessed via Article Exchange. Article Exchange provides a single secure location where lending libraries can place requested articles for interlibrary loan. Only authorized users will be able to download the file.
- All material on loan is subject to immediate recall if requested by the lending library. Patrons will then have 24 hours to return the items. Failure to abide by this rule can jeopardize our ability to borrow from these institutions in the future.

Overdue and Replacement Policy

Due dates for individual physical items are determined by the lending library. Email reminders and notices are sent as a courtesy. Failure to receive a notice does not exempt borrowers from processing, replacement, or damage fees. It is a patron's responsibility to return items on time!

- First notice: Patrons will receive a notice from Koha (the CCS Library's catalog system) via email that their due date is approaching two (2) days before the due date.
- Second notice: Two days after the due date, patrons with overdue ILL items will lose their ILL and borrowing privileges until each item is returned in good condition. The fine of \$1/day will begin to accrue.
- Third notice: 28 days after the item(s) was due, ILL materials are officially declared lost. All patrons will be responsible for replacement costs. The charge for a lost interlibrary loan item is determined by the lending library. Many libraries will accept a replacement copy (if available), often with a small processing fee. Others will send an invoice, which can vary greatly, usually between \$75 and \$150. If you lose an interlibrary loan item, please contact us immediately at interlibraryloan@collegeforcreativestudies.edu to avoid losing privileges. We will contact the lending library to see what the options are and provide you with direction.

¹⁹request form (<https://forms.gle/uXEaqP9ixkoRbDkw5>)

Note, CCS Library tracks occurrences of overdue items. Repeat offenses that require staff to issue second notices on three or more occasions will result in the permanent revocation of interlibrary loan borrowing privileges until items are returned or replaced.

- A notice of status change will be sent.
- Only requests for articles or scans will be processed.

Blocked ILL users who can no longer borrow items must meet with the Technical Services Librarian or Library Director to negotiate a return to their original status. This change will require:

- The return of all overdue materials and;
- The payment of all outstanding fees and fines; and
- Review of the ILL policies is performed

Repeated incidents causing suspension of service may result in permanent loss of privileges.

4.7.5 Library Fines

Fines By Patron Type

Students

- Will not receive fines on print books in the general circulating collection.
- Course Reserve, DVDs, CDs, Vertical Files, Periodicals, CML Materials & ILL/Mel will still incur fines.
 - These items will be charged because they have high checkout demand, limited availability, or are cost-prohibitive to replace.
- When patrons place holds on items that are currently checked out to another patron, they will have the option to recall items.
 - Patrons can recall items themselves, or library staff can recall on behalf of the patron.
 - Recalling a book will change check out to 1 week, items will be fined \$1/daily for overdue materials.
 - Patrons also will have the option to wait until the checked-out item is originally due back to check it out.
- Graduating students will receive holds on their accounts for unreturned books.
 - Library staff will contact graduating seniors with checked-out items to instruct them on how to return books and pay any fines.

- Lost items will be charged for the replacement cost.
- Items checked out through InterLibrary Loan (ILL) will be subject to ILL policies for returns and fines.

Student Fines All lost items will be fined for replacement costs

ITEM TYPE	LOAN PERIOD	DAILY FINE
Books (general stacks, oversize & pop up)	4 week loan	\$0 daily fine
Recalled Items	Due 1 week from recall	\$1 daily fine
Circ CD	4 month loan	\$0 daily fine
Course Reserve	2 day loan	\$1 daily fine
Videos/DVD	1 week loan	\$1 daily fine
CML Materials	1 week loan	\$1 daily fine
Periodicals	1 week loan	\$1 daily fine
Vertical Files	2 week loan	Library Use Only
Open/Closed Reserves	2 day loan	\$1 daily fine

Faculty/Staff

- Currently, no daily fines are incurred on any item.
- Items with holds will have the option for recall not automatically renew.
 - Patrons can recall items themselves, or library staff can recall on behalf of the patron.
 - Recalling a book will change check out to 1 week.
 - Patrons also will have the option to wait until the checked-out item is originally due back to check it out.
- Lost items will be charged for the replacement cost.
- Policy for patrons that repeatedly keep books long overdue or recalled:
 - Patrons will be contacted and given two warnings.
 - The library will contact the department head if overdue issues continue after two warnings.
 - Library privileges may be reviewed.
- Items checked out through ILL will be subject to ILL policies for returns and fines.

Faculty/Staff Fines All lost items will be fined for replacement cost

ITEM TYPE	LOAN PERIOD	DAILY FINE
Books	4 month loan	\$0 daily fine
Recalled Items	Due 1 week from recall	\$0 daily fine
Circ CD	4 month loan	\$0 daily fine
Course Reserve	2 day loan	\$0 daily fine
Videos/DVD	1 week loan	\$0 daily fine
Materials	1 week loan	\$0 daily fine
Periodicals	1 week loan	\$0 daily fine
Vertical Files	2 week loan	\$0 daily fine
Open Reserve	2 day loan	\$0 daily fine
Closed Reserve	Library Use Only	Library Use Only

Alumni/Info-Pass

- Only books can be checked out by guests.
 - 2 week check-out, .20¢ daily fine.
 - Recalling a book will change check out to 1 week, items will be fined \$1/daily for overdue materials.
- Lost items will be charged for the replacement cost.

