

# Student Handbook

College for Creative Studies



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# Chapter 1

## General Information

### 1.1 Mission Statement

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

### 1.2 A Brief History

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

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

Much of the school's success was attributed to its close integration of rigorous courses with the progression of the art and design movements and world-class,

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

The school relocated for a third time in 1958 to its current location near the city's cultural center. The move provided students with more convenient access to the Detroit Institute of Arts' impressive collection. All classes and offices were initially housed in the Arts & Crafts building designed by Minoru Yamasaki.

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

The next four decades brought about several improvements and significant changes to the campus. In 1975, construction of the architectural award-winning Kresge-Ford Building was completed, and the Detroit Society of Arts and Crafts changed its name to the Center for Creative Studies—College of Art and Design. The school acquired an apartment building adjacent to campus (the Art Centre building) in 1988 that serves as the main dormitory on campus and the building that formerly housed Detroit's African American Museum of History in 1997 that was later transformed into the Academic Resource Center (now the 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 Midtown<sup>1</sup> and New Center neighborhoods.<sup>2</sup> 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)<sup>3</sup>, 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 Museum<sup>4</sup>, Detroit Public Library<sup>5</sup>, Museum of African American History<sup>6</sup>, Museum of

<sup>1</sup>Map of Midtown, Detroit ( <https://goo.gl/maps/JzG3cRS8v9b3mjbvL8> )

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

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

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

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

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

Contemporary Art Detroit<sup>7</sup>, Detroit Science Center<sup>8</sup>, Scarab Club<sup>9</sup>, the International Institute<sup>10</sup>, Fisher Theater<sup>11</sup>, Cadillac Place<sup>12</sup> and the Amtrak Station<sup>13</sup>.

## 1.4 Administration

The current administration directory<sup>14</sup> is available on the main College for Creative Studies website<sup>15</sup>.

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<sup>7</sup>Museum of Contemporary Art Detroit ( <https://mocadetroit.org/> )

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

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

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

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

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

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

<sup>14</sup>Administration Directory (

<https://www.collegeforcreativestudies.edu/about-us/leadership-administration> )

<sup>15</sup>College 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 database<sup>1</sup>. The College Catalogs can be found on the Course Catalogs<sup>2</sup> page of the college website. Questions regarding academic policies and standards should be directed to the Office of Academic Affairs<sup>3</sup>.

#### 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 FORM<sup>4</sup>

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

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

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

<sup>4</sup>ABSENCE 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 Form<sup>5</sup> 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.

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<sup>5</sup>Exhibition 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 Department<sup>6</sup>, Crafts Department<sup>7</sup>, Photography Department<sup>8</sup>, Art Education Department<sup>9</sup>, and Liberal Arts Department<sup>10</sup>. Faculty offices, the 24 Hour Computer Lab<sup>11</sup> and the Center for Tutoring and Writing<sup>12</sup> are located 2nd floor of the building. The Arts and Crafts Café<sup>13</sup> is located on the 1st floor of the building.

The Yamasaki Building houses Financial Aid<sup>14</sup>, Academic Advising and Registration<sup>15</sup>, Multicultural Affairs, Student Affairs<sup>16</sup>, Ford Campus Bookstore<sup>17</sup>, Business Services<sup>18</sup>, Career Development<sup>19</sup>, International Student Services<sup>20</sup>, Human Resources<sup>21</sup>, and Information Technology Services<sup>22</sup>.

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 Office<sup>23</sup> 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 Center<sup>24</sup>, and the Wendell A. Anderson Jr. Auditorium.

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

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

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

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

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

<sup>11</sup>24 Hour Computer Lab ( <https://campus.collegeforcreativestudies.edu/policy/24-hour-lab-access/> )

<sup>12</sup>Center for Tutoring and Writing( <https://campus.collegeforcreativestudies.edu/tutoring-writing-center/> )

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

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

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

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

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

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

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

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

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

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

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

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

The Manoogian Visual Resource Center houses the Center Galleries, Facilities<sup>25</sup>, Ford Campus Library<sup>26</sup>, and computer labs.

The Fritz Building houses Institutional Advancement<sup>27</sup>.

The A. Alfred Taubman Center for Design Education houses the following departments: Advertising Design<sup>28</sup>, Communication Design<sup>29</sup>, Fashion Accessories Design<sup>30</sup>, Interior Design<sup>31</sup>, Product Design<sup>32</sup>, and Transportation Design<sup>33</sup> as well as Graduate Studies<sup>34</sup> and Academic Affairs<sup>35</sup>. In addition, this facility also houses CCS student housing<sup>36</sup>, 24-hour computer lab<sup>37</sup>, Color & Materials Library<sup>38</sup>, Community Arts Partnership<sup>39</sup>, Design Core<sup>40</sup>, Pre-College and Continuing Education<sup>41</sup>, Imaging Center<sup>42</sup>, Information Technology Services<sup>43</sup>, gallery space, a full-service cafeteria<sup>44</sup>, Tim Horton's and commuter lounge. This facility is also the location of the Henry Ford Academy: School for Creative Studies<sup>45</sup>.

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

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

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

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

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

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

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

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

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

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

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

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

<sup>37</sup>24-hour Computer Lab ( <https://campus.collegeforcreativestudies.edu/policy/24-hour-lab-access/> )

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

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

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

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

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

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

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

<sup>45</sup>Henry 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 Policy<sup>46</sup>.

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.

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<sup>46</sup>Merit'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 Field Trips

From time to time, a faculty member will want to take a group of students on a field trip. All students must sign a waiver of liability<sup>47</sup> 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. 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.

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<sup>47</sup>waiver of liability ( <https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/form-field-trip-waivers.pdf> )

### 2.5.2 Study Abroad

To be eligible for all study abroad opportunities, students must have a cumulative GPA of 3.0 and written permission from the Department Chair. Study for an academic semester or year abroad requires that a student be a junior or in the first semester of the senior year. Graduate students should meet with their Chair to determine the best semester to participate in a study abroad opportunity. Participation in one of the summer faculty-led programs is open to all students, regardless of year.

Study abroad during the final semester at CCS is not permitted. For more information, please see the Study Abroad page on the College's learning management system.

Students must meet with the Director of Global Engagement and their Department Chair no later than April 1 for fall or October 1 for winter.

Students must:

- Complete the Study Abroad Approval Form<sup>48</sup> and Packet and submit to the to the Global Engagement Office (GEO)
- Comply with the CCS International Travel Policy requirements
- Attend a pre-departure Informational Meeting with the GEO

All forms are available from the office of Global Engagement. The GEO is located on the 2nd Floor of the Yamasaki.

### 2.5.3 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 Global Engagement office.

### 2.5.4 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.

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<sup>48</sup>Study Abroad Approval Form (  
[https://campus.collegeforcreativestudies.edu/intl-student-services/wp-content/uploads/sites/22/2020/11/2019\\_03\\_14.ISS\\_studyabroadapplication.pdf](https://campus.collegeforcreativestudies.edu/intl-student-services/wp-content/uploads/sites/22/2020/11/2019_03_14.ISS_studyabroadapplication.pdf) )

### 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 Conduct<sup>49</sup>
  - CCS Drug and Alcohol Policy<sup>50</sup>
  - CCS Policy on Sexual Misconduct (Title IX)<sup>51</sup>
  - CCS International Travel Policy<sup>52</sup>
- Be prepared to respond to emergency and crisis protocol to ensure a safe environment and experience to all students.
- Be prepared to adhere to all reporting requirements in regards to crime, behavioral, and sexual assault/violence.

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<sup>49</sup>Student Code of Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

<sup>50</sup>CCS Drug and Alcohol Policy ( <https://campus.collegeforcreativestudies.edu/policy/alcohol-and-other-drug-policy-for-students-faculty-and-staff/> )

<sup>51</sup>CCS Policy on Sexual Misconduct (Title IX) ( <https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/> )

<sup>52</sup>CCS International Travel Policy ( <https://campus.collegeforcreativestudies.edu/policy/international-travel/> )

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

**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 (31)3-664-7448 Cell: +1 (313)-920-1296 [kcampbell@collegeforcreativestudies.edu](mailto: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](mailto: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 consulate<sup>53</sup> for assistance. Ask to speak to the Consular Section to report your passport lost or stolen. If you have been the victim of a serious crime<sup>54</sup>, be sure to tell a consular officer about it as soon as possible so they can provide appropriate assistance. If you are scheduled to leave the foreign country shortly, please provide our consular staff with the details of your travel.

### **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.

<sup>53</sup>U.S. embassy or consulate ( <http://www.usembassy.gov/> )

<sup>54</sup>victim of a serious crime ( <https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html> )

- The date, time, and location the missing student was last seen.
- The general routine or habits of the suspected missing person including any recent changes in behavior or demeanor.
- The missing student's cell phone number.

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

**Notifications:**

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

**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.*

### 2.5.5 Student Travel to High Risk Destinations

College for Creative Studies (CCS) is committed to developing a wide variety of international study opportunities for students; however, the College recognizes that situations exist in which the risks of travel may outweigh the advantages of the international experiences. The Global Engagement Office (GEO) monitors information relevant to the safety of international student travel destinations from official sources as well as from our partners and colleagues abroad. All international travel involving students, must be discussed with the Director of GEO prior to finalizing travel arrangements. The Director of GEO will research travel advisories. The College reserves the right to cancel or alter any program when, based on a review of relevant information and resources, we determine that the security or health of students may be threatened.

#### **Statement Of Policy:**

Destinations (countries, states, or cities) with travel advisory levels 2, 3 or 4 from the United States Department of State (DOS) or under an active travel advisory from the World Health Organization (WHO) and/or Centers for Disease Control (CDC) may be determined to be high-risk travel destinations. All international CCS-related student travel to any such destination requires approval from the High Risk Travel Committee (HRTC); travel to destinations with a level 3 or 4 DOS advisory requires approval from the HRTC and approval by the College's leadership. A High Risk designation may also be given to countries or regions with a rating of a 4 or 5 (on a scale of 1-5) by the College's third party travel security firm.

For the purposes of this policy "international CCS-related student travel" is travel promoted or organized by CCS that benefits the student's academic program (i.e., study abroad, faculty-led study abroad, student exchange, internships); travel done on behalf of CCS; travel that is part of a CCS sponsored program; or, travel using funds processed through CCS. Personal student travel is not covered by this policy.

Advisory Source	Level &	Required	Decision/Approval Authority
DOS Level 1 – exercise normal precautions		Submit travel plan to Director of ISSO	Director of GEO approves
DOS Level 2 – exercise increased precautions		Submit travel plan to Director of GEO	HRTC approves or consults with College Leadership to finalize decision
WHO/CDC alert or advisory		Receive approval for HRTC	
DOS Level 3 – reconsider travel		Submit travel plan to Director of ISSO	If approved by HRTC, must also be approved by College Leadership
DOS Level 4 – do not travel		Full HRTC review	

#### Members Of High Risk Travel Committee (HRTC):

- Director of International Student Services
- Associate Provost
- Dean of Students
- Director of Campus Safety
- Director of Business Services

#### Process To Request Permission To Travel To A High Risk Destination

Any student, student group, or faculty/staff member leading a student group that would like to participate in an international travel activity to a location determined to be high risk, must seek approval through the CCS High Risk Travel Committee. Depending on the nature of the international student travel, other members of the CCS community may also be asked to participate in the analysis, when appropriate.

The request for permission to travel to a high risk destination should be sent to the Director of Global Engagement and must include the following:

- The student or the leader of a group of students must complete the Request for Exception to Travel Restrictions form.
- A signed Addendum (for each participant) to the CCS Assumption of Risk form that acknowledges the additional risk of the travel destination. (provided by ISSO)
- Proof of comprehensive medical insurance coverage and appropriate vaccinations if health risk is present. (Students/faculty)The CCS HRTC will review the request to travel and if approved, will forward the request along

with the rationale for approval to CCS College Leadership who will make the final decision if the travel is to a destination with a DOS Level 3 or 4 warning.

Approved travel will have a mandatory pre-departure orientation provided by GEO. Approvals are for a particular program in a specific location. Approvals for repeated programs are valid for the academic year provided that there is no significant change in the programming or risk level for the location. Even after approval, if the situation deteriorates or the DOS significantly changes its advisory, permission to travel may be revoked at the discretion of the College Leadership.

If the permission to travel is denied, the GEO will assist the student(s) in planning alternative travel. If the student(s) travel despite the denial:

- Any travel to the denied destination will be considered personal travel;
- No logistical support will be provided from the GEO to travel to denied destinations;
- No funds processed through CCS may be used for this travel;
- No academic credit may be granted for activity conducted at the destination whether concurrent with the program or after return;
- Students' enrollment at CCS may be terminated for the duration of the travel.

Request for Exception to Travel Restrictions.3.2.2020<sup>55</sup>

## 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

<sup>55</sup>Request for Exception to Travel Restrictions.3.2.2020 ( <http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/Request-for-Exception-to-Travel-Restrictions3.2.2020.pdf> )



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, splat balls, and altered toy guns;
  - all fireworks;
  - all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;

- any martial arts weapons, e.g., numb chucks and throwing stars;
  - any substance that is considered poisonous;
  - any item used as a weapon in the commission of a crime.
  - any operative animal trap or another device that is used to ensnare animals.
  - any 3D printed firearm, bladed weapon, bow and arrow, or other items considered weapons
  - any improper use of a prop weapon and/or the use of a prop weapon to threaten or intimidate.
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 Laws<sup>56</sup>

### 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:

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.

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<sup>56</sup>Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws ( [https://myccs.collegeforcreativestudies.edu/its/\\_pdf/2016-02-29-HEOA-Annua-Notification.pdf](https://myccs.collegeforcreativestudies.edu/its/_pdf/2016-02-29-HEOA-Annua-Notification.pdf) )

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:
    - develop, validate, or administer predictive tests;
    - administer student aid programs;
    - improve instruction. (§ 99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
  - To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
  - Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11)). CCS defines the following as “directory information:”
    - Name
    - Dates of Attendance
    - Graduation Date
    - Major/Academic Program
    - Degrees, honors, and awards received
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

**Information For Dual Enrolled High School Students**

A student attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

**Student Information Release Authorization**

To release PII to a parent, another individual, or organization, the Student Information Release Authorization must be completed and signed. This form is available in the Academic Advising and Registration Office (AARO).

**Request To Withhold Release Of Directory Information**

To request to withhold the release of directory information, the Request to Withhold Release of Directory Information must be completed and signed. This form is available in the Academic Advising and Registration Office (AARO).

**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 Basic Rights For Pregnant Students**

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

**2.8.1 Classes And Coursework**

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

**2.8.2 School Activities And Extracurriculars**

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

### 2.8.3 Support And Adjustments

- **Reasonable adjustments** to support a student during their pregnancy can include, but is not limited to a larger desk, elevator access, or allowing a student to make frequent trips to the restroom, when necessary.
- **Excused Absences are required** for as long as a doctor says it is necessary.
- **Faculty and staff may not refuse to allow a student to submit work after a missed deadline because of pregnancy or childbirth.** If grading is based in part on class participation or attendance the student should be allowed to make up the participation or attendance credits they didn't have the chance to earn.
- **Special services provided to students with temporary medical conditions will be granted to pregnant students.** This includes homebound instruction/at-home tutoring/independent study.

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

(updated February 2020)

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

Under the ~~Drug-Free Workplace Act~~ and the Drug-Free Schools and Communities Act<sup>57</sup>, the College is required to have an alcohol and other drug policy and must distribute this policy annually to all employees and students. This Policy must outline the College's prevention, education and intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

### 2.9.1 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

<sup>57</sup>Drug-Free Schools and Communities Act ( <http://www2.ed.gov/policy/elsec/leg/esea02/pg51.html> )

## 2.9. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF61

located off site. Guests, on campus or at College events, who are violating a College policy, may be asked to leave campus/the event and their CCS host will be held responsible for their guest's actions.

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

### 2.9.2 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.

*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.

### 2.9.3 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**

## 2.9. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>63</sup>

**Event form**<sup>58</sup>. For all College related events involving alcohol, a licensed, third-party bartender must be present to serve the alcohol and the bartender must refrain from using a tip jar.

### **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

### **2.9.4 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.

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<sup>58</sup>Request for Approval to Serve Alcohol at a CCS Sponsored Event form (<http://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/CCS-Request-Approval-to-Serve-Alcohol-Revised-Feb-2020.pdf> )

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

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

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

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

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

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

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

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

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

**TOBACCO** (cigarettes, cigars, chewing tobacco) Can cause diseases of the



## 2.9. ALCOHOL AND OTHER DRUG POLICY FOR STUDENTS, FACULTY AND STAFF<sup>65</sup>

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

For an extensive list of health-related risks please visit *The National Institute on Drug Abuse*<sup>59</sup>: <http://www.drugabuse.gov/>

### 2.9.5 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

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<sup>59</sup>The National Institute on Drug Abuse ( <http://www.drugabuse.gov/> )

### Community Resources

Narcotics Anonymous<sup>60</sup> – [www.na.org](http://www.na.org)

Alcoholics Anonymous<sup>61</sup> – [www.aa.org](http://www.aa.org)

Al-anon<sup>62</sup> – [www.al-anon.alateen.org](http://www.al-anon.alateen.org) *For friends, relatives and domestic partners who are coping with a loved one's alcohol or drug use.*

Drug Free Detroit<sup>63</sup> – [www.drugfreedetroit.org](http://www.drugfreedetroit.org)

### 2.9.6 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

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<sup>60</sup>Narcotics Anonymous ( <http://www.na.org/> )

<sup>61</sup>Alcoholics Anonymous ( <http://www.aa.org/> )

<sup>62</sup>Al-anon ( <http://www.al-anon.alateen.org/> )

<sup>63</sup>Drug Free Detroit ( <http://www.drugfreedetroit.org/> )

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

under this policy may include requiring successful participation in an alcohol or drug rehabilitation or assistance program as a condition of continued employment.

### 2.9.7 External Sanctions

#### Federal Law

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

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

A full description of federal sanctions for drug felonies can be found at <sup>64</sup>. This section is not intended as legal advice; consult with an attorney regarding your specific legal issues.

#### Michigan Law

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

Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level of .08 or higher. If a student is under 21, there is a "zero tolerance" law in the state of Michigan, and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to the suspension of driving privileges in the State of Michigan.

**Medical Amnesty:** To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention,

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<sup>64</sup>(<https://www.dea.gov/drug-policy-information>(  
<https://www.dea.gov/drug-policy-information> )

the State of Michigan provides for medical amnesty to remove perceived barriers to calling for or seeking help.

Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content. The medical amnesty law provides an exemption from prosecution for the following:

- A minor (under the age of 21) who, after consuming alcohol, voluntarily presents himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
- 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.

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

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.

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.

### **2.9.8 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.

### **2.9.9 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.

### **2.9.10 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.

### **2.9.11 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.

## **2.10 Drug Convictions & Financial Aid Eligibility**

### **2.10.1 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.

### **2.10.2 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.

### **2.10.3 Possession Of Illegal Drugs**

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

### **2.10.4 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.

### 2.10.5 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.

### 2.10.6 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.



## 2.11 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<sup>65</sup>  
Taubman Center, 9<sup>th</sup> 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<sup>66</sup>  
1-800-421-3481

Related federal and state laws:

- Titles VI<sup>67</sup> and VII<sup>68</sup> of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972<sup>69</sup>

<sup>65</sup>Institutional Equity and Inclusion

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

<sup>66</sup>U.S. Department of Education ( <https://www2.ed.gov/about/offices/list/ocr/index.html> )

<sup>67</sup>Title VI of the Civil Rights Act of 1964 ( <https://www.dol.gov/agencies/oasam/regulatory/statutes/title-vi-civil-rights-act-of-1964> )

<sup>68</sup>Title 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> )

<sup>69</sup>Title IX of the Education Amendments of 1972 ( [https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html) )

- Title III of the Americans with Disabilities Act<sup>70</sup>
- Section 504 of the Rehabilitation Act<sup>71</sup>
- the Age Discrimination Act<sup>72</sup>
- the Equal Pay Act<sup>73</sup>
- the Age Discrimination in Employment Act<sup>74</sup>
- the Elliott-Larsen Civil Rights Act<sup>75</sup>

## 2.12 College for Creative Studies Hazing

### 2.12.1 I. PURPOSE

The Stop Campus Hazing Act (SCHA) amends the Higher Education Act of 1965 to require all colleges and universities to disclose hazing incidents in their Annual Security Reports (ASR). The SCHA mandates that colleges define hazing, compile statistics on reported cases, and establish transparent policies for reporting and prevention. The purpose of this policy is to establish CCS's Anti-Hazing Policy, identify how CCS will implement this policy, and identify resources for reporting violations of this policy.