Alumni/Info-Pass Fines All lost items will be fined for replacement cost

ITEM TYPE	LOAN PERIOD	DAILY FINE
Books	4 month loan	\$0 daily fine
Recalled Items	Due 1 week from recall	\$0 daily fine
Circ CD	4 month loan	\$0 daily fine
Course Reserve	2 day loan	\$0 daily fine
Videos/DVD	1 week loan	\$0 daily fine
Materials	1 week loan	\$0 daily fine
Periodicals	1 week loan	\$0 daily fine
Vertical Files	2 week loan	\$0 daily fine
Open Reserve	2 day loan	\$0 daily fine
Closed Reserve	Library Use Only	Library Use Only

Post Navigation Next post: **Interlibrary Loan**²⁰

²⁰Next post: Interlibrary Loan (<https://campus.collegeforcreativestudies.edu/adjunct-confirmation/interlibrary-loan/>)

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 Registration²¹ Office provides a variety of services including assistance with course selection, student registration, guidance, and assistance with registration forms and procedures, referrals to the Center for Tutoring and Writing, 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 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 Office²² plans the recruitment and enrollment activities for prospective students of the College for Creative Studies. Former CCS students

²¹The Academic Advising and Registration (<https://campus.collegeforcreativestudies.edu/academic-advising/>)

²²The Admissions Office (<https://campus.collegeforcreativestudies.edu/admissions/>)

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 Office²³ 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.

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 Education²⁴ 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 Office²⁵ 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

²³Career Services Office (<https://campus.collegeforcreativestudies.edu/career-development/>)

²⁴Continuing Education (<https://campus.collegeforcreativestudies.edu/pre-college/>)

²⁵The Financial Aid Office (<https://campus.collegeforcreativestudies.edu/financial-aid/>)

distribution policies, work-study job postings and guidance for conducting outside scholarship searches can be found here²⁶.

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 2021²⁷

4.14 International Student Services

Yamasaki, Second Floor, Ext. 7428

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

International Student Services²⁸ 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.

²⁶Financial Aid Resources (<https://campus.collegeforcreativestudies.edu/financial-aid/>)

²⁷Work Study Handbook 2019 (<https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/CCS-2021-Work-Study-Handbook.pdf>)

²⁸International 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.

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>)

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 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

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>)

conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. In addition, CCS provides reasonable accommodation for qualified individuals with a disability in accordance with the ADA and other applicable laws, except where such 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.

5.7.3 Emotional Support Animals

Students are permitted to keep Emotional Support Animals (ESA) in on-campus housing on a case-by case basis as a reasonable accommodation for a documented disability. ESA's may not travel throughout campus property/buildings without their owners, and must be contained within the student's designated residence area (or grounds) at all times.

Approval Process

In order to bring an ESA to campus, the student must contact the Director of Residence Life as early as possible to permit time to gather and review all necessary documentation (There is a minimum of 30 days for housing to process the request). Animals that have not yet been approved may not be on campus or in student housing. This process needs to be followed EACH YEAR regardless of previous year approvals.

- The student will be asked to provide documentation of his/her disability and medical documentation of the need for the ESA, including how the animal is a necessary part of current and ongoing therapy and be drafted by a licensed mental health professional(see letter guidelines).
- Students will be asked to provide up to date vaccination and health records to the office of housing that have been updated at least 4 months prior to move in.

Each request will be evaluated in consideration of the needs of the individual and the concerns of the College community. The College reserves the right to amend this policy, as circumstances require. The college will prohibit a specific animal that: poses a threat to the health or safety of others; would cause substantial physical damage to property; would pose an undue financial or administrative burden on the College, or would fundamentally alter the nature of campus housing operations.

Letter Guidelines

For a person to legally qualify for an **emotional support animal** (ESA), he/she must be considered emotionally disabled by a licensed mental health professional (therapist, psychologist, psychiatrist, etc.), as evidenced by a properly formatted prescription letter. Typically, a medical doctor does not qualify because they are not a licensed mental health professional.

The letter should state that:

- You are currently his/her patient
- You are under his/her care for the treatment of mental disability found in the DSM IV or V (the Diagnostic and Statistical Manual of Mental Disorders, version 4 or 5).

- Your disability substantially limits at least one major life activity
- He/she prescribes for you an emotional support animal as a necessary treatment for your mental health.
- In addition, the letter must be dated, written on his/her letterhead, include his/her license type, NPI number, date of license, and state in which the license was issued.

Student's Responsibilities

The owner of an ESA living in campus housing is responsible for the following (once approved):

- The student must be in full control of the animal at all times.
- The student must provide adequate care and supervision of the animal at his/her own expense. This includes proper hygiene, cleanup and disposal of waste.
- Animal waste may not be disposed of in a trash receptacle within any campus building. Waste must be disposed of in outdoor trash bins only. If waste is not disposed of properly, fines may be issued to students.
- The student must continue providing for the health of the animal, such as vaccinations, annual check-ups, and compliance with any licensing requirements.
- The student must assure that the animal does not cause undue interference or disruption to other residents.
- When being transported outside the residence area, the ESA must be placed in an animal carrier or controlled by leash or harness as well as remove any animal waste from the CCS property.
- The student will indemnify, hold harmless, defend and be liable for any harm caused by the animal, including bodily injury or property damage. This responsibility includes, but is not limited to, any expenses incurred for pest control, maintenance or cleaning above and beyond standard costs.
- The student must take the animal with him/her when leaving campus for a prolonged period of time and may not leave the animal in the care of any other resident overnight.
- The student will provide current vet records at the beginning of each Academic Year.

Conflicting Health Conditions

Housing will notify any roommates and will make a reasonable effort to notify the residents of neighboring units to where the ESA will be located. Students with a medical condition that may be affected by animals (ex. severe allergies) should contact Housing with any health or safety concerns about exposure to an ESA. Medical documentation of the condition may be requested. If a student has a serious allergy or has any reason they are unable to live with an ESA in their room, the owner of the ESA may be asked to move rooms.

Removal of Animals from Campus

The College reserves the right to remove or exclude an ESA from campus if:

- The animal poses a direct threat to the health and safety of others.
- The animal is in poor health or if it is not housebroken.
- The animal creates an unmanageable disturbance or interference.
- The student fails to comply with his/her/their responsibilities under this policy.

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.

⁵Accident Insurance Policy (

https://myccs.collegeforcreativestudies.edu/student_life/_pdf/15-16-Policy.pdf)

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.

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 CCS Immunization Recommendation

To protect against preventable diseases and outbreaks, CCS strongly recommends that all students be fully immunized prior to arrival on campus. CCS does not require immunization records for students enrolling in courses, immunization may however be required to participate in some activities (eg. certain study abroad programs, internships, service learning trips, etc.). Information on required immunizations in these instances will be provided to interested students.

The list of immunizations provided here follow the recommendations for adult immunizations from the Advisory Committee on Immunization Practices, as published by the Centers for Disease Control and Prevention⁶ and recommendations for college students from the American College Health Association⁷. Talk to your health care provider to ensure your immunizations are current prior to arriving on campus.

Recommended vaccinations for college students:

- **COVID-19** recommended to be fully vaccinated including all eligible boosters.
- **Influenza (Flu)** Every year.
- **Measles, Mumps, Rubella (MMR)** Two doses after 12 months of age.
- **Meningitis (ACYW)** Recommended for all first year students living in residence halls; other students under age 25 may also choose to be vaccinated to reduce risk of disease. Ask your health care provider if a booster is needed. More info about meningitis⁸.
- **Meningitis B** Recommended for individuals with certain long term health conditions. Ask your health care provider. More info about meningitis⁹.
- **Tetanus, Diphtheria, and Pertussis** Primary series completed as child, then a Tdap after age 11. Tetanus booster every 10 years after receiving Tdap.
- **Varicella (Chicken Pox)** 2 doses if you have not had chicken pox disease.
- **Hepatitis A** 2 doses completed in childhood.
- **Hepatitis B** 3 doses completed in childhood.
- **Human Papilloma Virus** 3 doses for men and women between ages 11-26.

⁶Centers for Disease Control and Prevention (<http://www.cdc.gov/>)

⁷American College Health Association (<http://www.acha.org/guidelines>)

⁸More info about meningitis (<https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html>)

⁹More info about meningitis (<https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening-serogroup.html>)

- **Pneumococcal** Recommended for individuals at risk for pneumonia. Adults 19-64 with asthma or who smoke. Anyone age 2-64 with certain long term health problems or weakened immune system.
- **Polio** Primary series completed in childhood.

5.11 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

Center for Tutoring and Writing

Room C204 Kresge-Ford
313.664.7680
ctw@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 Center for Tutoring and Writing (CTW) provides free academic support for all students. Staffed by higher education professionals and departmental peer tutors, the CTW 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

CTW services primarily include one-on-one assistance for all CCS classes and are tailored to each individual's academic needs. Students find the CTW 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 CTW 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 CTW 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 CTW webpage¹ and in the CTW 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 CTW 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 CTW 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 CTW 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.

¹CTW webpage <https://campus.collegeforcreativestudies.edu/tutoring-writing-center/>

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>)