### 2.12.2 II. POLICY STATEMENT

Pursuant to the Stop Campus Hazing Act (SCHA) and Michigan's Anti-Hazing Law, CCS does not tolerate hazing. Organizations or individuals found responsible for hazing under this policy, whether occurring on or off campus, may be subject to disciplinary action and or civil or criminal prosecution.

### 2.12.3 III. STATE OF MICHIGAN LAW ON HAZING

In addition to CCS's Anti-Hazing Policy, the State of Michigan has criminalized certain types of hazing at educational institutions, including colleges and universities, under "Garrett's Law," MC750.411t<sup>76</sup>.

Under Garrett's Law, hazing includes an intentional, knowing, or reckless disregard act by a person acting alone or acting with others that is directed

<sup>70</sup>Title III of the Americans with Disabilities Act ( [https://www.ada.gov/ada\\_title\\_III.htm](https://www.ada.gov/ada_title_III.htm) )

<sup>71</sup>Section 504 of the Rehabilitation Act ( <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973> )

<sup>72</sup>Age Discrimination Act ( <https://www.dol.gov/general/topic/discrimination/agedisc> )

<sup>73</sup>Equal Pay Act ( <https://www.eeoc.gov/statutes/equal-pay-act-1963> )

<sup>74</sup>Age Discrimination in Employment Act ( <https://www.eeoc.gov/statutes/age-discrimination-employment-act-1967> )

<sup>75</sup>Elliott-Larsen Civil Rights Act ( [https://www.michigan.gov/documents/act\\_453\\_elliott\\_larsen\\_8772\\_7.pdf](https://www.michigan.gov/documents/act_453_elliott_larsen_8772_7.pdf) )

<sup>76</sup>"Garrett's Law," MC750.411t ( <https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-750-411t> )

against an individual and that person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. It is not a defense to a prosecution under Garrett's Law that the individual against whom the hazing was directed, consented or acquiesced in the hazing.

#### 2.12.4 IV. DEFINITIONS

**Hazing** – any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, regardless of the student's willingness to participate, that:

- Is connected with the institution, in affiliation with, or pertains to the initiation and or maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and
- Causes or creates a risk, above the reasonable risk in the course of participation at the College of physical injury, psychological harm, or degradation.
- Hazing may include the following or similar acts: whipping, beating, striking, electric shocking, placing of a harmful substance on someone's body, or similar activity.
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing, or otherwise inducing another person to consume food, liquids, alcohol, drugs, or other substances;
- Causing, coercing, or otherwise inducing another to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a violation of local, state, tribal, or federal law; and
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

**Student Organization** – An organization at College for Creative Studies (CCS), such as a club, society, association, athletic team, club sports team, or student government, in which two or more members are students, whether or not the organization is established or recognized by the college.

### 2.12.5 V. APPLICATION

This policy applies to:

- Students of the college;
- Minors participating in college-sponsored youth programs and educational programs;
- Any organization operating as a reorganized student organization by the college;
- A group of two or more student members, whether or not established or recognized by the college.

### 2.12.6 VI. REPORTING

Any person should report, via email, a hazing concern if they believe it has occurred or have reasonable cause to believe it will happen. Reasonable cause means a person who witnesses hazing or receives a credible written or oral report of hazing, or potential or planned hazing activity. Reports should be made to [mhamilton@ccsdetroit.edu](mailto:mhamilton@ccsdetroit.edu)<sup>77</sup>.

- In the report, please provide a description of the hazing behavior, individuals and/or organizations involved, where the hazing occurred, and whether the hazing is ongoing.
- Include any photos or videos you would like to submit.
- You may receive a response from a CCS staff member during normal business hours to ask questions pertaining to the report and acknowledge receipt.
- A case will be created and will follow the appropriate process of hazing investigations.

A case involving a crime, emergency, or immediate threat to the health or safety of any person should be reported immediately to the Wayne State Police or local law enforcement by calling 911.

### 2.12.7 VII. CCS RESOURCES

- Title IX<sup>78</sup>
  - Michelle Hamilton<sup>79</sup>, Director of Civil Rights and Title IX Compliance

<sup>77</sup>[mhamilton@ccsdetroit.edu](mailto:mhamilton@ccsdetroit.edu) ( [mhamilton@ccsdetroit.edu](mailto:mhamilton@ccsdetroit.edu) )

<sup>78</sup>Title IX ( <https://www.ccsdetroit.edu/belonging-at-ccs/title-ix-coordinator-policy/> )

<sup>79</sup>Michelle Hamilton ( [mhamilton@ccsdetroit.edu](mailto:mhamilton@ccsdetroit.edu) )

## 2.13. POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT<sup>77</sup>

- Wellness and Counseling Services<sup>80</sup>
- Student Affairs<sup>81</sup>
- Student Advocate<sup>82</sup>

### 2.12.8 VII. EXTERNAL RESOURCES

- <https://stophazing.org/about/><sup>83</sup>
- Organization that provides hazing research and created “We Don’t Haze”<sup>84</sup> documentary video
- National non-profit committed to preventing hazing and educating society about the harms of hazing<sup>85</sup>

Change Log:

- 06/23/25 Effective Date

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

### 2.13.1 Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (Title IX Policy)

#### OVERVIEW

College for Creative Studies (hereinafter, “CCS” or “the College” is committed to providing an educational and employment environment that is free from Discrimination based on Protected Characteristics, Harassment, and Retaliation for engaging in protected activity. CCS’s Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (“Title IX Policy”) and Policy on Preventing and Addressing Discrimination, Harassment and Retaliation, are designed to further these goals.

#### *CCS’s Title IX Commitment*

The College is committed to providing a safe and non-discriminatory learning, living, and working community for all members of CCS’s community. CCS does not discriminate on the basis of sex in any of its programs and activities. To that end, CCS’s “Policy on Sexual and Gender-Based Harassment and Other

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<sup>80</sup>Wellness and Counseling Services ( <https://www.ccsdetroit.edu/life-at-ccs/services/wellness-counseling-services/> )

<sup>81</sup>Student Affairs ( <https://www.ccsdetroit.edu/life-at-ccs/student-affairs/> )

<sup>82</sup>Student Advocate ( <https://www.ccsdetroit.edu/life-at-ccs/student-affairs/student-advocate/> )

<sup>83</sup><https://stophazing.org/about/> ( <https://stophazing.org/about/> )

<sup>84</sup>We Don’t Haze ( <https://vimeo.com/207510882> )

<sup>85</sup>preventing hazing and educating society about the harms of hazing ( <https://hazingpreventionnetwork.org/hazingprevention-org-is-now-the-hazing-prevention-network/> )

Forms of Interpersonal Violence” (“Title IX Policy”) prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 (“Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII”) and Michigan’s Civil Rights Laws, including the Elliott Larsen Civil Rights Act. Such behavior also requires CCS to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Campus Safety Act (“Clery Act”).

*CCS’s Commitment to Eliminating Discrimination and Harassment*

The College must define and respond to certain types of misconduct as required by Title IX, codified at 34 C.F.R. Part 106 and related guidance (the “Title IX Regulations”). The Title IX Regulations allow the College to define and regulate misconduct that falls outside the scope of the Title IX Regulations, but which CCS is committed to addressing as a matter of CSS policy or as required by other law. These guidelines are set for CSS’s Policy, “Preventing and Addressing Discrimination, Harassment and Retaliation”.

CCS values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved. Employees, including Faculty and Student Employees, or Students who violate these policies may face disciplinary action up to and including termination of employment or expulsion. The College will take prompt and equitable action to eliminate conduct that violates its policies, prevent recurrence, and remedy its effects. CCS conducts ongoing prevention, awareness, and training programs for Employees and Students to facilitate the goals of these policies.

*CCS’s Commitment to a Fair Process for Resolving Disputes*

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goal of fairness in all aspects of the Education Program or Activity, CCS has developed policies and procedures that provide a prompt, equitable, and impartial resolution of allegations of violation of the Title IX Policy, in **Process A**, and violation of Policy on Preventing and Addressing Discrimination, Harassment and Retaliation, in **Process B**.

## I. POLICY STATEMENT

CCS is committed to providing a safe and non-discriminatory campus community that is free from Sexual and Gender Based Misconduct and that enables individuals engaged in Programs or Activities to participate in the scholarly, research, educational and services of CCS. The College does not discriminate on the basis of sex or gender in any of its Programs or Activities.

It is a violation of CCS’s Title IX Policy to engage in Sexual Assault, Quid Pro Quo Sexual Harassment (as defined by the Title IX Policy or the Policy on Preventing and Addressing Discrimination, Harassment and Retaliation), Hostile Environment Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence and Stalking and Complicity in the commission of any act prohibited by this Policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this Policy (collectively “Prohibited Conduct”).

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Prohibited Conduct under this Policy extends beyond the definitions of “sexual harassment” adopted by the Department of Education in the Title IX Regulations.

Some forms of Prohibited Conduct may also constitute crimes under Michigan law, which may subject a person to criminal prosecution and punishment in addition to any sanctions under this Policy. Complainants have the right to notify or decline to notify law enforcement in addition to any actions taken under this Policy. Complainants may also simultaneously pursue criminal and CCS complaints.

### II. SCOPE AND APPLICABILITY

This policy applies to Students, defined under this policy as those who are registered or enrolled for credit-or non-credit-bearing coursework (“Students”); College employees, defined under this policy as all full-time and part-time faculty, College Staff, Student employees, wage workers, (including temporary employees), professional research staff, and post-doctoral fellows (“Employees”); and third parties, consisting of contractors, vendors, visitors, applicants, guests, or other third parties (“Third Parties”).

Once the Grievance Process has been initiated following the issuance of a Notice of Investigation letter, the College retains the jurisdiction to investigate and resolve the matter even if Complainant or Respondent is no longer a member of the College community due to changes in enrollment (including graduation), employment, or other status in the College community.

This Policy covers acts of Prohibited Conduct, as defined in this Policy, that are committed by or against Students, Employees, and as applicable Third Parties, when the Prohibited Conduct occurs:

- On campus or other property owned or controlled by CCS;
- In the context of College Employment or Education Program or Activity including but not limited to College-sponsored study abroad, research, field work, practicums, internship programs, online programs, employment, a Program or Activity conducted by CCS for individuals who are neither College employees nor students (such as sports or academic camps offered to non-students); or
- Outside of a College Employment or Program or Activity, but potentially poses a serious threat of harm, has a continuing adverse effect on, or creates a hostile environment for Students, Employees or Third Parties while on campus or other property owned or controlled by CCS, or in any College Program or Activity.

CCS retains discretion to determine whether Prohibited Conduct occurring outside of the College Program or Activity is within the College’s jurisdiction. In determining whether the College has jurisdiction over off-campus or online conduct that did not occur in a College Program or Activity, CCS will consider the severity of the alleged conduct, the risk of on-going harm, whether both parties are members of the CCS Community, the impact on the College Employment or Program or Activity, and whether off-campus conduct is part of a series of actions that occurred both on and off campus.

### III. DIRECTOR OF CIVIL RIGHTS AND TITLE IX COMPLIANCE

The CCS president and Assistant Vice President of Campus Life created a

full-time position titled the Director of Civil Rights and Title IX Compliance (the “Director”), to coordinate the CCS’s compliance Title IX, and other federal, state or local law or ordinances.

The Director is responsible for providing comprehensive education and training; coordinating CCS’s timely, thorough, and fair response; investigation and resolution of all alleged Prohibited Conduct under the Policy; and monitoring the effectiveness of, and any barriers to, accessing the Policy and related procedures to ensure an education and employment environment free from sex harassment and retaliation, or other violations under Title IX.

#### IV. PROHIBITED CONDUCT UNDER THIS POLICY

Prohibited Conduct under this Policy is defined as conduct defined as sexual harassment under Title IX and includes:

A. Sexual Assault: Any sexual act directed against another person, without the Consent of the Complainant including instances where the Complainant is incapable of giving consent.

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

2. Sodomy—Oral or anal sexual intercourse with another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of age or because of temporary or permanent mental or physical incapacity.

3. 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 the Consent of the victim, including instances where the victim is incapable of giving Consent because of age or because of temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia, e.g., a finger, bottle, handgun, stick.

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

B. Sexual Assault: Nonforcible sexual intercourse

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

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

C. Quid Pro Quo Sexual Harassment: An employee of the College conditioning the provision of aid, benefit, or service on another individual’s participation in unwelcome sexual conduct.

D. Hostile Environment Sexual Harassment as Defined in Title IX Regulation (“Title IX Hostile Environment Sexual Harassment”): Unwelcome conduct based on sex that would be determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to CCS’s Employment or Education Program or Activity.



E. Dating Violence: Violence committed by a person who is 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. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such Dating violence does not include acts covered under the definition of domestic violence.

F. Domestic Violence: Violence committed by a current or former spouse or intimate partner of the Complainant; a person with whom the Complainant shares a child in common; a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; 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. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

G. Stalking: Engaging in a course of conduct 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. Stalking may include the concept of "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion. When allegations of stalking are unrelated to sex and/or gender-based harassment, cases may be referred to the appropriate office and governed by Policy on Preventing and Addressing Discrimination, Harassment and Retaliation, or other CCS Policy, Code, Handbook or Manual.

## V. PRESERVATION OF EVIDENCE

A. Preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. The College will inform the Complainant of the importance of preserving evidence by taking actions, if applicable, such as the following:

### 1. Sexual Assault

- a. Seek forensic medical assistance at the nearest hospital, ideally within 12 hours of the incident (sooner is better);
- b. Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do;
- c. If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth;
- d. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container (if provided by law enforcement); and/or
- e. Seeking medical treatment can be essential even if it is not for the purpose of collecting forensic evidence.

## 2. Stalking/Dating Violence/Domestic Violence/Sexual Harassment

- a. Evidence in the form of text and voice messages will be lost in most cases if a party or witness changes their phone number;
- b. Make a secondary recording of any voice messages and/or save the audio files to a cloud server;
- c. Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook);
- d. Save copies of email and social media correspondence, including notifications related to account access alerts;
- e. Take time-stamped photographs of any physical evidence including notes, gifts, etc. in place when possible;
- f. Save copies of any messages, to include those showing any request for no further contact;
- g. Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible;
- h. If changing devices, make sure to transfer any files needed to the new device; and/or
- i. During the initial meeting between the Complainant and the Director, the importance of taking these actions will be discussed, if timely and appropriate.

## VI. ADDITIONAL PROHIBITED CONDUCT UNDER THIS POLICY

To the extent that conduct does not fall under the definition of Title IX Quid Pro Quo Sexual Harassment, the following conduct violates CCS Policy, and will be investigated and addressed under Process A:

A. College Policy Quid Pro Quo Sexual Harassment: Unwelcome conduct based on sex where submission to or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a College program or activity.

B. Sexual Exploitation: Purposely or knowingly doing one or more of the following without Consent:

1. Taking sexual advantage of another person.
2. Taking advantage of another's sexuality.
3. Exceeding the boundaries of consensual Sexual Contact without the knowledge of the other individual.
4. Sexual Exploitation may be committed for any purpose, including sexual arousal or gratification, financial gain, or other personal benefit.
5. Examples include, but are not limited to, purposefully or knowingly:
  - a. Causing the incapacitation of another person through alcohol and/or drugs (or any other means) for the purpose of compromising that person's ability to give Affirmative Consent to sexual activity;
  - b. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Video Calls by any media or livestreaming of images) without consent of all parties;
  - c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy);

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- d. Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
- e. Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
- f. Maliciously threatening to disclose or disclosing an individual's Sexual Orientation, Gender Identity, or Gender Expression;
- g. Prostituting another person;
- h. Possessing, creating, or distributing child pornography;
- i. Exposing another person to a sexually transmitted infection or virus without the other's knowledge; or
- j. Failing to use contraception or deliberately removing or compromising contraception (Stealth) without the other party's knowledge.

C. Complicity: Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct under this Policy by another person. Examples of complicity include, but are not limited to, restraining another individual during a sexual assault, encouraging someone to commit dating violence or sexual assault, or intentionally not intervening for the purpose of facilitating another person committing Prohibited Conduct

D. Retaliation: No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX or this Policy.

E. Violation of Supportive Measures

1. Supportive Measures are discussed in more detail in Section IX. Failure to comply with Supportive Measures as required is a separate violation of this Policy.

### VII. DEFINITIONS

A. "Complainant" is used to refer to a Student, Employee, or Third Party who is reported to have experienced Prohibited Conduct. A Complainant also typically participates in a process undertaken by CCS to address a report of Prohibited Conduct. In some instances, the person who is reported to have experienced Prohibited Conduct may not wish to participate in the process. In those cases, CCS may pursue a resolution process under this Policy without a participating Complainant. "Complainant" will be used throughout this Policy and related procedures to refer generally to an individual who is reported to have experienced Prohibited Conduct, even if their specific identity is unknown to CCS and/or if they do not participate in any related process.

B. "Confidential And Non-Confidential Resources:

1. "Confidential Resources" are available to provide individuals with assistance, support, and additional information and are prohibited from disclosing confidential information unless: (1) given permission by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or

(4) as otherwise required or permitted by law or court order. Confidential Resources may be required to report non-identifying information to CCS's Security Department for crime reporting purposes.

2. "Non-Confidential Resources" are available to provide individuals with assistance, support, and additional information, but may have broader obligations than Confidential Resources to report information that is shared with them. Non-Confidential Resources will make reasonable efforts to respect and safeguard the privacy of the individuals involved. Privacy means that concerns about Prohibited Conduct will only be shared with College representatives responsible for assessment, investigation, or resolution of the report or otherwise properly responding to issues raised; to CCS's Security Department for crime statistics reporting; and to the extent required by law or court order.

C. "Confidential Employees" and "Non-Confidential Employees"

1. "Confidential Employees" are those employees who provide confidential, trauma informed counseling and support. Confidential Employees will not disclose information about Prohibited Conduct reported to them by a student or employee to the Director without the individual's permission, unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., where there is suspected abuse or neglect of a minor).

2. "Non-Confidential Employees" are required to report to the Director all relevant details (obtained directly or indirectly) about any incident of Prohibited Conduct that involves a student or an employee as a Complainant, Respondent, and/or witness, including dates, times, locations, and names of parties and witnesses. This includes reports related to on- or off-campus conduct. Non-Confidential Employees are not required to report information disclosed

a. at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose incidents of Prohibited Conduct; collectively, "Public Awareness Events");

b. during a student's participation as a subject in an Institutional Review Board-approved human subjects research protocol; or

c. peer support groups.

D. "Consent" is a clear and unambiguous agreement, expressed outwardly through mutually understandable words or actions, to engage in "Sexual Activity."

1. CCS will consider the following issues to determine whether there has been consent within the meaning of this Policy.

a. Did the person initiating Sexual Activity know that the conduct in question was not consensual?

b. If not, would a Reasonable Person who is unimpaired by alcohol or drugs have known that the conduct in question was not consensual?

c. If the answer to either of these questions is "Yes," Consent was absent.

2. Consent is not to be inferred from silence, passivity, or a lack of resistance, and relying on non-verbal communication alone may not be sufficient to determine Consent.

3. Consent is not to be inferred from an existing or previous dating or sexual relationship. Even in the context of a relationship, there must be mutual Consent to engage in any Sexual Activity each time it occurs. In cases involving prior or current relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of Consent.

4. Consent to engage in a particular Sexual Activity at one time is not Consent to engage in a different Sexual Activity or to engage in the same Sexual Activity on a later occasion.

5. Consent can be withdrawn by any party at any point. An individual who seeks to withdraw Consent must communicate, through clear words or actions, a decision to cease the Sexual Activity. Once Consent is withdrawn, the Sexual Activity must cease immediately.

6. Given the inherent power differential in the context of a professional faculty-student, staff-student or supervisor-supervisee interactions, when the Respondent is the faculty member, staff member, or supervisor, the College will generally apply heightened scrutiny to an assertion of Consent.

E. “Employee” means all faculty (i.e., regular instructional, supplemental instructional, research track, and visiting faculty), librarians, archivists, curators, graduate student instructors, graduate student staff assistants, graduate student research assistants, postdoctoral research fellows, and all regular and temporary staff.

F. “Force” includes the use of physical violence, threats, and/or coercion.

1. Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, strangling, and brandishing or using any weapon.

2. Threats are words or actions that would compel a Reasonable Person to engage in unwanted Sexual Activity. Threats may be implicit or explicit but must be of such a nature that they would reasonably cause fear.

3. Examples include threats to harm a person physically or to cause a person academic, employment, reputational, or economic harm.

4. Coercion is the use of an unreasonable amount of pressure that would overcome the will of a Reasonable Person. Coercion is more than an effort to persuade, entice, or attract another person to engage in Sexual Activity. When a person makes clear a decision not to participate in a particular Sexual Activity, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can become coercive.

5. In evaluating whether Coercion was used, CCS will consider:

- a. the frequency, intensity, and duration of the pressure;
- b. the degree of isolation of the person being pressured; and
- c. any actual or perceived power differential between the parties in the context of their respective roles within the College.

G. “Formal Complaint” means a document signed/filed by a Complainant or by the Title IX Coordinator or an electronic submission (e.g. email) containing

the allegations that a Respondent engaged in Prohibited Conduct and requesting initiation of the CCS's resolution processes.

H. "Incapacitation" or "Incapacitated" means that a person lacks the ability to make informed, deliberate choices about whether or not to engage in Sexual Activity.

1. Consent cannot be gained by taking advantage of the Incapacitation of another, where the person initiating Sexual Activity knows or reasonably should know that the other is Incapacitated.

2. A person who is Incapacitated is unable to give Consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that Sexual Activity was requested, suggested, initiated, and/or is taking place. A person may be Incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

3. When alcohol or other drugs are involved, Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily Incapacitated solely as a result of drinking or using drugs; the level of impairment must be significant enough to render the person unable to give Consent.

4. In evaluating Consent in cases of alleged Incapacitation, CCS considers:

- a. Did the person initiating Sexual Activity know that the other party was Incapacitated?

- b. If not, would a REASONABLE PERSON who is unimpaired by alcohol or drugs have known that the other party was Incapacitated?

- c. If the answer to either of these questions is "Yes," Consent was absent.

5. One is not expected to be a medical expert in assessing Incapacitation by drugs or alcohol. One must look for the common and obvious signs that show that a person may be Incapacitated, regardless of the amount of alcohol or drugs consumed. Although every individual may manifest signs of Incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady manner of walking, combativeness, emotional volatility, vomiting, unconsciousness, or incontinence.

6. A person who is Incapacitated may not be able to understand some or all of the following questions:

- a. Do you know where you are?

- b. Do you know how you got here?

- c. Do you know what is happening?

- d. Do you know whom you are with?

7. It is important to be cautious before engaging in Sexual Activity when any person involved has been drinking alcohol or using drugs. The use of alcohol or other drugs may impair an individual's ability to determine whether Consent has been sought or given. If there is doubt about an individual's level of intoxication, the safe thing to do is to refrain from engaging in Sexual Activity. Being impaired by alcohol or other drugs is not a defense to a failure to obtain Consent.

I. "Mandatory Reporters" are individuals who are required to share with the Director of Civil Rights and Title IX Compliance, information they receive about alleged Prohibited Conduct. Individuals With Reporting Obligations are:

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1. College administrators and supervisors;

CCS Faculty and Employees (including Student-Employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected Title Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions.

J. A “Program or Activity” includes:

1. any location, event, or circumstance where the College exercises substantial control over both the Respondent and the context in which conduct occurs;

2. any building owned or controlled by a Student Organization recognized by CCS; and

3. a College campus.

4. Conduct that occurs off campus in locations or at events with no connection to the College is unlikely to occur in a Program or Activity of CCS.

K. “Protected Activity” includes most elements of participation in CCS’s processes related to this Policy, including but not limited to reporting Prohibited Conduct; pursuing a resolution of Prohibited Conduct; providing evidence in any investigation or Hearing related to Prohibited Conduct; or intervening to protect others who may have experienced Prohibited Conduct. Retaliation against any person because of Protected Activity is prohibited under this Policy.

L. “Reasonable Person” means a person using average care, intelligence, and judgment in the known circumstances.

M. “Respondent” is an individual who is reported to have engaged in conduct that could constitute Prohibited Conduct. “Respondent” will be used throughout this Policy and related procedures to refer generally to an individual who is reported to have engaged in conduct that could constitute Prohibited Conduct, even if their specific identity is unknown to CCS and/or unknown to the Complainant, and/or even if they do not participate in any related process.

N. “Sexual Activity” refers to any conduct of a sexual nature for which Consent is required under this Policy. A person who initiates Sexual Activity is responsible for obtaining Consent for that conduct. Consent cannot be obtained by Force or in circumstances involving Incapacitation, which are defined in this Section.

O. “Student” generally means an individual who has gained admission to, and/or an individual who was admitted for enrollment in, an academic Program or Activity operated by the College, from the time they are admitted until either degree conferral or they are otherwise ineligible to register for courses without seeking readmission, and/or a person who has gained admission to CCS (to the extent to which CCS has a reasonable opportunity to control the environment in which the conduct is alleged to have occurred and/or the interactions between the parties).

P. “Supportive Measures” are individualized services, accommodations, and other assistance that CSS offers and may put in place, without fee or charge. Supportive Measures are designed to restore or preserve equal access to the College’s Programs and Activities, protect the safety of all parties and the Col-

lege's educational environment, and/or deter Prohibited Conduct, without being punitive or disciplinary in nature or unreasonably burdening the other party.

Q. "Third Party" means all CCS regents, contractors, guests, vendors, visitors, volunteers, and any individual who is participating in a College Program or Activity, but who, for purposes of alleged Prohibited Conduct, has not gained admission to and/or is not enrolled in an academic program and/or course at the College and/or who is not acting as an Employee (e.g., an individual who is participating in a summer camp; an individual who is attending a Program or Activity by invitation or that is open to the public; or an individual who is not enrolled in an academic program and/or course at CCS, but who is participating in a College study abroad program).

#### VIII. REPORTING

##### A. Report of a Violation of Title IX

1. A report provides the Notice of an allegation or concern about Prohibited Conduct or Other Prohibited Conduct. It allows the Director to provide information, resources, and supportive measures.

2. Reporting carries no obligation to file a Formal Complaint, and in most situations, the College is able to respect a Complainant's request not to initiate an investigation or other appropriate resolution procedures.

a. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the College may need to initiate an investigation or other appropriate resolution procedures.

3. If a Complainant does not wish to file a Formal Complaint, the College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of privacy by submitting a report that allows the College to discuss and/or provide supportive measures, in most circumstances.

##### B. Formal Complaint

A Formal Complaint informs the College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Formal Complaint. Reports or Formal Complaints may be made using any of the following options:

1. Verbal Notice to the Director or one of the Director's staff in the Director's Office.

2. Written report or Formal Complaint may be made at any time (including during non-business hours) by email or by mail, to the office of the Director.

a. mhamilton@ccsdetroit.edu or Michelle Hamilton, 201 E. Kirby, Detroit, MI 48202

##### C. Anonymous Reports.

Anonymous reports are accepted but the report may give rise to a need to determine the Parties' identities. Anonymous reports typically limit the College's ability to investigate, respond, and provide remedies, depending upon what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous reports.



D. Reports by Mandated Reporters

1. All CCS Faculty and Employees (including Student-Employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal CCS action.

2. If a Complainant wishes to pursue formal action regarding their allegations, they may report the incident to any Mandated Reporter. The Mandated Reporter will connect the Complainant with appropriate resources for reporting potential crimes and/or policy violations and will promptly forward the report to the Director.

a. Mandated Reporters are obliged to notify the Director of any potential allegations. Upon receiving the report, the Director will reach out to the Complainant to discuss next steps, including the option of involving law enforcement.

b. If a Complainant specifically asks that law enforcement be contacted, the Mandated Reporter will first inform the Director Civil Rights and Title IX Compliance, then immediately notify the appropriate authorities.

E. Anonymous Notice to Mandated Reporters

1. At the request of a Complainant, a Mandated Reporter may give the Director notice without identifying the Complainant. The Mandated Reporter cannot remain anonymous themselves.

2. If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Director on that assessment without revealing personally identifiable information.

3. Anonymous notices will be investigated by the Director to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notices typically limit the Director's ability to investigate, respond, and provide remedies, depending on what information is shared.

4. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Director. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements. Consult with the Director in such situations.

5. Mandated Reporters who fail to report an incident of Prohibited Conduct of which they become aware, violate CCS policy and can be subject to disciplinary action for failure to comply/failure to report.

a. This also includes situations when a Respondent is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under the Policy.

F. Reporting options for a Complainant or third party (including parents/guardians when appropriate) seeking Confidential Resources only:

### 1. Confidential Resources

To enable Complainants to access support and resources without filing a Formal Complaint, CCS has designated specific employees as Confidential Resources. Those designated by the College as Confidential Resources are not required to report Prohibited Conduct in a way that identifies the Parties. They will, however, provide the Complainant with the Director's contact information and offer options and resources without any obligation to inform an outside agency or CCS official unless a Complainant has requested the information be shared.

2. If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following:

- a. On-campus licensed professional counselors and staff;
- b. U-will, online telehealth platform for students and employees; or
- c. Institutional counselors are available to help free of charge and may be consulted on an emergency basis during normal business hours.

3. In addition, Complainants may speak with individuals unaffiliated with the CCS without concern that the Policy will require them to disclose information to the institution without permission. Such individuals include:

- a. Licensed professional counselors and other medical providers
- b. Local rape crisis counselors
- c. Domestic Violence resources
- d. Local or state assistance agencies
- e. Clergy/Chaplains
- f. Attorneys

G. Confidential Employees, as defined in this policy, who receive reports within the scope of their confidential roles, will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful.

### H. Time Limits on Reporting

1. There is no time limitation on providing Notice/Formal Complaints to the Director. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

2. Acting on Notice/Formal Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Director's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

## IX. CONFIDENTIAL AND NON-CONFIDENTIAL RESOURCES

A. Supportive (Interim) Measures are available at CCS. Some of these are designated as Confidential Resources. Others provide support but may need to involve the Director of Civil Rights and Title IX or the Security Department.

1. Regardless of whether the College determines that Prohibited Conduct occurred, the College will offer resources or assistance to Complainants, Respondents, Witnesses, and other affected Community members after receiving notice of Alleged Prohibited Conduct. CCS will also assist those individuals in

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identifying and contacting external law enforcement agencies and community resources.

2. Confidential Resources and Non-Confidential Resources are generally available regardless of whether an individual reports, makes a Formal Complaint, participates in a resolution process under this Policy, whether the alleged conduct occurred outside the scope of this Policy, or whether the Complainant knows the specific identity of the Respondent.

B. The Director of Civil Rights and Title IX may, in their discretion, designate specific programs or events as confidential, under appropriate circumstances.

### C. Non-Confidential Resources

Non-Confidential Resources are available to provide individuals with assistance, support, and additional information, but who are not designated as confidential and may have broader obligations to report information that is shared with them. Non-Confidential Resources will make reasonable efforts to respect and safeguard the privacy of the individuals involved. Privacy means that concerns about Prohibited Conduct will only be shared with CCS representatives for assessment, investigation, or resolution of the report or otherwise properly responding to issues raised; to the Security Department for crime statistics reporting; and to the extent required by law or court order.

### D. Emergency Measures.

1. The College can act to remove a Student Respondent accused of Title IX Sexual Harassment from its Education Program or Activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any Student or other individual justifies removal.

a. This risk analysis is performed by the Director and may be done in conjunction with the Behavioral Intervention Team using its standard objective violence risk assessment procedures.

2. Students accused of other forms of Discrimination, Harassment, or Other Prohibited Conduct (not Sex-based) are subject to interim suspension, which can be imposed for safety reasons.

3. Employees are subject to existing procedures for interim actions and leaves.

## X. AMNESTY

The CCS community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report alleged misconduct to CCS officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the CCS community that Complainants choose to report misconduct to CCS officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

### A. Amnesty for Minor Policy Violations

To encourage reporting and participation in the process, CCS offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

1. Students

The College also maintains an amnesty policy for Students in addition to witnesses who offer help to others in need.

2. Employees

Sometimes, Employees are hesitant to report for fear that they may get in trouble themselves. The College may, at its discretion, offer Employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

#### XI. CLERY ACT COMPLIANCE AND TIMELY WARNINGS

If a report of Prohibited Conduct discloses a serious and immediate threat to the campus community, CCS Campus Safety and Security Department will issue a timely notification to protect the health or safety of the community as required by the Clery Act. The notification will not include identifying information about a Reporting Party.

Pursuant to the Clery Act and the 2019 Amendments to the Violence Against Women Act, anonymous statistical information regarding reported criminal incidents must be shared with the CSS Campus Safety and Security Department for inclusion in the Daily Crime Log. This information will also be included in the College's Annual Security Report. CCS may also share aggregate and not personally identifiable data about reports, outcomes, and sanctions.

#### XII. PREVENTION AND AWARENESS TRAINING PROGRAMS

CCS provides training to students and employees on this Policy and topics and issues related to maintaining an education and employment environment free from harassment and discrimination. All employees are required to attend Title IX training as part of orientation and then complete an in-person online training annually.

The Director, Title IX Investigators, Title IX Case Managers and supporting Staff, and Title IX Hearing/Appeal Officers shall all receive training as required in the Title IX Regulations, including training on the definition of sexual harassment under the Title IX Regulations and this Policy, the scope of the College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Additionally, Title IX Hearing/Appeal Officers shall receive training on any technology to be used at a hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Title IX Investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All trainings shall be available on the Title IX website.

### XIII. OBLIGATION TO PROVIDE TRUTHFUL INFORMATION

All CCS community members are expected to provide truthful information in any report or proceedings under this Policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions under the College's Student Code of Conduct and disciplinary action under the appropriate employee disciplinary policy. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

### XIV. EXTERNAL CONTACT INFORMATION

Concerns about the College's application of the Policy and compliance with certain federal civil rights laws may be addressed to:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline: (800) 421-3481

Facsimile: (202) 453-6012

TDD: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

### XV. EFFECTIVE DATE

A. Effective Date: September 17, 2025

This Policy will become effective upon the date of approval by the President.

B. Date of Most Recent Review:

September 18, 2025

### APPENDIX

#### PROCESS A

#### PROCESS A

COLLEGE FOR CREATIVE STUDIES PROCEDURES FOR ALLEGED VIOLATIONS OF ITS SEXUAL MISCONDUCT AND OTHER ACTS OF INTERPERSONAL VIOLENCE

(TITLE IX POLICY)

#### 1. Overview

The College will act on any Notice/Formal Complaint of violation of the College for Creative Studies Sexual Misconduct and Other Acts of Interpersonal Violence Policy ("the Title IX Policy"), or the Policy on Preventing and Addressing Discrimination, Harassment and Retaliation that the Director of Civil Rights and Title IX Compliance ("the Director") or any other Official with Authority receives. The College uses two sets of procedures, known as Process A and Process B. Process A is compliant with the federal Title IX regulations. It involves an investigation and live hearing, including cross-examination. It also includes an Informal Resolution option.

Process A is applicable to all Formal Complaints of Title IX Policy.

All other behaviors occurring off campus and/or outside of the College's Education Program or Activity that are covered by the Policy are subject to

resolution under Process B, which is less formal than Process A. Occasionally, a Formal Complaint will include conduct that falls within both Processes A and B. When that occurs, Process A will typically be used to address all allegations. The choice between applying Process A or B is solely at the Director's discretion.

## 2. Notice/Complaint

Upon receipt of Notice or a Formal Complaint of an alleged Policy violation, the Director will initiate a prompt initial assessment to determine the College's next steps. The Director will contact the Complainant to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

## 3. Initial Assessment

The Director conducts an initial assessment, typically within five (5) business days of receiving Notice or a Formal Complaint. The initial assessment typically includes:

- Assessing whether the reported conduct may reasonably constitute a Policy violation
- Determining whether the reported conduct falls within the scope of the Policy
- Offering and coordinating supportive measures for the parties
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options
- Determining whether the Complainant wishes to file a Formal Complaint
- Notifying the Respondent of the available resolution options if a Formal Complaint is made

## 4. Helping a Complainant Understand Resolution Options

If the Complainant indicates they wish to file a Formal Complaint, the Director will work with the Complainant to determine which resolution option they prefer. The Director will seek to abide by the Complaint's wishes but may have to take another approach depending upon their assessment of the situation.

If the Formal Grievance Process is pursued, the Director will initiate an investigation.

If any party indicates that they want to pursue an Informal Resolution option, the Director will refer the matter to the appropriate individuals(s) if the Director determines Informal Resolution is available and the other Parties consent to participate. Informal Resolution cannot be used to resolve a Formal Complaint of Title IX Sexual Harassment involving an Employee Respondent and a Student Complainant.

If the Complainant does not want any action taken, the Director will consider that request. Typically, allegations of Student-on-Student and Employee-on-Employee misconduct will not prompt the Formal Grievance Process unless deemed necessary by the Director, though the Complainant can elect to pursue the formal process in the future. The Director may need to refer allegations of Employee-on-Student misconduct to the Formal Grievance Process regardless of the Complainant's wishes, depending on the nature of the allegations.

The Director may consider elements such as patterns of behavior, predation, grooming behaviors, threats, violence, use of weapons, or involvement of minors

in determining whether to sign a Formal Complaint.

5. Administrator Authority to Initiate a Complaint

The Director has ultimate discretion as to whether a Formal Complaint is made and may consult with appropriate CCS Employees, and/or conduct a violence risk assessment to aid their determination whether to sign a Formal Complaint on behalf of the Complainant.

If a Complainant is not participating or attempting to participate in the CCS's Education Program or Activity at the time of making a Formal Complaint, they can request that the Director sign a Formal Complaint. When the Director signs a Formal Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged misconduct. If the Director declines to sign a Formal Complaint, alternative processes may be available and can be explored with the Director.

6. Collateral Misconduct

Collateral misconduct includes potential violations of other CCS policies that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the Director may consult with other CCS officials who typically oversee such conduct (e.g., Human Resources, Student Conduct, Academic Affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the Director's discretion. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the Student, Faculty, and Staff handbooks.

7. Dismissal (Mandatory and Discretionary)

a. The College must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- i. The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined above, even if proven;
- ii. The Sex-based conduct did not occur in the College's Education Program or Activity (including buildings or property controlled by recognized student organizations) and/or the College does not have control of the Respondent;
- iii. The Sex-based conduct did not occur against a person in the United States and was not affiliated with any international CCS program such as study abroad programs; and

iv. The Complainant alleging Sex-based conduct is not participating in or attempting to participate in the CCS's Education Program or Activity at the time of filing the Formal Complaint, and based on the available information, the Director has determined that they do not need to sign a Formal Complaint on behalf of the College.

b. The Director may dismiss a Formal Complaint or any allegations therein if at any time during the investigation or hearing:

- i. A Complainant notifies the Director of Civil Rights and Title IX Compliance in writing that the Complainant would like to withdraw the Formal

Complaint or any allegations therein;

- ii. The Respondent is no longer enrolled in or employed by the College;
- iii. Specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the Formal Complaint or allegations therein
- c. A Complainant who decides to withdraw a Formal Complaint may later request to reinstate it or refile it.
- d. Upon any dismissal, the Director will promptly and simultaneously send the parties written notice of the dismissal and the rationale for doing so.
- e. This dismissal decision is appealable by any party. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate.
- f. When the Director has signed a Formal Complaint and later determines that the basis for signing is no longer compelling, the Director may rescind the Formal Complaint and notify the parties accordingly. This is not a dismissal, and there is no opportunity to appeal because the Complainant may still file a Formal Complaint if they wish to, in most circumstances.
- g. A complaint that has been dismissed may still be referred to other relevant CCS departments if the conduct described constitutes a violation of additional CCS policies.

#### 8. Appeal of Dismissal

The parties may appeal a decision to dismiss or not to dismiss their Formal Complaint. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal decision.

- i. A dismissal may be appealed on the following grounds:
  - (1) A procedural irregularity affected the outcome of the matter;
  - (2) New evidence that was not reasonably available at the time the determination regarding dismissal was made, that could affect the outcome of the matter;
  - (3) The Director, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter; and
  - (4) The dismissal was erroneously granted or denied.
- ii. The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. Upon receipt of a written dismissal appeal request from one or more parties, the Director will share the request and supporting documentation with all other parties and provide three (3) business days for other parties and the Director to respond to the request. At the conclusion of the response period, the Director will forward the request, as well as any response provided by the other parties and/or the Director to the Dismissal Appeal Decision-maker for consideration.
  - (1) If the appeal request does not provide information that meets the grounds in the Policy, the Dismissal Appeal Decision-maker will deny the request, and the parties, their advisors, and the Director will be notified in writing of the denial and the rationale.
  - (2) If any of the asserted grounds in the appeal satisfy the grounds described in the Policy, then the Dismissal Appeal Decision-maker will notify all parties



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and their advisors, and the Director of their decision and rationale in writing. The effect will be to reinstate the Complaint.

iii. In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Decision-maker has seven (7) business days to review and decide on the appeal, though extensions can be granted at the Director's discretion, and the parties will be notified of any extension.

iv. Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

v. The Dismissal Appeal Decision-maker may consult with the Director and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Director will maintain documentation of all such consultations.

#### 9. Emergency Removal/Interim Suspension of a Student

The College may remove a student accused of Title IX Policy violations emergently upon receipt of a Formal Complaint or at any time during the Formal Grievance Process.

a. Prior to an emergency removal, the College will conduct an individualized risk assessment and may remove the student if that assessment determines that an immediate threat to the physical health or safety of any student or other individual justifies removal.

b. When an emergency removal or interim suspension is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) business days of the notification.

c. Upon receipt of a challenge, the Director will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

(1) This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal or interim suspension is appropriate, should be modified, or should be lifted.

(2) When this meeting is not requested within two (2) business days, objections to the emergency removal or interim suspension will be deemed waived.

(3) A student can later request a meeting to show why they are no longer an immediate threat because conditions related to the threat have changed.

(4) A Complainant and their Advisor may be permitted to participate in this meeting if the Director determines it is equitable for them to do so.

(5) The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Director for review.

d. An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes

available. The Director will communicate the final decision in writing, typically within three (3) business days of the review meeting.

#### 10. Placing Employees on Leave

When the Respondent is an Employee, or a Student-Employee accused of misconduct in the course of their employment, existing provisions in the Staff Handbook and Faculty Handbook for interim action are typically applicable instead of the above emergency removal process.

#### 11. Counter-Complaints

The College is obligated to ensure that the Formal Grievance Process is not abused for retaliatory purposes. Although the College permits the filing of counter-complaints, the Director will use an initial assessment, described above, to assess whether the allegations in the counter-complaint are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a Policy violation.

Counter-complaints determined to have been reported in good faith will be processed using the Formal Grievance Process. At the Director's discretion, investigation of such claims may take place after resolution of the underlying initial Formal Complaint.

#### 12. Advisors in the Formal Grievance Process

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the Formal Grievance Process, if they choose.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-maker.

##### a. Who Can Serve as an Advisor

i. The parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and hearings within the resolution process, including intake. The parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available. Parties have the right to choose not to have an Advisor in the initial stages of the Formal Grievance Process, prior to a hearing.

ii. The Director will offer to assign a trained Advisor to any party. If the parties choose an Advisor from the College's Resolution Process Pool, the Director will have trained the Advisor and familiarize them with the College's Formal Grievance Process. College-appointed advisors are employees of the college and are bound by rules of confidentiality. Therefore, they do not need to have a signed release.

iii. The College cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party. However, all institutionally appointed Advisors will be provided with similar training.

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iv. If the parties choose an Advisor from outside the Resolution Process Pool, the Advisor may not have been trained by the College and may not be familiar with CCS's policies and procedures.

(1) Any Advisor outside of the Resolution Process Pool will need to have a signed release from the Complainant/Respondent stating the Director can share all case information with the Advisor. Until that release is signed, the Director must not share any case information with that Advisor.

v. A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Director with timely notification if they change Advisors.

(1) If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

vi. The College may permit parties to have more than one Advisor, or an Advisor and a support person, upon special request to the Director. The decision to grant this request is at the Director's sole discretion and will be granted equitably to all parties.

vii. If a party requests that all communication be made through their attorney Advisor instead the College will agree to copy both the party and their Advisor on all communications.

### b. Advisor's Role in the Formal Grievance Process

i. Advisors should help the parties to prepare for each meeting or hearing and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

ii. The parties are expected to respond to questions on their own behalf throughout the Formal Grievance Process. Although the Advisor generally may not speak on behalf of their advisee, except for conducting cross-examination during a hearing, the Advisor may consult with their advisee, either privately as needed,. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

iii. The Title IX Regulations require a form of indirect questioning during the hearing, which must be conducted by the Parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any questioning of the parties and witnesses.

### c. Records Shared with Advisors

i. Advisors are entitled to the same opportunity as their advisee to receive copies of the Draft and Final Investigation Reports, as well as the Directly Related Evidence file. Parties will be asked to sign releases for the Director to share materials with an Advisor.

ii. Advisors are expected to maintain the confidentiality of the records the Director shares with them. The Director may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the college's confidentiality expectations.

### d. Advisor Expectations

i. The Director generally expects an Advisor to adjust their schedule to allow them to attend investigative meetings/interviews/hearings when planned, but the Director may change scheduled meetings/interviews/hearings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

ii. The Director may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview/hearing by telephone, video conferencing, or other similar technologies as may be convenient and available.

iii. All Advisors are subject to the same CCS policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by the College. Advisors are expected to advise without disrupting proceedings.

e. Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with the College's established rules of decorum will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing may be ended, or other appropriate measures implemented, including the College requiring the party to use a different Advisor or providing a different CCS-appointed Advisor. Subsequently, the Director will determine how to address the Advisor's non-compliance and future role.

13. Resolution Options Overview

a. Formal Resolution Process

The Formal Grievance Process is the College's primary resolution approach unless all parties and the Director agree to an Informal Resolution. The process considers the parties' preferences but is ultimately determined at the Director's discretion.

i. Resolution proceedings are private. All persons present at any time during a resolution process are expected to maintain the privacy of the proceedings in accordance with the Policy. If the privacy of the case is compromised, the Director will open an additional investigation to preserve the integrity of the case.

ii. There is an expectation of privacy around what Investigators share with parties during interviews and for any materials the institution shares with the Parties during the resolution process. The parties have discretion to share their own knowledge and evidence with others if they choose, except for information the parties agree not to disclose as part of an Informal Resolution. CCS encourages parties to discuss any sharing of information with their Advisors before doing so.

iii. The procedures for the Formal Grievance Process are described in Section 14.

b. Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Director at any time prior to a Final Determination, or the

Director may offer the option to the parties. The Director will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution. To engage in Informal Resolution, a Complainant must first submit a Formal Complaint.

i. Three approaches to Informal Resolution are detailed in this section.

(1) Supportive Resolution. When the Director can resolve the matter informally by providing supportive measures (only) designed to remedy the situation. Supportive Resolution involves only the party who opts for it.

a. Most commonly offered once a Formal Complaint is filed (whereas supportive measures, as described in Section 9 of the Policy, are offered in response to Notice). The Director will meet with the Complainant to determine reasonable supports that are designed to restore or preserve the Complainant's access to the College's Education Program and Activity.

b. Such supports can be modified as the Complainant's needs evolve over time or circumstances change.

c. If the Respondent has received the Notice of Investigation and Allegations, the Director may also provide reasonable support for the Respondent as deemed appropriate.

d. This option is available when the Complainant does not want to engage the other resolution options and the Director does not believe there is a need to sign a Formal Complaint.

e. At the discretion of the Director, this resolution option can result in an agreement between the Complainant and the College that does not require assent from any other party, as long as it does not unduly burden any other party or function punitively with respect to them.

(2) Accepted Responsibility. When the Respondent accepts responsibility for violating Policy and accepts the recommended sanction(s), and the Complainant(s) and the Director are agreeable to the resolution terms.

a. The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Formal Grievance Process. If the Respondent indicates an intent to accept responsibility for all alleged Policy violations, the ongoing process will be paused, and the Director will determine whether Informal Resolution is an option.

b. If Informal Resolution is available, the Director will determine whether all parties and the College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Director implements the accepted Finding that the Respondent is in violation of CCS Policy, implements agreed-upon restrictions and remedies, and determines any other appropriate responses in coordination with other appropriate administrator(s), as necessary.

c. This resolution is not subject to appeal once all parties indicate their written agreement to all resolution terms. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will either begin or resume.

d. When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the Discrimination or Harassment, prevent its recurrence, and remedy the effects of the discriminatory

conduct, both on the Complainant and the community.

(3) Alternative Resolution. When the parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

a. The College offers a variety of alternative resolution mechanisms to best meet the specific needs of the parties and the nature of the allegations.

i. Alternative resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction between the parties; indirect action by the Director or other appropriate CCS officials; and other forms of resolution that can be tailored to the needs of the parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue.

b. All parties must consent to the use of an alternative resolution approach, and the parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

c. The Director has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

d. Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative resolution process. The Director will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

e. The Director maintains records of any resolution that is reached and will provide notification to the parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Formal Grievance Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). Where the failure to abide by the Informal Resolution agreement terms results in a failure to remedy a Policy violation, the Director must consider whether to dissolve the agreement and reinstate the Formal Grievance Process to remedy the impact as required by law. The results of Formal Complaints resolved by alternative resolution are not appealable.

f. If an Informal Resolution option is not available or selected, the Director will initiate or continue an investigation and subsequent Formal Grievance Process to determine whether the Policy has been violated.

ii. It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution process at any time and initiate or resume the Formal Grievance Process.

iii. The parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution

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process will not be considered in the Formal Grievance Process should Informal Resolution not be successful.

iv. If an investigation is already underway, the Director has discretion to determine if the investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

v. Prior to engaging in Informal Resolution, the Director will provide the parties with written notice of the reported misconduct and any sanctions (only in the case of Accepted Responsibility) or measures that may result from participating in such a process, including information regarding any records that the Director will maintain and under which circumstances they may be released.

### 14. Formal Grievance Procedure Process

#### a. Notice of Investigation and Allegations (NOIA)

i. The Director will provide the parties written Notice of the Investigation and Allegations (the “NOIA”) upon commencement of the Formal Grievance Process. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

ii. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the parties’ local or permanent address(es) as indicated in official CCS records, or emailed to the Parties’ CCS-issued email or other approved accounts. Once mailed, emailed, and/or received in-person, notice is presumptively delivered.

#### b. The NOIA will include:

- A meaningful summary of all allegations;
- The names of the parties involved (if known);
- The precise misconduct being alleged;
- The date and location of the alleged incident(s) (if known);
- The specific policies/offenses implicated;
- A description of, link to, or copy of the applicable procedures;
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a Final Determination that the Policy has been violated;
- The name(s) of the Investigator(s), along with a process to notify the Director of any conflict of interest that the Investigator(s) may have in advance of the interview process;
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all Relevant and Directly Related Evidence obtained;
- A statement of the potential sanctions/responsive actions that could result;
- A statement about the CCS’s policy on Retaliation;
- Information about process confidentiality;
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor;

- A statement informing the parties that the CCS's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Formal Grievance Process;
- Information about how a party may request disability accommodations or other support assistance during the Formal Grievance Process; and
- An instruction to preserve any evidence that is directly related to the allegations.

c. Investigations

i. Purpose

The Formal Grievance Process involves an objective evaluation of all Relevant Evidence obtained, including evidence that supports that the Respondent violated the Policy and evidence that supports that the Respondent did not violate the Policy. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written Investigation Report that accurately summarizes this evidence.

ii. All investigations are thorough, reliable, impartial, prompt, neutral, and fair. They involve interviewing all available, relevant parties and witnesses, obtaining Relevant Evidence, and identifying sources of expert information, as necessary.

iii. Investigation Process:

- Determining the names of and contacting all involved parties and potential witnesses to participate in an investigation interview;
- Identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the parties and witnesses;
- Providing written notification of the date, time, and location of all investigation meetings, including the expected participants and purpose;
- Conducting any necessary follow-up interviews with parties or witnesses;
- Providing the parties and witnesses an opportunity to verify the accuracy of either a summary or transcript of their interview(s);
- Soliciting the names of suggested witnesses and questions each party wishes to have asked of another party or witness;
- Writing a Draft Investigation Report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation and party and witness interviews, and provides all Relevant Evidence;
- Compiling a Directly Related Evidence File;
- Providing the parties and their respective Advisors an electronic or hard copy of the Draft Investigation Report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the Investigation does not intend to rely in reaching a determination, for a ten (10)-business-day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten (10) days.



- Incorporating any new, Relevant Evidence and information obtained through the parties' review of the Draft Investigation Report and any follow-up meetings into the Final Investigation Report;

- Responding in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report;

- Sharing the Final Investigation Report with the Director and/or legal counsel for their review and feedback; and

- Providing the Director with the Final Investigation Report and Directly Related Evidence File.

d. Investigation Interviews.

i. Witnesses who are CCS employees are strongly encouraged to cooperate with and participate in the College's investigation and Formal Grievance Process.

ii. Student witnesses and witnesses from outside the CCS community are encouraged to cooperate with any CCS investigations and to share what they know about a Formal Complaint.

iii. Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx), or, in limited circumstances, by telephone. The Director will take appropriate steps to ensure the security/privacy of remote interviews.

iv. Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

v. Interview Recording

(1) It is standard practice for Investigators to create a record of all interviews pertaining to the Formal Grievance Process, by recording, transcript, or written summary. All involved persons should be made aware that they are being recorded. The parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

(2) A summary will be prepared by the Investigator from the witness interviews and review of the recorded interview.

(3) After an interview, parties and witnesses will be asked to verify the accuracy of the summary of their interview. They may submit changes, edits, or clarifications. If the parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of summary will be deemed to have been waived, and no changes will be permitted.

e. Neither the investigation nor the hearing will consider:

i. Questions or evidence about the Complainant's sexual predisposition;

ii. Questions or evidence about the Complainant's prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct, or if the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent;

iii. Questions or evidence about a party or witness's records that are made or maintained by a physician, psychologist, or psychiatrist unless the party or witness provides voluntary, written consent for the records to be considered;

f. The parties must provide all evidence to the Investigator(s) prior to completion of the Final Investigation Report. Evidence offered after that time will be evaluated by the Hearing Officer for relevance. If deemed relevant, the parties and Hearing Officer must agree to admit it into the record. If the evidence is deemed not relevant, the Hearing Officer may proceed with the hearing absent the new evidence.

i. The new Relevant Evidence will be admitted to the record if:

(1) All parties and the Hearing Officer assent to the new evidence being included in the hearing without remanding the Formal Complaint back to the Investigator;

(2) The evidence is not duplicative of evidence already in the record; and

(3) The new evidence was either not reasonably available prior to the conclusion of the Final Investigation Report, or the failure to provide it in a timely manner was not the result of bad faith by the parties, witnesses, or others.

ii. If the above criteria are not met, but the evidence is deemed materially relevant and not duplicative, the Hearing Officer may, at their discretion, engage in any of the following actions:

(1) Delay the hearing;

(2) Provide the parties with at least five (5) business days to review the Relevant Evidence;

(3) Remand the Formal Complaint back to the Investigator for further investigation or analysis;

(4) Allow the parties time to review and comment on the new evidence;

(5) If the evidence is deemed not relevant, the Hearing Officer may proceed with the hearing without allowing the new evidence.

g. Time Line

i. Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

ii. The investigation may be briefly delayed, ranging from several days to a few weeks—if warranted by specific circumstances. Such circumstances include, but are not limited to, a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or health conditions. The College will promptly resume its Formal Grievance Process as soon as feasible. During such a delay, the Director will implement and maintain supportive measures for the parties as deemed appropriate.

iii. Criminal Charges

CCS action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

15. Ensuring Impartiality

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a. No individual materially involved in the administration of the Formal Grievance Process, including the Director, Investigator(s), and Decision-maker(s), may have or demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

b. The Director will vet the assigned Investigator(s), Hearing Officer (s), and Appeal Officer (s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may raise a concern regarding bias or conflict of interest at any time during the Formal Grievance Process, and the Director will determine whether the concern is reasonable and supportable. If so, another Pool member, or other trained individual, will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Director, concerns should be raised with the Assistant Vice President of Campus Life.

### 16. Referral for Hearing

a. Provided that the Formal Complaint is not resolved through Informal Resolution, once the Final Investigation Report is shared with the parties, the Director will refer the matter for a hearing.

b. The hearing cannot be held less than ten (10) business days from the conclusion of the investigation – when the Final Investigation Report is transmitted to the parties and the Decision-maker – unless all Parties and the Decision-maker agree to an expedited timeline.

c. The Director will select an appropriate Decision-maker from the Pool and provide a copy of the Final Investigation Report and the file of Directly Related Evidence.

### 17. Hearing Officer – Neutral Decision-maker

a. Hearing Officer (Neutral Decision-maker) will not have had any previous involvement with the Formal Complaint. The Director may elect to have an alternate from the Pool sit in throughout the hearing process if a substitute is needed for any reason.

b. Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Hearing Officers. Those who are serving as Advisors for any party may not serve as Hearing Officers in that matter.

c. The Director of Civil Rights and Title IX Compliance may not serve as a Hearing Officer in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter does not create a conflict of interest. Otherwise, a designee, such as case manager or hearing coordinator may fulfill the facilitator role. The hearing will be convened at a time and venue determined by the Director.

### d. Conflicts of Interest or Bias.

i. The Decision-maker must not have a bias for or against Complainants or Respondents generally or the individual Complainant or Respondent involved in the Formal Complaint.

ii. The Decision-maker must recuse themselves if such bias or conflict of interest exists.

iii. If the Decision-maker believes there is possible conflict of interest or bias, they will consult with the Director about possible recusal or removal.

iv. The Parties may raise challenges that the Decision-maker is biased or has a conflict of interest. The Parties must raise challenges with the Director within two (2) business days of receiving the hearing notice.

(1) The Director will only remove and replace a Decision-maker in situations of demonstrated bias or conflicts of interest. Perceptions of bias or conflict are not sufficient to cause removal.

(2) If a Decision-maker recuses themselves as the result of a conflict of interest or bias, or is removed, the Director will promptly appoint a new Decision-maker who does not have a conflict of interest or bias and notify the parties accordingly.

#### 18. Live Hearing Requirements

##### a. Hearing Notice

i. The Director will send the parties a notice of hearing letter no less than ten (10) business days prior to the hearing. Once mailed, emailed, and/or received in-person, notice is presumptively delivered. The notice includes:

ii. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result

iii. The time, date, and location of the hearing

iv. A description of any technology that will be used to facilitate the hearing

v. Relevant information regarding hearing logistics, pre-hearing meetings, the Final Investigation Report, the parties and witnesses participating in the hearing, the identity of the Hearing Officer, details related to questioning, the role of Advisors, impact/mitigation statements, and how to request disability accommodations or other assistance

b. The Hearing Officer or the Case Manager/Scheduling Coordinator will offer to convene pre-hearing meeting(s) with the parties and their Advisors to familiarize them with the hearing process and invite them to submit the questions or topics they wish to ask or discuss at the hearing. This allows the Hearing Officer to consider their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

i. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration of a Hearing Officer's pre-hearing decision based on any new information or testimony offered at the hearing. The Hearing Officer will consider arguments that evidence identified as relevant in the Final Investigation Report is, in fact, not relevant. Similarly, evidence identified by the Investigator(s) as directly related but not relevant may be argued to be relevant. The Hearing Officer will document and share their rationale for any evidence or question exclusion or inclusion, if any, at a pre-hearing meeting with each party.

ii. The Hearing Officer or the Case Manager/Scheduling Coordinator will work with the parties to finalize a witness list for the hearing, and the Director will notify any witnesses of the hearing's logistics. The Hearing Officer, only with the agreement of all parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately

summarized by the Investigator(s) in the Final Investigation Report or during the hearing, and their presence is not essential to assess their credibility.

iii. Pre-hearing meeting(s) will not be recorded. The pre-hearing meetings will typically be conducted as separate meetings with each party/Advisor, and can be done remotely, or as a written communication exchange. The Hearing Officer or the Case Manager/Scheduling Coordinator will work with the parties to establish the format and timing of the meetings and will circulate a summary of any rulings made to ensure all parties and advisors are aware.

iv. During the pre-hearing meeting, and live hearing, parties may only be accompanied by their Advisor. No other persons (e.g., additional support persons, advisors, friends, family) may accompany, attend, or listen in on the hearing unless explicitly authorized by the Director, with each party being provided the same opportunity.

c. Evidence provided to the Hearing Officer and parties.

i. The Hearing Officer will be provided electronic copies of the Final Investigation Report and all relevant but not impermissible evidence, including the names of all parties, witnesses, and Advisors, at least ten (10) business days in advance of the hearing.

ii. The parties will be provided with electronic copies of all the materials provided to the Hearing Officer as part of the hearing notice, unless those materials have already been provided.

d. Witness Participation

i. Witnesses are encouraged to participate in, and make themselves reasonably available for, the hearing. They may participate in-person or via video technology that allows the Hearing Officer and the parties to see and hear the witness while that person is speaking.

(1) Witnesses are not permitted to be accompanied by an Advisor without the Director's express permission. At the discretion of the Hearing Officer, a witness may participate by phone if no other reasonable alternative is available.

ii. The Director will notify all witnesses of their requested participation in the hearing at least five (5) business days prior to the hearing. Witnesses will be present for the hearing only during their testimony.

iii. If any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Director may reschedule the hearing.

iv. Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless:

(1) All parties and the Hearing Officer assent to the new witness's participation in the hearing without remanding the Formal Complaint back to the Investigator,

(2) The Hearing Officer deems the evidence presented by the new witness to be relevant and not information already established in the record, and

(3) The witness's late involvement was not the result of bad faith by the witness, the parties, or others.

(4) If the above criteria are not met, but the witness's evidence is deemed relevant and not duplicative, the Hearing Officer may, at their discretion, engage

in any of the following actions:

- a. Delay the hearing
- b. Provide the parties with at least five (5) business days to review the relevant portions of the new witness' statements, if such statements are submitted
- c. Remand the Formal Complaint back to the Investigator for further investigation or verification
- d. Allow the parties to review and comment on the testimony of the new witness
- e. If the evidence is deemed not relevant, the Hearing Officer may proceed with the hearing absent the new witness's participation.
- e. The following provisions apply to a live hearing:
  - Hearing Venue Options and Recordings. The live hearing will be via video technology. The Hearing Officer and parties must be able to simultaneously see and hear a party or witness while that person is speaking. Both options are considered fair and equitable. Alternative arrangements including a live hearing may also be made at the Director's discretion.
  - The Parties may make a request to the Director that the hearing be held in person or via video technology, but they must do so at least three (3) business days prior to the hearing. The Director retains discretion to determine whether the hearing will occur in person or via video technology.
  - All hearings will be recorded, and parties may request a copy of the recording from the Administrator following the live hearing.
  - No unauthorized recordings are permitted.
  - The College may use AI technology to assist in the preparation of a transcript of the recording of the hearing. The AI will preserve the confidentiality of the process.
  - Hearing Participants. Persons who may be present for a hearing include the Hearing Officer, hearing facilitator, Investigator(s), the Parties and their Advisors, anyone providing authorized accommodations, interpretation, and/or assistive services, and anyone else deemed necessary by the Hearing Officer. Witnesses are present only during their portion of the testimony.
  - Advisors. The parties may have the assistance of an Advisor of their choice at the hearing or can request that the College appoint a trained Advisor for them. Appointed Advisors are not attorneys. If a party wishes to have an attorney as their Advisor, they must locate and pay for that attorney themselves.
  - Parties and Advisors may be requested to turn off their phones and acknowledge, if the hearing is being held remote, that they are alone with no other persons present in their location.
- f. Scheduling. Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to the Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term, including during the summer, as needed, to meet the College's resolution timeline and ensure a prompt resolution. Employees, including parties and witnesses, who do not have 12-month contracts

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are still expected to participate in Formal Grievance Processes that occur during months between contracts.

g. Disability Accommodations and Other Assistance. Parties should contact the Director at least three (3) business days prior to the hearing to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, if possible.

h. Introductions and Hearing Procedure Explanation

i. The Hearing Officer will:

(1) Explain the hearing procedures;

(2) Introduce the participants;

(3) Answer any procedural questions prior to and as they arise throughout the hearing;

i. Investigator Presentation of Final Investigation Report

The Investigator(s) will present a summary of the Final Investigation Report, including a review of the facts that are contested and those that are not. The Investigator may be questioned first by the Hearing Officer and then by the parties through their Advisors. The Investigator may attend the duration of the hearing or be excused after their testimony at the Hearing Officer's discretion.

j. Testimony and Questioning

The parties and witnesses may provide relevant information in turn, beginning with the Complainant's opening statement, then the Respondent's, and then questioning in the order determined by the Hearing Officer. The Hearing Officer will facilitate questioning of the parties and witnesses first by the Hearing Officer and then by the parties through their Advisors.

i. All questions are subject to the Hearing Officer's relevance determination. The Advisor will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted). The proceeding will pause to allow the Hearing Officer to consider the question (and state it if it has not already been stated aloud), and the Hearing Officer will determine whether the question will be permitted, disallowed, or rephrased. The Hearing Officer will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

ii. The Hearing Officer will limit or disallow questions they deem not appropriate on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), seek or pertain to impermissible evidence, or are abusive and has the final say on all questions and relevance determinations. The Hearing Officer may consult with legal counsel on any admissibility questions.

iii. If the parties raise an issue of bias or conflict of interest of an Investigator or Hearing Officer at the hearing, the Hearing Officer may elect to address those issues, consult with legal counsel, refer them to the Director, and/or preserve them for appeal. If bias is not an issue at the hearing, the Hearing Officer should not permit irrelevant questions that probe for Investigator bias.

k. Refusal to Submit to Questioning and Inferences

i. Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. The

Hearing Officer can only rely on the available Relevant Evidence in making a Final Determination. The Hearing Officer may not draw any inference solely from a party's or witness' absence from the hearing or refusal to answer any or all questions. Typically, after brief opening statements, the order of questioning will be questions from the Hearing Officer, questions from the party's own Advisor, then questions from the other parties' Advisors. The same order will be used for questioning witnesses, who do not typically make opening statements. The parties then make brief closing statements, and then the hearing transitions into closed session for deliberation.

- ii. An Advisor may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Advisor unless the party being advised consents to that information being shared.

- 1. Advisor's Role During the Hearing.

- i. all questions that a party wishes to ask must be posed by the Advisor, not the Parties;

- ii. If the party does not have an Advisor, the Director will provide the party with an Advisor for the purpose of Advisor-conducted questioning.

- m. Evidentiary Considerations

- i. The Investigator(s) and the Hearing Officer (s) will only consider Relevant or Directly Related Evidence.

- ii. Within the boundaries stated above, the investigation and the hearing can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

- iii. Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

- n. The Director may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondent(s), when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

- o. Impact Statements. Each party may submit an impact and/or mitigation statement to the Director that the Decision-maker will review during any sanction determination.

- i. Upon receipt of an impact and/or mitigation statement, the Director will review the impact/mitigation statement to determine whether any immediate needs exist (i.e. homelessness, suicidal thoughts, or threats of violence).

- ii. The Director will only provide the impact statements to the Decision-maker if the Hearing Officer determines that the Policy has been violated. When the Director shares the impact statements with the Hearing Officer, they will also be shared with the Parties.

#### 19. Collateral Misconduct

The Hearing Officer has the authority to hear and make determinations on all allegations of Discrimination, Harassment, Retaliation, and Other Prohib-



ited Conduct under the Policy and may also hear and make determinations on any additional alleged collateral misconduct that occurred in concert with the Discrimination, Harassment, Retaliation, or Other Prohibited Conduct, even though those collateral allegations may not specifically fall within the Policy.

20. Joint Hearings

In Complaints involving more than one Respondent and/or involving more than one Complainant accusing the same person of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Director may permit the investigation and/or hearings pertinent to each Respondent or Formal Complaint to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent and/or for each Formal Complaint with respect to each alleged policy violation.

21. Hearing Recordings

a. The College records hearings (but not deliberations) for purposes of review in the event of an appeal. No unauthorized audio or video recording of any kind is permitted during the hearing.

b. The Hearing Officer, the parties, their advisors, Appeal Hearing Officers, and other appropriate CCS officials will be permitted to review the recording or review a transcript of the recording upon request to the Director. No unauthorized disclosure, including sharing, copying, or distribution of the recording or transcript, is permitted.

22. Deliberation and Determination

a. After closing statements from the parties, the Hearing Officer will deliberate in closed session to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the standard of evidence. If a panel is used, a simple majority vote is required to determine the Finding. Deliberations are not recorded.

b. The Hearing Officer will then prepare a written statement detailing all Findings and Final Determinations, the rationale(s) explaining the decision(s), the evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s) and will deliver the statement to the Director.

c. This statement must be submitted to the Director within twenty (20) business days of the end of deliberations unless the Director grants an extension. If an extension is granted, the Director will notify the parties.

23. Notice of Outcome

a. When there is a Finding of responsibility on one or more of the allegations, the Hearing Officer may make a recommendation for sanctions or the continuation of supportive measures, including consideration of any party impact and/or mitigation statement(s) for these recommendations.

b. The Hearing Officer will also review any pertinent conduct history provided by the CCS Student Affairs or the Human Relations Office in regard to the appropriate sanction(s) in consultation with other appropriate administrators, if required.

c. The Director will provide the sanctioning authority with Notice of the Hearing Final Determination and a copy of any Impact or Mitigating Statements submitted by the Parties.

i. Where the Student is the Respondent, the sanctioning authority lies with the Office of Student Affairs in consultation with the Director and legal counsel as appropriate.

ii. Where a Faculty Member is the Respondent, the sanctioning authority lies with the Human Relations Office in consultation with the Director and legal counsel as appropriate.

iii. Where an Employee is the Respondent, the sanctioning authority lies with the Office of Student Affairs in consultation with the Director and legal counsel as appropriate.

d. The Director will provide the parties with a written outcome notification within ten (10) business days of the conclusion of the Formal Grievance Process, which concludes with the sanctioning authority's imposition of the sanction. The outcome notification will specify the Finding for each alleged Policy violation, any sanction(s) that may result, which the College is permitted to share pursuant to federal or state law, and a detailed rationale, written by the Hearing Officer, supporting the Findings to the extent the College is permitted to share under federal or state law.

e. If the Hearing Officer does not find a violation of any CCS Policy, the Director will provide the parties with a written outcome notification within ten (10) business days of the conclusion of the Formal Grievance Process, which in this case concludes with the Hearing Officer issuing the Final Determination.

f. The notification will also detail the parties' equal rights to appeal, the grounds for appeal, the steps to request an appeal, and when the determination is considered final if no party appeals.

g. The Director will provide the parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the parties' local or permanent address as indicated in official Recipient records, or emailed to the parties' CCS-issued or other approved email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

#### 24. Sanctions.

a. Factors the sanctioning authority may consider when determining sanctions and responsive actions include, but are not limited to:

- i. The nature, severity of, and circumstances surrounding the violation(s);
- ii. The Respondent's disciplinary history;
- iii. The need for sanctions/responsive actions to bring an end to the Policy violations;
- iv. The need for sanctions/responsive actions to prevent the future recurrence of Policy violations;
- v. The need to remedy the effects of the Policy violation on the Complainant and the community;
- vi. The impact on the Parties;

- vii. The Respondent's acknowledgement of responsibility or contrition;
- viii. Any other information deemed relevant by the sanctioning authority.
- ix. The sanctions will be implemented as soon as is feasible once a Determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

b. The sanctions described in the Procedures are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

i. Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

(1) Reprimand: A formal statement that the conduct was unacceptable and a warning that further violation of any CCS policy, procedure, or directive will result in more severe sanctions/responsive actions

(2) Required Counseling: A mandate to meet with and engage in either Recipient-sponsored or external counseling to better comprehend the misconduct and its effects

(3) Restrictions: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations

(4) Probation: An official sanction for violation of CCS policy, providing for more severe disciplinary sanctions if the student is found in violation of any CCS policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

(5) Suspension: Separation from the College, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the College determines it is appropriate to re-enroll/readmit the student.

a. The student is typically required to vacate CCS property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Director or other appropriate official.

b. During a college-wide suspension, the student is banned from CCS property, functions, events, and activities unless they receive prior written approval from an appropriate CCS official. This sanction may be enforced with a trespass action, as necessary. This sanction may be noted as a Disciplinary Suspension on the student's official academic transcript, per CCS policy and/or state law.

(6) Expulsion: Permanent separation from the College. The student is banned from CCS property, and the student's presence at any CCS-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary. This sanction may be noted as Disciplinary Expulsion on the student's official academic transcript, per CCS policy and/or state law.

(7) Withholding Diploma: The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating the Policy

(8) Revocation of Degree: While very rarely exercised, the College reserves the right to revoke a degree previously awarded by the College for fraud, misrepresentation, and/or other violation of CCS policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation

(9) Other Actions: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate

ii. Student Organization Sanctions

The following are the common sanctions that may be imposed upon student groups organizations singly or in combination:

(1) Reprimand: A formal statement that the conduct was unacceptable and a warning that further violation of any CCS policy, procedure, or directive will result in more severe sanctions/responsive actions

(2) Probation: An official sanction for violation of CCS policy, providing for more severe disciplinary sanctions if the group or organization is found in violation of any CCS policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of CCS funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.

(3) Suspension: Termination of student group or organization recognition and/or CCS support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in CCS-related activities, whether they occur on or off campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the Director.

(4) Termination: Permanent termination of student group or organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason

(5) Loss of Privileges: Restricted from accessing specific CCS privileges for a specified period of time

(6) Other Actions: In addition to, or in place of, the above sanctions, the Director may assign any other sanctions as deemed appropriate

iii. Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an Employee who has engaged in Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct include:

(1) Verbal or Written Warning

(2) Performance Improvement Plan/Management Process

(3) Enhanced Supervision, Observation, or Review

(4) Required Counseling

(5) Required Training or Education

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- (6) Probation
- (7) Denial of Pay Increase/Pay Grade
- (8) Loss of Oversight or Supervisory Responsibility
- (9) Demotion
- (10) Transfer
- (11) Shift or schedule adjustments
- (12) Reassignment
- (13) Delay of (or referral for delay of) Tenure Track Progress
- (14) Assignment to a New Supervisor
- (15) Restriction of Stipends, Research, and/or Professional Development

### Resources

- (16) Suspension/Administrative Leave with Pay
- (17) Suspension/Administrative Leave without Pay
- (18) Termination
- (19) Other Actions: In addition to, or in place of, the above sanctions/responsive actions, the Director may assign any other responsive actions as deemed appropriate

### 25. Resolution Timeline

a. The College will make a good faith effort to complete the Formal Grievance Process within ninety (90) business days, excluding any appeals, which the Director can extend as necessary for appropriate reasons. The parties will receive regular updates on the progress of the Formal Grievance Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

b. It shall not be grounds for appeal, or a procedural irregularity, that the resolution process is not concluded within ninety (90) days. Many factors can impact the timeline for the Resolution Process including, for example, unavailability of witnesses for interviews, unavailability or scheduling conflicts of advisors, re-opening of the Investigation for new evidence, school breaks, leaves of absence, and other causes.

### 26. Withdrawal or Resignation Before Complaint Resolution

#### a. Students

Should a Respondent decide not to participate in the Formal Grievance Process, the process proceeds absent their participation to a reasonable resolution. If a Student Respondent withdraws from the College, the Formal Grievance Process typically ends with a dismissal, as the College has lost primary disciplinary jurisdiction over the withdrawn student. However, the College may continue the Formal Grievance Process when, at the discretion of the Director, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged Policy violation.

Regardless of whether the Formal Complaint is dismissed or pursued to completion of the Formal Grievance Process, the College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged Policy violation.

When a student withdraws or takes a leave of absence while the process is pending, the Student may not return to the College in any capacity until the

Formal Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Director has the discretion to dismiss the Formal Complaint and bar the student from returning. The Registrar, Office of Student Affairs, and HR will be notified accordingly.

If the Student Respondent takes a leave of absence for a specified period of time (e.g., one semester or term), the Formal Grievance Process may continue remotely. If found in violation, that student is not permitted to return to the College unless and until all sanctions, if any, have been satisfied.

b. Employees

Should an Employee Respondent decide not to participate in the Formal Grievance Process, the process proceeds absent their participation to a reasonable resolution. If an Employee Respondent leaves their employment with the College with unresolved allegations pending, the Formal Grievance Process typically ends with dismissal, as the College has lost primary disciplinary jurisdiction over the former Employee. However, the College may continue the Formal Grievance Process when, at the discretion of the Director, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

Regardless of whether the Formal Complaint is dismissed or pursued to completion of the Formal Grievance Process, the College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged Policy violation.

When an Employee resigns and the Formal Complaint is dismissed, the employee may not return to the College in any capacity. The CCS HR department will be notified accordingly. A note will be placed in the employee's file that they resigned with allegations pending and are not eligible for rehire with the College. The records retained by the Director will reflect that status.

27. Appeal of the Final Determination

The Director will designate an Appeal Decision-maker from the pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker will have been previously involved in the Formal Grievance Process for the Formal Complaint. If a panel is used, the Director will designate a voting chair.

a. Appeal Grounds

Appeals are limited to the following grounds:

- i. A procedural irregularity affected the outcome of the matter;
- ii. There is new demonstrable evidence that was not reasonably available at the time the determination regarding responsibility was made that could affect the outcome of the matter;
- iii. The Director, Investigator(s), or Hearing Officer(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

b. Appeal Request

Any party may submit a written appeal request to the Director within five (5) business days of the delivery of the notice of outcome.

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The appeal request will be forwarded to the Appeal Officer for consideration to determine if the request meets the appeal grounds (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the appeal request does not provide information that meets the grounds in the Procedures, the request will be denied by the Appeal Officer, and the parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the information in the appeal request meets the grounds in the Procedures, then the Appeal Officer will notify all parties and their Advisors, the Director, and, when appropriate, the Investigator(s) and/or the original Hearing Officer.

i. All other parties and their Advisors, the Director, and, when appropriate, the Investigator(s) and/or the Hearing Officer will be provided a copy of the appeal request with the approved grounds and then be given ten (10) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Officer will forward all responses, if any, to all Parties for review and comment.

ii. The non-appealing party (if any) may also choose to appeal at this time. If so, that appeal request will be reviewed by the Appeal Officer to determine if it meets the grounds in the Procedures and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Director, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within ten (10) business days. Any such responses will be circulated for review and comment by all parties. If denied, the parties and their Advisors will be notified in writing.

iii. No party may submit any new appeal request after this time period. The Appeal Officer will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Officer, who will promptly render a decision.

#### c. Appeal Determination Process

In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeal Officer will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the Finding/Final Determination only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence OR the clear and convincing standard of evidence.

An appeal is not an opportunity for the Appeal Officer to substitute their judgment for that of the original Hearing Officer merely because they disagree with the Finding and/or sanction(s).

The Appeal Officer may consult with the Director and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Director

will maintain documentation of all such consultation.

d. Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Hearing Officer with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Hearing Officer or the Director (as in cases of bias), the Appeal Officer may order a new investigation and/or a new hearing with new pool members serving in the Investigator and Hearing Officer roles.

A notice of appeal outcome letter will be sent to all parties simultaneously, or without significant time delay between notifications. The appeal outcome letter will specify the Finding on each appeal ground, any specific instructions for remand or reconsideration, all sanction(s) that may result which the College is permitted to share according to federal or state law, and the rationale supporting the essential Findings to the extent the College is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the parties' local or permanent address as indicated in official institutional records, or emailed to the parties' CCS-issued email or other approved account. Once mailed, emailed, and/or received in person, the appeal outcome letter will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final.

e. Sanction Status During the Appeal

Any sanctions imposed as a result of the Final Determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the procedure discussed in regarding Emergency Removal/Interim Suspension of a Student shall be followed.

28. Long-Term Remedies/Other Actions

Following the conclusion of the Formal Grievance Process, and in addition to any sanctions implemented or Informal Resolution terms, the Director may implement additional long-term remedies or actions with respect to the Parties and/or the CCS community that are intended to stop the Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees



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- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the Director's discretion, the Parties may be provided certain long-term support or measures even if no Policy violation is found.

When no Policy violation is found, the Director will address any remedies the College owes the Respondent to ensure no effective denial of educational access.

The Director will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College's ability to provide these services.

### 29. Failure to Comply with Sanctions and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Hearing Officer, including the Appeal Officer or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College.

Supervisors are expected to enforce completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Director's satisfaction.

### 30. Recordkeeping

For a period of at least seven (7) years following the conclusion of the Formal Grievance Process, the College will maintain records of:

- a. Each Discrimination, Harassment, Retaliation, and Other Prohibited Conduct Formal Grievance Process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation;
- b. Any disciplinary sanctions imposed on the Respondent;
- c. Any supportive measures provided to the parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to the College's Education Program or Activity;
- d. Any appeal and the result therefrom;
- e. Any Informal Resolution and the result therefrom;
- f. All materials used to train the Director of Civil Rights and Title IX Compliance and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitators, and any person who is responsible for implementing the College's resolution processes. CCS will make these training materials publicly available on CCS's website;

g. Any other actions taken in response to a report or Formal Complaint including:

- i. The basis for all conclusions that the response was not deliberately indifferent;
- ii. Any measures designed to restore or preserve equal access to the CCS's Education Program or Activity; and
- iii. CCS will also maintain any and all records in accordance with federal and state laws.

### 31. Disability Accommodations

CCS is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's resolution processes.

Anyone needing such accommodations or support should contact the Director, who will work with disability support as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

### 32. Other Support

CCS will address other reasonable requests for support for the parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout a resolution process
- Other support as deemed reasonable and necessary to facilitate participation in a resolution process

Process A is applicable to all Formal Complaints of that fall within the scope of CCS' Title IX Policy. If the Formal Complaint involves violations of the Title IX Policy and the Policy on Preventing Discrimination, Harassment, and Retaliation, the Director has the option to follow the Formal Grievance Process outlined in Process A or B in the Director's sole discretion.

### 33. Resolution Process Pool

The Recipient relies on a pool of individuals ("the Pool") to carry out the resolution options.

#### a. Pool Member Roles

Pool members are trained annually, and can serve in any of the following roles at the Administrator's discretion:

- Appropriate intake of and initial guidance pertaining to Formal Complaints
  - Perform or assist with initial assessment
  - Advisor to Parties
  - Informal Resolution Facilitator
  - Investigator
  - Hearing Facilitator
  - Decision-maker
  - Appeal of Dismissal Decision-maker
  - Appeal Decision-maker
- b. Pool Member Appointment

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The Administrator [, in consultation with senior administrators as necessary,] appoints the *Pool*, which acts with independence and impartiality. Although members of the *Pool* are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Formal Complaints, the Recipient can also designate permanent roles for individuals in the *Pool*.

c. *Pool* Member Training (See training materials posted online)]

#### 2.13.2 Policy on Preventing and Addressing Discrimination, Harassment and Retaliation

##### OVERVIEW

College for Creative Studies (hereinafter, “CCS” or “the College” is committed to providing an educational and employment environment that is free from Discrimination based on Protected Characteristics, Harassment, and Retaliation for engaging in protected activity. CCS’s Policy on Preventing and Addressing Discrimination, Harassment and Retaliation, are designed to further these goals.

##### *CCS’s Commitment to Eliminating Discrimination and Harassment*

The College must define and respond to certain types of misconduct as required by Title VI and Title VII of the Civil Rights Act of 1964 (“Title VII”) and Michigan’s Civil Rights Laws, including the Elliott Larsen Civil Rights Act. These guidelines are set for CCS’s Policy, “Preventing and Addressing Discrimination, Harassment and Retaliation.” The College must also respond to reports of sexual and gender based discrimination as required by Title IX.

CCS values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved. Employees, including Faculty and Student Employees, or Students who violate these policies may face disciplinary action up to and including termination of employment or expulsion. The College will take prompt and equitable action to eliminate conduct that violates its policies, prevent recurrence, and remedy its effects. CCS conducts ongoing prevention, awareness, and training programs for Employees and Students to facilitate the goals of these policies.

##### *CCS’s Commitment to a Fair Process for Resolving Disputes*

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goal of fairness in all aspects of the Education Program or Activity, CCS has developed policies and procedures that provide a prompt, equitable, and impartial resolution of allegations of violation of Policy on Preventing and Addressing Discrimination, Harassment and Retaliation, in **Process B**.

##### I. SCOPE

The Policy applies to all Faculty, Employees, Students, College contractors or visitors, and other individuals participating in or attempting to participate in

the CCS's Education Program or Activities, including education and employment.

The Policy prohibits all forms of Discrimination on the basis of the Protected Characteristic(s), and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with the Policy.

## II. NOTICE OF NONDISCRIMINATION

CCS seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting Discrimination in private postsecondary education institutions, including Titles IV, VI and VII of the Civil Rights Act of 1964, the Michigan Elliott Larsen Civil Rights Act, Titles I, II, and III of the Americans with Disabilities Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act, the Michigan Persons with Disabilities Civil Rights Act, the Equal Pay Act of 1963, the Pregnancy Discrimination Act of 1978, Section 106-Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, the Uniformed Services Employment and Reemployment Rights Act (USERRA), Title IX of the Educational Amendments of 1972, Genetic Information Nondiscrimination Act of 2008 (GINA), Pregnant Workers Fairness Act, (PWFA) and the PUMP for Nursing Mothers Act.

CCS does not discriminate against any Employee, applicant for employment, Student, or applicant for admission on the basis of: age (40 years and over in the employment context), citizenship status, color, creed, disability (physical or mental), domestic violence victim status, ethnicity and ethnic characteristics, family responsibilities, gender identity/expression, genetic information (including family medical history), height, marital status, national origin (including shared ancestry), place of business, political belief or affiliation, pregnancy or related conditions, race, religion, residence, sex (including sex characteristics and sex stereotypes), sexual orientation, source of income/social class status, veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran), weight, hair style, or other similar aspect of appearance or any other Protected Characteristic under applicable federal, state, or local law, including protections for those opposing Discrimination or participating in any resolution process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

The Policy covers nondiscrimination in both access to educational opportunities and employment. Therefore, any member of the CCS community whose acts deny, deprive, or limit the educational or employment, residential and/or social access, benefits, and/or opportunities of any member of the CCS community, guest, or visitor on the basis of that person's actual or perceived Protected Characteristic(s) listed above, is in violation of the Policy.

CCS will promptly and effectively address any such Discrimination of which it has Notice or violation of this Policy using **Process B**. (For violations of the

Title IX Policy, **Process A** will be utilized).

### **III. DIRECTOR OF CIVIL RIGHTS AND TITLE IX COMPLIANCE**

The CCS president and Assistant Vice President of Campus Life created a full-time position titled the Director of Civil Rights and Title IX Compliance, to coordinate the CCS's compliance with federal, state, and local civil rights laws and ordinances.

The Director is responsible for providing comprehensive nondiscrimination education and training; coordinating the CCS's timely, thorough, and fair response; investigation and resolution of all alleged prohibited conduct under the Policy; and monitoring the effectiveness of, and any barriers to, accessing the Policy and related procedures to ensure an education and employment environment free from Discrimination, Harassment, Title IX, and Retaliation.

CCS recognizes that allegations under the Policy may include multiple forms of Discrimination and Harassment as well as violations of other CCS policies; may involve various combinations of Students, Employees, and other members of the CCS community; and may require the simultaneous attention of multiple CCS departments. Accordingly, all CCS departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable CCS policies, to provide uniform, consistent, efficient, and effective responses to alleged Discrimination, Harassment, Title IX, or Retaliation.

### **IV. PROHIBITED CONDUCT**

#### **A. Prohibited Discrimination includes any form of discrimination described in this Section.**

Discrimination is different treatment with respect to a person's employment or participation in an Education Program or Activity based, in whole or in part, upon the person's actual or perceived Protected Characteristic(s). Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

##### **1. Disparate Treatment Discrimination:**

a. Any intentional differential treatment of a person or persons that is based on a person's actual or perceived Protected Characteristic(s) and that:

- (1) Excludes a person from participation in;
- (2) Denies the person benefits of; or
- (3) Otherwise adversely affects a term or condition of a person's participation

in a College program or activity.

##### **2. Disparate Impact Discrimination:**

a. Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:

- (1) Excludes a person from participation in;
- (2) Denies the person benefits of; or
- (3) Otherwise adversely affects a term or condition of a person's participation in a College program or activity.

**B. Hostile Environment Discrimination**

1. Unwelcome conduct on the basis of actual or perceived Protected Characteristic(s),

- a. based on the totality of the circumstances,
- b. that is subjectively and objectively offensive, and
- c. is so severe or pervasive,
- d. that it limits or denies a person's ability to participate in or benefit from the College's program or activity.
- e. All elements described above must be present to have an allegation of Discriminatory Harassment.

2. Unwelcome conduct can include oral, written, graphic, physical, or other conduct by an employee, a student, or a third party; as well as conduct that is physically threatening, harmful, or humiliating. Mere offensive is not enough to constitute hostile environment discrimination.

3. Hostile Environment discrimination based on sex is not covered by this Policy or included within this definition and is covered and investigated under CCS' Sexual Misconduct and Other Forms of Interpersonal Violence (Title IX) Policy

4. Online Harassment and Misconduct

a. CCS policies are written and interpreted broadly to include online manifestations of any of the prohibited behaviors below, when those behaviors occur in or have an effect on the College's Education Program or Activities or when they involve the use of CCS networks, technology, or equipment.

b. Although CCS may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to the College, it will engage in a variety of means to address and mitigate the effects.

c. Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites; sharing inappropriate content via social media; unwelcome sexual or sex-based messaging; distributing, or threatening to distribute, nude or semi-nude photos or recordings; breaches of privacy; or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the CCS community.

d. Nothing in the Policy is intended to infringe upon or limit a person's free speech rights. Any Student's online postings or other electronic communications, including technology-facilitated Bullying, Stalking, Harassment, etc., occurring completely outside of the Recipient's control (e.g., not on Recipient networks, websites, or between Recipient email accounts) will only be subject to the Policy when such online conduct can be shown to cause (or will likely cause) a substantial in-program disruption or infringement on/harm to the rights of

others. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided.

e. Employees' off-campus harassing speech, whether online or in person, may be regulated by the College only when such speech is made in an Employee's official or work-related capacity, refers to other students or employees by personally identifiable use, or has a substantial impact on the CCS community.

(1) A substantial CCS impact includes:

(a) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any federal, state, or local law;

(b) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any Student, Employee, or other individual;

(c) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder; or

(d) Any situation that substantially interferes with the College's educational interests or mission.

### **C. Retaliation**

The College or any member of the CCS community, taking or attempting to take materially adverse action, by intimidating, threatening, coercing, harassing, or discriminating against any individual,

1. for the purpose of interfering with any right or privilege secured by law or Policy, or

2. because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Policy and associated procedures.

3. Any Adverse Action taken against an individual because they engaged in Protected Activity.

a. Protected Activity

Complaining about or reporting discrimination based on a protected characteristic (formally or informally) to any College employee or to any external government entity responsible for enforcement of anti-discrimination laws, participating in or cooperating with the investigation of a complaint of discrimination or a related disciplinary process, or opposing in a reasonable manner an action reasonably believed to constitute a violation of this Policy. Being accused of discrimination is not protected activity.

b. Adverse Action

For retaliation purposes, an adverse action is any action taken against a person that is harmful to the point that it could dissuade a reasonable person from making or supporting a complaint of discrimination.

4. The exercise of rights protected under the First Amendment does not constitute Retaliation. It is also not Retaliation for the College to pursue disciplinary action against those who make materially false statements in bad faith in the course of a resolution process under the Policy. However, the determina-

tion of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

#### **D. Inclusion Related to Gender Identity/Expression**

In accordance with the Michigan's Elliott-Larsen Civil Rights Act and the Persons with Disabilities Act, CCS strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees.

1. CCS does not tolerate Discrimination and Harassment on the basis of gender identity or expression. If a member of the CCS community believes they have been subjected to Discrimination or Harassment under the Policy, they should follow the appropriate reporting process described herein.

2. In upholding the principles of belonging, CCS supports the full integration and healthy development of those who are gender diverse and seeks to eliminate any stigma related to gender identity and expression.

3. The College is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. CCS will administratively address issues some students and employees, including those identifying as intersex, nonbinary, transgender, agender, two-spirit, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do the College's processes and policies.

4. Concepts like Misgendering and Deadnaming may not be familiar to all but understanding them is essential to CCS's goal of being as welcoming and inclusive a community as possible.

- a. Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with an apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be. We each have a right to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

- b. Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

- (1) To a person who is transgender, transitioning, nonbinary, or gender diverse, their cisgender identity may be something that is in their past — dead, buried, and behind them.

- (2) To then revive their deadname could trigger stressors, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

- (3) Unintentional deadnaming can be addressed by an apology and an effort to use the person's name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.



5. The Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, nonbinary, transgender, transitioning, agender, two spirit, and gender-diverse Students and Employees, including:

- a. Maintaining the privacy of all individuals consistent with law
- b. Ensuring all Students equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- c. Providing professional development for Employees and education for Students on topics related to gender inclusion
- d. Encouraging all Students and Employees to respect the pronoun usage and identities of all CCS community members

6. The College uses a number of interventions to address concerns that are raised related to gender-based Discrimination or Harassment, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the rights of members of the community to be free from gender-identity Discrimination and those exercising their right to religious freedom, the College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, the College will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

**E. Other Prohibited Conduct (when motivated by the Complainant's Protected Characteristic(s)/status)**

1. Bullying:
  - a. Repeated and/or severe aggressive behavior;
  - b. that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant, and
  - c. that is not speech or conduct that is otherwise protected by the First Amendment.
2. Endangerment:
  - a. Threatening or causing physical harm;
  - b. extreme verbal, emotional, or psychological abuse; or
  - c. other conduct which threatens or endangers the health or safety of any person or damages their property.
3. Hazing:
  - a. Any act or action
  - b. which does or is likely to endanger the mental or physical health or safety of any person
  - c. as it relates to a person's initiation, admission into, or affiliation with any CCS group or organization.
  - d. For the purposes of this definition:
    - (1) It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of Hazing to be upheld.
    - (2) It shall not constitute an excuse or defense to a Hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily

assumed the risks or hardship of the activity, or that no injury was suffered or sustained.

e. The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered Hazing

**F. Failure to Comply/Process Interference**

1. Intentional failure to comply with the reasonable directives of the Director in the performance of their official duties, including with the terms of a no contact order;

2. Intentional failure to comply with emergency removal or interim suspension terms;

3. Intentional failure to comply with sanctions;

4. Intentional failure to adhere to the terms of an Informal Resolution agreement;

5. Intentional failure to comply with mandated reporting duties as defined in the Policy; or

a. Intentional interference with a resolution process, including, but not limited to:

(1) Destroying or concealing evidence;

(2) Seeking or encouraging false testimony or providing false testimony or evidence; or

(3) Intimidating or bribing a witness or party.

**G. Disability-Based Complaints**

Complaints related to disability status and/or provision of accommodations are to be addressed to the Assistant Vice President of Campus Life at [dlong@ccsdetroit.edu](mailto:dlong@ccsdetroit.edu). However, allegations of Discrimination or Harassment on the basis of an actual or perceived disability, including instances in which the provision of reasonable accommodations has a discriminatory effect, will be resolved through this policy.

**V. REPORTING DISCRIMINATION, HARASSMENT AND RETALIATION**

**A. By Complainant**

A Formal Complaint informs the College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Formal Complaint. Reports or Formal Complaints may be made using any of the following options:

1. Verbal Notice to the Director or one of the Director's staff in the Director's Office.

2. Written report or Formal Complaint may be made at any time (including during non-business hours) by email or by mail, to the office of the Director.

a. [mhamilton@ccsdetroit.edu](mailto:mhamilton@ccsdetroit.edu) or Michelle Hamilton, 201 E. Kirby, Detroit, MI 48202

**B. By CCS Faculty and Employees (including Student-Employees), other than those deemed Confidential Employees,**

### 2.13. *POLICY ON EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT*131

Reports may be made using any of the following options:

3. Verbal Notice to the Director or one of the Director's staff in the Director's Office.

4. Written report or Formal Complaint may be made at any time (including during non-business hours) by email or by mail, to the office of the Director.

a. mhamilton@ccsdetroit.edu or Michelle Hamilton, 201 E. Kirby, Detroit, MI 48202

C. Anonymous Complaints If a Complainant wishes to pursue formal action regarding their allegations, they may report the incident to any Mandated Reporter. The Mandated Reporter will connect the Complainant with appropriate resources for reporting potential crimes and/or policy violations and will promptly forward the report to the Director. If the Complainant requests, or if required by law, the report will also be shared with law enforcement. Mandated Reporters are obligated to notify the Director of any potential allegations. Upon receiving the report, the Director will reach out to the Complainant to discuss next steps, including the option of involving law enforcement. If a Complainant specifically asks that law enforcement be contacted, the Mandated Reporter will first inform the Director, then immediately notify the appropriate authorities.

1. At the request of a Complainant, a Mandated Reporter may give the Director notice without identifying the Complainant. The Mandated Reporter cannot remain anonymous themselves.

2. If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Director on that assessment without revealing personally identifiable information.

3. Anonymous notices will be investigated by the Director to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notices typically limit the Director's ability to investigate, respond, and provide remedies, depending on what information is shared.

4. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Director. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements. Consult with the Director in such situations.

## **VI. CONFIDENTIAL RESOURCES WITHOUT FILING A FORMAL COMPLAINT**

A. The following sections describe the available reporting options for a Complainant or third party (including parents/guardians when appropriate):

To enable Complainants to access support and resources without filing a Formal Complaint, CCS has designated specific employees as Confidential Resources. Those designated by the College as Confidential Resources are not

required to report actual or suspected Discrimination, Harassment, Retaliation, or Other Prohibited Conduct in a way that identifies the Parties. They will, however, provide the Complainant with the Director's contact information and offer options and resources without any obligation to inform an outside agency or CCS official unless a Complainant has requested the information be shared.

1. If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following:

- a. On-campus licensed professional counselors and staff (students)
- b. U-will, online telehealth platform (students)
- c. Ulliance, online telehealth platform (employees)
- d. Institutional counselors are available to help free of charge and may be consulted on an emergency basis during normal business hours.

2. In addition, Complainants may speak with individuals unaffiliated with the CCS without concern that Policy will require them to disclose information to the institution without permission. Such individuals include:

- a. Licensed professional counselors and other medical providers
- b. Local rape crisis counselors
- c. Domestic Violence resources
- d. Local or state assistance agencies
- e. Clergy/Chaplains
- f. Attorneys

3. Employees who have confidentiality as described above, and who receive reports within the scope of their confidential roles, will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful.

4. Failure of a Mandated Reporter, as described above, to report an incident of Discrimination, Harassment, Retaliation, Title IX, or Other Prohibited Conduct of which they become aware is a violation of CCS policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a Respondent is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under the Policy.

5. A Mandated Reporter who is themselves a target of Discrimination, Harassment, Retaliation, Title IX, or Other Prohibited Conduct under the Policy is not required to report their own experience, though they are encouraged to do so.

#### B. Time Limitations.

There is no time limitation on providing Notice/Formal Complaints to the Director. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

1. Acting on Notice/Formal Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Director's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

C. False Reports

1. Deliberately false and/or malicious accusations under the Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a Policy violation determination. False allegations may be a form of Harassment or Retaliation or may fall within other CCS policies.

2. Witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation, hearing, or informal resolution can be subject to discipline under appropriate CCS policies.

## VII. SUPPORTIVE MEASURES

A. Supportive Measures Offered to all Parties.

1. CCS will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the College's Education Program or Activity, including measures designed to protect the safety of all Parties and/or the College's educational environment and/or to deter Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

2. The Director promptly makes supportive measures available to the Parties upon receiving Notice or a Formal Complaint. At the time that supportive measures are offered, if a Formal Complaint has not been filed, the Director will inform the Complainant, in writing, that they may file a Formal Complaint with the Director either at that time or in the future. The Director will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

3. The Director will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures. CCS will act to ensure as minimal an academic/occupational impact on the Parties as possible. The College will implement measures in a way that does not unreasonably burden another party.

4. These actions may include alternative campus housing assignments, alternative work arrangements, academic support service including extensions or adjustments to assignments, and any other actions deemed appropriate by the Director.

5. Violations of no contact orders or other restrictions may be referred to appropriate Student or Employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing resolution process under the Policy.

### VIII. CONFIDENTIALITY/PRIVACY

CCS makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a report of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct; any Complainant; any individual who has been reported to be the perpetrator of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation or resolution proceeding arising under these policies and procedures.

Further, Parties and Advisors are expected to maintain the confidentiality of all information created by or shared with them by the Director during any investigation and/or resolution process. Parties are entitled to share their own accounts and experiences but are encouraged to consider the sensitivity of the matter if they do so and should consult with their Advisors on any potential implications of doing so.

### IX. AMNESTY

A. The CCS community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report alleged misconduct to CCS officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

1. It is in the best interests of the CCS community that Complainants choose to report misconduct to CCS officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

2. To encourage reporting and participation in the process, CCS offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

#### B. Students

The College also maintains an amnesty policy for Students in addition to witnesses who offer help to others in need.

#### C. Employees

Sometimes, Employees are hesitant to report Discrimination, Harassment, Retaliation, or Other Prohibited Conduct they have experienced for fear that they may get in trouble themselves. The College may, at its discretion, offer Employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

## **X. FEDERAL STATISTICAL REPORTING OBLIGATIONS**

A. Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

1. All “primary crimes,” which include criminal homicide, Sexual Assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
2. Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
3. Violence Against Women Act (VAWA-based crimes), which include Sexual Assault, Domestic Violence, Dating Violence, and Stalking
4. Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations
5. All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on or off campus or in the surrounding area, but no addresses are given) must be shared with the Clery Coordinator for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include Student Affairs, student conduct staff, campus security, local police, coaches, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

## **XI. INDEPENDENCE AND CONFLICT OF INTEREST**

The Director manages and acts with independence and authority, free from bias and conflicts of interest. The Director oversees all Resolutions under the Policy and associated procedures. The members of the Resolution Process Pool are vetted and trained to ensure they are not biased for or against any party in a specific Formal Complaint, or for or against Complainants and/or Respondents, generally.

A. To raise any concern involving bias, conflict of interest, misconduct, or Discrimination by the Director, contact the Assistant Vice President of Campus Life and Dean of Students.

B. Concerns of bias, misconduct, Discrimination, or a potential conflict of interest by any CCS member should be raised with the Director.

## **XII. POLICY REVISION**

The Policy and associated procedures succeed all previous policies addressing Discrimination, Harassment, sexual misconduct, and/or Retaliation, for incidents occurring on or after August 14, 2020. The Director regularly reviews and updates the Policy and procedures. Incidents occurring before August 14, 2020, will be addressed using the policy that was in place at the time of the incident, but the procedures used will be those in place at the time of the Formal

Complaint. The College reserves the right to make changes to this document as necessary, and those changes are effective once they are posted online.

A. If laws or regulations change or court decisions alter policy or procedural requirements in a way that impacts this document, this document will be construed to comply with the most recent laws, regulations, or court holdings.

B. This document does not create legally enforceable protections beyond the protections of the background federal and state laws that frame such policies and codes, generally.

C. A change required by a court or government order could occur during an active investigation or resolution process. If that happens, the College reserves the right to adjust the Policy and Procedures accordingly and notify the Parties of any necessary mid-process changes. This could include entirely replacing the Policy or associated procedures, which could necessitate restarting an investigation or resolution process. The College will make every effort to minimize the impact on the Parties as much as possible if changes are unavoidable.

D. The Policy is effective on the date signed by the President of the College.

### XIII. EXTERNAL CONTACT INFORMATION

Concerns about the College's application of the Policy and compliance with certain federal civil rights laws may be addressed to:

**Office for Civil Rights (OCR)**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD: (877) 521-2172  
Email: OCR@ed.gov  
Web: <sup>86</sup>

**The Equal Employment Opportunity Commission**

Patrick V. McNamara Building  
477 Michigan Avenue  
Room 865  
Detroit, MI 48226  
Phone 313-774-0020  
Fax 313-226-4610  
TTY 1-800-669-6820  
ASL Video Phone 844-234-5122

Director: Ramiro Gutierrez  
Regional Attorney: Kenneth Bird

**Michigan Department of Civil Rights ("MDCR")**

Detroit Executive Office/Service Center  
3054 West Grand Boulevard

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<sup>86</sup>Web: ( <http://www.ed.gov/ocr> )



Suite 3-600  
Detroit, MI 48202  
Phone 313-456-3700  
Toll Free 800-482-3604  
Fax 313-456-3701  
Executive Director: John E. Johnson, Jr.

#### **XIV. EFFECTIVE DATE**

A. Effective Date: September 17, 2025

This Policy will become effective upon the date of approval by the President.

B. Date of Most Recent Review: September 18, 2025

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### **COLLEGE FOR CREATIVE STUDIES ADMINISTRATIVE RESOLUTION PROCEDURES FOR ALLEGED CIVIL RIGHTS AND NON-TITLE IX VIOLATIONS OF ITS POLICY ON PREVENTING AND ADDRESSING DISCRIMINATION, HARASSMENT, AND RETALIATION**

#### **PROCESS B**

##### **1. Overview**

The College will act on any Notice/Formal Complaint of violation of the College for Creative Studies Policy on Preventing and Addressing Discrimination, Harassment, and Retaliation (Non-Title IX Policy).

This Process applies to all allegations that fall outside of the College's Sexual Misconduct and Other Acts of Interpersonal Violence Policy (the "Title IX Policy"). Occasionally, a Formal Complaint will include conduct that falls within both Processes A and B. When that occurs, Process A will typically be used to address all allegations. The choice between applying Process A or B is solely at the Director's discretion.

##### **2. Notice/Complaint**

Upon receipt of Notice or a Formal Complaint of an alleged Policy violation, the Director of Civil Rights and Title IX Compliance (hereafter "the Director" or "Director") will initiate a prompt initial assessment to determine the College's next steps. The Director will contact the Complainant to offer supportive measures, if applicable, and provide information regarding resolution options, and determine how they wish to proceed.

##### **3. Initial Assessment**

The Director of Civil Rights and Title IX Compliance (hereafter "the Director" or "Director") conducts an initial assessment, typically within five (5) business days of receiving Notice. The initial assessment typically includes:

- Assessing whether the reported conduct may reasonably constitute a Policy violation
- Determining whether the College has jurisdiction over the reported conduct
- Offering and coordinating supportive measures for the Parties
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options

- Determining whether the Complainant wishes to file a Formal Complaint
- Notifying the Respondent of the available resolution option if a Formal Complaint is made

#### **4. Helping a Complainant to Understand Resolution Options**

If the Complainant indicates they wish to initiate Formal Grievance Process, the Director will work with the Complainant to determine which resolution option they want to pursue. The Director will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

Upon receiving a complaint that falls under the Administrative Resolution Process, the Director will initiate an investigation.

If any party indicates that they want to pursue an Informal Resolution option, the Director will refer the matter to the appropriate individuals(s) if the Director determines Informal Resolution is available and the other parties consent to participate.

If the Complainant does not want any action taken, the Director will consider that request, and in most circumstances no resolution process will be initiated (unless deemed necessary by the Director), though the Complainant can elect to initiate one later, if desired.

The Director may consider elements such as patterns of behavior, predation, threats, violence, use of weapons, involvement of minors, or threat(s) to the CCS community, in determining whether to initiate a resolution process.

#### **5. Director's Authority to Initiate the Administrative Resolution Process**

The Director has ultimate discretion as to whether to pursue an Administrative Resolution Process and may consult with appropriate CCS Employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a complaint.

When the Director initiates a complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged misconduct. If the Director declines to initiate a complaint, alternative processes may be available and can be explored with the Director.

The process followed considers the Parties' preference but is ultimately determined at the Director's discretion. If at any point during the initial assessment or investigation the Director determines that reasonable cause does not support the conclusion that Respondent violated the Policy, the process will end, and the Parties will be notified.

The Complainant may request that the College review the reasonable cause determination and/or re-open the investigation. This decision lies in the sole discretion of the Director, but the request is usually only granted in extraordinary circumstances.

#### **6. Interim Suspension**

The College may interim suspend a Student accused of a violation of this Policy upon receipt of Notice or at any time during the Administrative Resolution Process.

When an interim suspension is imposed, wholly or partially, the affected Student will be notified of the action, which will include a written rationale, and the option to challenge the interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the Director will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the interim suspension is appropriate, should be modified, or should be lifted. When this meeting is not requested within two (2) business days, objections to the interim suspension will be deemed waived. A student can later request a meeting to show why they no longer pose a safety concern because the related conditions have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Director determines it is fair for them to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Director for review.

An interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Director will communicate the final decision in writing, typically within three (3) business days of the review meeting.

#### **7. Placing an Employee on Leave**

When the Respondent is an Employee, or a Student-Employee accused of misconduct in the course of their employment, existing provisions within the Staff Handbook<sup>87</sup> or Faculty Handbook<sup>88</sup> for interim action are typically applicable instead of the above emergency removal process.

#### **8. Counter-Complaints**

The College is obligated to ensure that the Administrative Resolution Process is not abused for retaliatory purposes. Although the College permits the filing of counter-complaints, the Director will use an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a Policy violation.

Counter-complaints determined to have been reported in good faith will be processed using the Administrative Resolution Process below. At the Director's discretion, investigation of such claims may take place after resolution of the underlying initial allegations.

#### **9. Advisors in the Administrative Resolution Process**

The Parties may each have an Advisor of their choice present with them for all meetings and interviews within the Administrative Resolution Process.

<sup>87</sup>Staff Handbook ( <https://campus.collegeforcreativestudies.edu/staff-handbook/> )

<sup>88</sup>Faculty Handbook ( <https://campus.collegeforcreativestudies.edu/faculty-handbook/> )

For employees, CCS will comply with federal, state, or local laws and regulations concerning representation at meetings (e.g., Weingarten Rules) that may potentially lead to discipline.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the College with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

a. Who Can Serve as an Advisor?

The parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and hearings within the resolution process. The parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.

The Director will offer to assign a trained Advisor to any party. If the parties choose an Advisor from the CCS's Resolution Process Pool, the College will have trained the Advisor and familiarize them with the College's Administrative Resolution Process.

The College cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.

If a party requests that all communication be made through their attorney Advisor instead of to the party, the College will agree to copy both the party and their Advisor on all communications.

b. Advisor's Role in the Administrative Resolution Process

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

The parties are expected to respond to questions on their own behalf throughout the Administrative Resolution Process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

c. Advisor Expectations

The College generally expects an Advisor to adjust their schedule to allow them to attend case-related meetings/interviews when planned, but the Director may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The College may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview by telephone, video conferencing, or other similar technologies as may be convenient and available.

All Advisors are subject to the same CCS policies and procedures, whether they are attorneys or not. Advisors are expected to advise without disrupting proceedings.

## d. Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Policy, who shares information in a manner inconsistent with the Policy, or who refuses to comply with the College's established rules of decorum will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview may be ended, or other appropriate measures implemented, including the College requiring the party to use a different Advisor or providing a different CCS-appointed Advisor. Subsequently, the Director will determine how to address the Advisor's non-compliance and future role.

**10. Resolution Options Overview**

The Administrative Resolution Process is the College's primary resolution approach unless all parties and the Director agree to an Informal Resolution. The process considers the parties' preferences but is ultimately determined at the Director's discretion.

Resolution proceedings are private. All persons present at any time during a resolution process are expected to maintain the privacy of the proceedings in accordance with the Policy.

## a. Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Director at any time prior to a Final Determination, or the Director may offer the option to the parties. The Director will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

Three approaches to Informal Resolution are detailed in this section.

- **Supportive Resolution.** When the Director can resolve the matter informally by providing supportive measures (only) designed to remedy the situation. Supportive Resolution involves only the party who opts for it.

- **Accepted Responsibility.** When the Respondent accepts responsibility for violating Policy and accepts the recommended sanction(s), and the Complainant(s) and CCS are agreeable to the resolution terms.

- **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

The parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution Process should Informal Resolution not be successful.

If an investigation is already underway, the Director has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Prior to implementing Informal Resolution, the Director will provide the parties with written notice of the reported misconduct and any sanctions (only in the case of Accepted Responsibility) or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the Director.

i. Supportive Resolution

Most commonly offered once a complaint is filed (whereas supportive measures are offered in response to Notice. The Director will meet with the Complainant to determine reasonable supports that are designed to restore or preserve the Complainant's access to the College's education program and activity. Such supports can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the Notice of Investigation and Allegations (NOIA), the Director may also provide reasonable support for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the Director does not believe there is a need to sign a complaint. At the discretion of the Director, this resolution option can result in an agreement between the Complainant and the Director that does not require assent from any other party, as long as it does not unduly burden any other party or function punitively with respect to them.

ii. Accepted Responsibility

The Respondent may accept responsibility for any or all of the alleged policy violations at any point during the Administrative Resolution Process. If the Respondent indicates an intent to accept responsibility for all alleged Policy violations, the ongoing process will be paused, and the Director will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Director will determine whether all parties and the College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Director will enter a finding that the Respondent is in violation of CCS Policy, and will implement agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all parties indicate their written agreement to all resolution terms. When the parties cannot agree on all terms of resolution, the Administrative Resolution Process will either begin or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the Discrimination or Harassment, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the CCS community; and other forms of resolution that can be tailored to the needs of the parties.

iii. Alternative Resolution

Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All parties must consent to the use of an alternative resolution approach, and the parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

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The Director may consider the following factors to assess whether alternative resolution is appropriate, or which form of alternative resolution may be most successful for the parties:

- The parties' amenability to alternative resolution
- Likelihood of potential resolution, considering any power dynamics between the parties
- The nature and severity of the alleged misconduct
- The parties' motivation to participate
- Civility of the parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether interim action is needed
- Skill of the alternative resolution facilitator with this type of complaint
- Complaint complexity
- Emotional investment/capability of the parties
- Rationality of the parties
- Goals of the parties
- Adequate resources to invest in alternative resolution (e.g., time, staff)

The Director has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all parties, and/or to accept the parties' proposed resolution, usually through their advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative resolution process. The Director will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

The Director maintains records of any resolution that is reached and will provide notification to the parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Administrative Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). Where the failure to abide by the Informal Resolution agreement terms results in a failure to remedy a policy violation, the Director must consider whether to dissolve the agreement and reinstate the Administrative Resolution Process to remedy the impact as required by law. The results of reports resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, the Director will initiate or continue an investigation and subsequent Administrative Resolution Process to determine whether the policy has been violated.

#### b. Administrative Resolution Process

Administrative Resolution can be pursued at any time during the process for any behavior for which the Respondent has not accepted responsibility that would constitute conduct covered under this Policy if proven. Administrative Resolution starts with a thorough, reliable, and impartial investigation.

i. If Administrative Resolution is initiated, the Director will provide written notification of the investigation to the parties at an appropriate time during the investigation. Typically, notice is given at least two (2) business days in advance of an interview. Advanced notice facilitates the parties' ability to identify and choose an Advisor, if any, to accompany them to the interview.

ii. Written notification will include a meaningful summary of the allegations and the policies alleged to have been violated and may be delivered by one or more of the following methods: in person, mailed to the parties' local or permanent address as indicated in official CCS records, or emailed to the parties' CCS-issued or other approved email account. Once mailed, emailed, and/or received in-person, notice is presumptively delivered.

iii. The College aims to complete all investigations within a sixty (60) business days' time period, which can be extended by the Director as necessary for appropriate cause. Investigations can take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

iv. Once an investigation is initiated, the Director appoints an Investigator(s) to conduct it. These investigators may be members of the pool, or any other properly trained investigator, whether internal or external to the CCS community.

(1) The College will make a good faith effort to complete the investigation as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

(2) The Director may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to, a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or health conditions. The Director will promptly resume its Resolution Process as soon as feasible. During such a delay, the Director will implement and maintain supportive measures for the parties as deemed appropriate.

(3) CCS action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

(4) All investigations are thorough, reliable, impartial, prompt, and fair. They involve interviewing all available, relevant parties and witnesses, obtaining Relevant Evidence, and identifying sources of expert information, as necessary.

### **11. Notice of Investigation and Allegations**

The Director will provide the parties written Notice of the Investigation and Allegations (the "NOIA") upon commencement of the Administrative Resolution Process. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA will include:



- A meaningful summary of all allegations
- The names of the parties involved (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a Final Determination that the Policy has been violated
  - The name(s) of the Investigator(s), along with a process to notify the Director of any conflict of interest that the Investigator(s) may have in advance of the interview process
  - A statement that determinations of responsibility are made at the conclusion of the process
    - A statement of the potential sanctions/responsive actions that could result
    - A statement about CCS's policy on Retaliation
    - Information about process confidentiality
    - Information on the option for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor
    - A statement informing the parties that the College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Administrative Resolution Process
    - Information about how a party may request disability accommodations or other support assistance during the Administrative Resolution Process
    - An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the parties' local or permanent address(es) as indicated in official CCS records, or emailed to the parties' CCS-issued email or other approved accounts. Once mailed, emailed, and/or received in-person, notice is presumptively delivered.

## **12. Respondent Admits Responsibility**

If a Respondent elects to admit to the charged violations and waive further process at any point in the Administrative Resolution Process, the Director is authorized to accept that admission, adopt it as their Finding/Final Determination, and administer sanctions. If the Respondent rejects the Finding/Final Determination/sanctions, or does not admit to all charged violations, the Administrative Resolution Process continues to its conclusion. The Complainant retains their right to appeal a Final Determination when a Respondent admits responsibility.

## **13. Investigation Process**

- a. All investigations are thorough, reliable, impartial, prompt, and fair. They involve interviewing all available, relevant parties and witnesses, obtaining Relevant Evidence, and identifying sources of expert information, as necessary.
- b. After an interview, parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may

submit changes, edits, or clarifications. If the parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

c. The College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondent(s), when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

d. Investigations involve the following:

- Determining the identity of and contacting all involved parties and potential witnesses to participate in an investigation interview
- Identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the parties and witnesses
- Providing written notification of the date, time, and location of all investigation meetings, including the expected participants and purpose
- Conducting any necessary follow-up interviews with parties or witnesses
- Providing the parties and witnesses an opportunity to verify the accuracy of either a summary or transcript of their interview(s)
- Soliciting the names of suggested witnesses and questions each party wishes to have asked of another party or witness
- Writing an Investigation Report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation and party and witness interviews, and provides all Relevant Evidence
- Providing the Director with a Draft Investigation Report, including assessment and synthesis of Relevant Evidence, and engaging in discussions with the Director and/or legal counsel
- Making recommendations for the Director regarding factual support for a determination on whether the Respondent(s) engaged in conduct that violated the Policy
- Making credibility determinations relating to the findings and recommendations

#### **14. Witness Role and Participation in the Investigation**

a. Witnesses who are CCS employees are strongly encouraged to cooperate with and participate in the College's investigation and Administrative Resolution Process. Student witnesses and witnesses from outside the CCS community are encouraged to cooperate with the College's investigations and to share what they know about a complaint.

b. Party and/or witness interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx), or, in limited circumstances, by telephone. The College will take appropriate steps to ensure the security/privacy of remote interviews.

c. Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

d. It is standard practice for Investigators to create a record of all interviews pertaining to the Administrative Resolution Process, by recording, transcript, or written summary. The parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

e. All interviews are transcribed, and all involved persons should be made aware that their interviews are being recorded. The transcript of those meetings will be provided to the parties for their review, after which the parties may suggest additional questions to be asked of another party or witness or additional witnesses. Those subsequent meetings or interviews are also recorded and/or transcribed.

#### **15. Ensuring Impartiality**

a. No individual materially involved in the administration of the Administrative Resolution Process, including the Director, Investigator(s), and Decision-maker(s), may have or demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

b. The Director will vet the assigned Investigator(s), Decision-maker(s), and Appeal Decision-maker(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The Parties may raise a concern regarding bias or conflict of interest at any time during the Administrative Resolution Process, and the Director will determine whether the concern is reasonable and supportable. If so, another pool member, or other trained individual, will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Director, concerns should be raised with the Assistant Vice President of Campus Life.

c. The Administrative Resolution Process involves an objective evaluation of all Relevant Evidence obtained, including evidence that supports that the Respondent violated the Policy and evidence that supports that the Respondent did not violate the Policy. Credibility determinations will not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written Investigation Report that accurately summarizes this evidence.

#### **16. Evidentiary Exclusions**

a. Unless the Investigator determines it is appropriate, the investigation and the Finding do not consider: (1) incidents not directly related to the possible violation(s), unless they evidence a pattern; (2) the irrelevant sexual behavior of the parties (though there may be a limited exception made with regard to the sexual behavior between the parties); (3) irrelevant character evidence.

b. Although the Respondent's previous conduct violations (if any) are not generally admissible as information supporting the current allegation(s), the Director may supply the Investigator with information about previous good faith allegations and/or findings when that information suggests potential pattern and/or predatory conduct.

c. The Recipient uses a progressive discipline system, thus previous disciplinary action of any kind involving the Respondent may be considered in

determining the appropriate sanction(s).

d. Character witnesses or evidence may be offered. The Investigator will determine if the character evidence is relevant. If so, it may be considered. If not, it will be excluded.

e. A party or witness' records that are made or maintained by a physician, psychologist, or psychiatrist are inadmissible unless the party or witness provides voluntary, written consent for the records to be considered.

### **17. Resolution Timeline**

The College will make a good faith effort to complete the Administrative Resolution Process within sixty (60) business days. The parties will receive regular updates on the progress of the Administrative Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

CCS action(s), or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

The College will make a good faith effort to complete the Administrative Resolution Process as promptly as circumstances permit and will regularly communicate with the parties to update them on the progress and timing of the process.

### **18. Final Determination and Sanctions**

a. Within two to three (2-3) business days of receiving the Investigator's Final Investigation Report, the Director, in consultation with the other administrators (Human Relations or Student Affairs Office, or legal counsel) then makes the Final Determination by applying the standard of a preponderance of the evidence. If the record is incomplete, the Director may direct the Investigator(s) to reopen the investigation, or may direct or conduct any additional inquiry necessary, including meeting informally with the parties or any witnesses if needed.

b. Once the Investigator closes the Investigation and issues its Final Determination, the Director will contact the sanctioning authority who will determine the appropriate sanction to be applied. The sanctioning authority may consider any impact or mitigation statements provided by the parties.

c. The Director will provide the parties with a written outcome notification within three (3) business days of the issuance of the Final Report.

d. After receipt of the sanction determined by the sanctioning authority, the Director will provide notification to the parties of the Final Outcome and the sanction to be imposed, if applicable. The notice from the Director will also specify whether any continuing supportive measures will be continued.

e. Notice may be delivered by one or more of the following methods: in person, mailed to the parties' local or permanent address as indicated in official

CCS records, or emailed to the parties' CCS-issued or other approved email account. Once mailed, emailed, and/or received in-person, notice is presumptively delivered.

### **19. Sanctions**

Factors the Decision-maker may consider when determining sanctions and responsive action include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the Policy violation
- The need for sanctions/responsive actions to prevent the future recurrence of the Policy violation
- The need to remedy the effects of the Policy violation upon the Complainant and the community
- The impact on the parties or community
- The Respondent's acknowledgement of responsibility or contrition
- Any remedial measures or mitigation undertaken by the Respondent
- Any other information deemed relevant by the sanctioning authority

The sanctions will be implemented as soon as is feasible once a Determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in the procedures are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

#### **a. Student Sanctions**

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any CCS policy, procedure, or directive will result in more severe sanctions/responsive actions
- *Required Counseling:* A mandate to meet with and engage in either CCS-sponsored or external counseling to better comprehend the misconduct and its effects
- *Restrictions:* A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations
- *Probation:* An official sanction for violation of CCS policy, providing for more severe disciplinary sanctions if the student is found in violation of any CCS policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Separation from the College, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for

readmission, or upon a general condition that the student is eligible to return if the College determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate CCS property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Director of Civil Rights and Title IX Compliance or other appropriate official. During a college-wide suspension, the student is banned from CCS property, functions, events, and activities unless they receive prior written approval from an appropriate CCS official. This sanction may be enforced with a trespass action, as necessary. This sanction may be noted as a Disciplinary Suspension on the student's official academic transcript, per CCS policy and/or state law.

- *Expulsion*: Permanent separation from the College. The student is banned from CCS property, and the student's presence at any CCS-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary. This sanction may be noted as Disciplinary Expulsion on the student's official academic transcript, per CCS policy and/or state law.

- *Withholding Diploma*: The College may withhold a student's diploma for a specified period of time and/or deny a student's participation in commencement activities as a sanction if the student is found responsible for violating the Policy

- *Revocation of Degree*: While very rarely exercised, the College reserves the right to revoke a degree previously awarded by the College for fraud, misrepresentation, and/or other violation of CCS policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation

- *Other Actions*: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate

#### b. Student Organization Sanctions

The following are the common sanctions that may be imposed upon student groups organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any CCS policy, procedure, or directive will result in more severe sanctions/responsive actions

- *Probation*: An official sanction for violation of CCS policy, providing for more severe disciplinary sanctions if the group or organization is found in violation of any CCS policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of CCS funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.

- *Suspension*: Termination of student group or organization recognition and/or CCS support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in CCS-related activities, whether they occur on or off campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the College.

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- *Expulsion*: Permanent termination of student group or organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason

- *Loss of Privileges*: Restricted from accessing specific CCS privileges for a specified period of time

- *Other Actions*: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate

### c. Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in a violation of the Policy include, singly or in combination:

- *Verbal or Written Warning*

- *Performance Improvement Plan/Management Process*

- *Enhanced Supervision, Observation, or Review*

- *Required Counseling*

- *Required Training or Education*

- *Probation*

- *Denial of Pay Increase/Pay Grade*

- *Loss of Oversight or Supervisory Responsibility*

- *Demotion*

- *Transfer*

- *Shift or schedule adjustments*

- *Reassignment*

- *Delay of (or referral for delay of) Tenure Track Progress*

- *Assignment to a New Supervisor*

- *Restriction of Stipends, Research, and/or Professional Development Resources*

- *Suspension/Administrative Leave with Pay*

- *Suspension/Administrative Leave without Pay*

- *Termination*

- *Other Actions*: In addition to, or in place of, the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate

## 20. Withdrawal or Resignation Before Complaint Resolution

### a. Students

i. Should a Respondent decide not to participate in the Administrative Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a Student Respondent withdraws from the College, the Administrative Resolution Process typically ends with a dismissal, as the College has lost primary disciplinary jurisdiction over the withdrawn student. However, the College may continue the Administrative Resolution Process when, at the discretion of the Director, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged Policy violation.

ii. Regardless of whether the Formal Complaint is dismissed or pursued to completion of the Administrative Resolution Process, the College will continue to address and remedy any systemic issues or concerns that may have

contributed to the alleged violation(s), and any ongoing effects of the alleged Policy violation.

iii. When a student withdraws or takes a leave of absence while the process is pending, the Student may not return to the College in any capacity until the allegations are resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Director has discretion to dismiss the allegations and bar the student from returning. The Registrar, Office of Admissions, and HR may be notified accordingly.

iv. If the Student Respondent takes a leave of absence for a specified period of time (e.g., one semester or term), the Administrative Resolution Process may continue remotely. If found in violation, that student is not permitted to return to CCS unless and until all sanctions, if any, have been satisfied.

b. Employees

i. Should an Employee Respondent decide not to participate in the Administrative Resolution Process, the process proceeds, absent their participation to a reasonable resolution. If an Employee Respondent leaves their employment with the College with unresolved allegations pending, the Administrative Resolution Process typically ends with dismissal, as the College has lost primary disciplinary jurisdiction over the former employee. However, the College may continue the Administrative Resolution Process when, at the discretion of the Director, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged Policy violation.

ii. Regardless of whether the allegations are dismissed or pursued to completion of the Administrative Resolution Process, the College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged violation.

iii. When an employee resigns and the allegations are dismissed, the employee may not return to the College in any capacity. The Registrar, Office of Admissions, and HR will be notified accordingly. A note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with the College. The records retained by the Director will reflect that status.

### **21. Appeals**

There are no appeals from the decision on a Policy violation under Process B unless a contract or collective bargaining agreement provides otherwise. In that case, CCS will follow the contractually mandated process for administering the appeal.

### **22. Long-Term Remedies/Actions**

Following the conclusion of the Administrative Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Director may implement additional long-term remedies or actions with respect to the parties and/or the CCS community that are intended to stop the Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct, remedy the effects, and prevent its recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services



- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Community education
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the Director's discretion, the parties may be provided with certain long-term support or measures even if no Policy violation is found.

When no policy violation is found, the Director will address any remedies the College owes the Respondent to ensure no effective denial of educational access.

The College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College's ability to provide these services, and disclosure of confidential information will be limited to those individuals with a need to know.

### **23. Failure to Comply with Sanctions and/or Responsive Actions**

a. All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the sanction or the Informal Resolution agreement.

b. Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College.

c. Supervisors are expected to enforce completion of sanctions/responsive actions for their employees.

d. A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the College's satisfaction.

### **24. Recordkeeping**

In implementing the Policy and Procedures, the Director will maintain records of all allegations, investigations, and resolutions, indefinitely, or as required by federal or state law or institutional policy. The College will comply with all federal, state, and local laws and regulations, including FERPA, in maintaining the confidentiality and record retention requirements.

### **25. Disability Accommodations**

The College for Creative Studies is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the CCS's Resolution Process.

Anyone needing such accommodations or support should contact the Director, who will work with disability support as appropriate to review the request and, in consultation with the person requesting the accommodation, determine

which accommodation is appropriate and necessary for full process participation.

### **26. Other Support**

The College will address other reasonable requests for support for the parties and witnesses, including:

- Language services/interpreters;
- Access/training regarding use of technology throughout a resolution process; or
- Other support deemed reasonable and necessary to facilitate participation in a resolution process.

### **27. Resolution Process Pool**

The College relies on a pool of individuals to carry out the resolution options.

#### **a. Pool Member Roles**

b. Pool members are trained annually, and can serve in any of the following roles, at the Administrator's discretion:

- Appropriate intake of and initial guidance pertaining to Notice
- Perform or assist with initial assessment
- Advisor to Parties
- Informal Resolution Facilitator
- Investigator

#### **c. Pool Member Appointment**

The Administrator [in consultation with senior administrators as necessary,] appoints the Pool, which acts with independence and impartiality.[12] Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different complaints, the School can also designate permanent roles for individuals in the Pool.

#### **d. Pool Member Training (See training materials posted online)**

## **2.13.3 Intimate Relationships**

### **Between Students And Faculty**

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

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

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

## 2.14 Judicial Process

### 2.14.1 Purpose

CCS has established these regulations regarding standards of conduct in order to protect its educational mission, provide for the orderly conduct of its activities and safeguard the interests of the CCS community. These regulations are intended to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms. All students, regardless of their status in the CCS community, shall be afforded the rights and privileges of due process when accused of violations of this Code.

### 2.14.2 Judicial Officers

The Assistant Dean of Students (ADS) retains the ultimate responsibility for the administration of this system. The ADS or his/her designee expressly retains final authority to determine the following:

1. jurisdiction of any judicial meetings in any given case where ambiguity exists.
2. whether a violation of this Code shall be adjudicated by a judicial meeting.
3. whether a violation or serious criminal act, occurring off campus, shall be adjudicated by the CCS judicial system.
4. how violations of this Code are to be adjudicated at the end of the academic year and during the summer session.

The ADS, or his/her designee, will review judicial complaints for violations that occur outside of student housing. If the potential sanction based on either the violation or the student's current judicial standing warrants possibly being suspended or dismissed from the College the case will be adjudicated in conjunction with the Assistant Vice President of Campus Life.

The Residence Life professional staff will review judicial complaints for violations that occur within student housing. If the potential sanction based on either the violation or the student's current judicial standing warrants possibly being removed from student housing, the case will be referred to the ASD.

Judicial officers are responsible for reviewing the information surrounding an alleged violation. This may include interviewing witnesses, the accused student(s), visiting the site of the alleged violation and reviewing Campus Safety information.

### 2.14.3 General Provisions

CCS reserves the right to amend any provision herein at any time in accordance with established CCS procedures. Communication of any changes will be made to the CCS community in an appropriate and timely fashion.

This judicial system shall apply to conduct that occurs on CCS property (all land, buildings, facilities or other property in the possession of or owned, used or controlled by CCS, including adjacent streets and sidewalks) and to conduct that occurs elsewhere during the course of a CCS function. Actions not committed on CCS property may also be subject to judicial action if the offense adversely affects CCS and/or the pursuit of its objectives.

When behavior in classrooms is determined to be disruptive by instructors, the instructor can remove the student from the remainder of the class. The disruptive behavior is then to be reported to the ASD for follow up. If the disruptive behavior continues, or is of a nature that warrants removal from the class, the student could be disciplinarily withdrawn from the class.

The actions of a student organization involved in CCS-related activities or CCS-sponsored activities that are in violation of CCS regulations may result in disciplinary action against the organization as well as the students involved.

Students may be accountable to both civil authorities and to CCS for acts that constitute violations of the law and the Code of Student Conduct. Disciplinary action at CCS will normally occur pending criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Inappropriate behavior that may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her action.

Ultimately the judicial officer must decide if the student is responsible for the alleged violation. In cases where the evidence is not 100% clear, the judicial officer's decision will fall in the direction in which there is a preponderance (51%) of evidence. Students being charged with a violation of the Code of Conduct will have the opportunity presented to them to speak on their behalf. In the event that a student fails to participate in the judicial process, the case may be heard in their absence. Efforts to accommodate class schedule and extenuating circumstances will be made by all CCS personnel.

#### **2.14.4 Sanctions**

In recommending or determining a sanction, a judicial officer shall consider all relevant factors, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student's current demeanor and the student's past disciplinary record, if any. Sanctions include, but are not limited to:

- Warning
- Disciplinary Probation
- Disciplinary Withdrawal from class(es)
- Suspension

- Dismissal (permanent expulsion)
- Community Service Hours
- Removal from Student Housing if applicable
- Educational Project

### 2.14.5 Interim Sanctions

For alleged violations of this Code, interim sanctions may be imposed, however, only when there is reason to believe that the student poses a substantial threat of harm to others, damaging CCS property, or will disrupt the stability and continuance of normal CCS operations and functions. Interim sanctions are temporary actions that will be enforced only until such time as a formal judicial decision can be made. The required formal meeting shall be provided within a reasonable length of time, which, unless extenuating circumstances are present, shall be held no later than 10 business days from the date the student was notified of the alleged violations and interim sanctions. Interim sanctions cannot be appealed prior to the required formal student judicial meeting.

### 2.14.6 Reports of Alleged Violations

If an alleged violation takes place, the report should be filed with the Office of Student Affairs. Any student, faculty member or staff member may report an alleged violation by a student or student group/organization to the Office of Student Affairs. Reports should be in writing.

CCS may file appropriate charges against students accused of violating the Code of Student Conduct. Such charges shall be filed no later than 30 days after the discovery of the alleged violation and the identity of the student(s) involved. If a student has withdrawn or withdraws after the filing of such charges, either (1) a judicial hold will be placed on their student account which will restrict their ability to register for future classes and the student notified that disciplinary action may be required prior to the judicial hold being removed, or (2) CCS will proceed to take disciplinary action under the provisions of the Code.

### 2.14.7 Judicial Meetings

Upon the filing of charges, CCS may schedule a judicial meeting with the accused student(s) at which the nature of and the responsibility for the alleged offense are discussed. The judicial officer conducting the judicial meeting may withdraw any charge deemed to be without basis. Written notice of the judicial charges and meeting time will be sent to the accused student.

If an accused student fails to appear at a scheduled judicial meeting following proper written notification, the designated judicial officer may review the evidence in support of the charges and render a decision. Findings and sanctions, if applicable, will be based on the evidence and not on the accused student's failure to appear.

### **2.14.8 Appeal Process**

A student found in violation of the Code of Student Conduct may appeal the findings and/or sanctions. A letter of appeal must be submitted in writing to the judicial officer who handled their case within 5 business days from the date of the student's receipt of the official decision. The judicial officer will forward the appeal letter to the next administrative level for review, with the exception of the Provost who serves as the highest ranking judicial officer. Failure to appeal within the allotted time will render the original decision final and conclusive.

The imposition of sanctions will be deferred pending appellate proceedings. The administrator reviewing the appeal will examine the judicial file, conduct interviews as deemed necessary and render a decision regarding the appeal within 5 business days, in writing.

### **2.14.9 Disciplinary Files and Records**

The Office of Student Affairs shall maintain disciplinary records for no longer than 5 years, except in cases of suspension and expulsion. Such information shall be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be made available to judicial officers and other CCS officials as necessary.

Students may arrange to review their own disciplinary records by contacting the Office of Student Affairs. Disciplinary proceedings shall be confidential.

With the exception of cases involving suspension and dismissal, disciplinary records will be destroyed not later than 5 years after a student's graduation or last recorded semester of attendance at CCS.

## **2.15 Privacy Notice**

### **2.15.1 Prospective Students, Applicants, And Enrolled Students**

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

#### **Whose Information Is Collected?**

CCS collects information about prospective students, applicants and enrolled students in its programs (referred to herein collectively as "students") , as well as their family members or guardians.

**What Information Is Collected?****CCS Collects:**

- Contact information for students and their family members or guardians, including names, titles, telephone numbers, email, and home addresses;
- Demographic information for students, including race, ethnicity, date of birth, citizenship status, birthplace, veteran status, information about family, marital status, and gender;
- Academic information for students, including information about school or college, grades, transcripts, coursework, study abroad, contacts with Blackboard per course enrolled, and judicial sanctions;
- Information and recommendations from faculty or advisors concerning students' performance and suitability for a particular program;
- Information about students' abilities and interests, including information used for housing and roommate placements and for identifying potential internship and other experiences and opportunities; this may include language ability, interests, skills, preferred work environment, strengths and weaknesses, prior employment experience, and the like;
- Financial information of students and their families for students who seek a grant, loan or scholarship to help pay for the program, including social security numbers;
- Information about students' individual health conditions or needs, including physical or mental health conditions, treatment or prescriptions, allergies, limitations or necessary accommodations, dietary restrictions, and the like;
- Information about students' disciplinary history at secondary school or a previous institution of higher education or at the College, including any actual or potential violation of the Code of Student Conduct<sup>89</sup> by a matriculated student or directed towards such matriculated student. Those types of incidents may require the College to collect sensitive information about the student, including about sexual orientation or sexual activities, use of drugs or alcohol, or religious or philosophical beliefs or issues.
- Via FAFSA, information about students' income, assets, household size, citizenship information, limited information about drug related convictions, and confirmation of selective service registration;
- Information about students' career interests;

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<sup>89</sup>Code of Student Conduct (  
<https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/>)

- Information about students' post-graduation career choices, address, email address, employment, and educational pursuits;
- Information about students' eligibility for federal loans, past and current;
- Information about students' participation in student government or official student organizations;
- When students and their families make payments to the university, payment information;
- For applicants to graduate programs, criminal history and information about past military service.
- For international students, travel documents, including passport and visa information, and the like; and
- For students taking online courses, IP addresses.

### Why Is Personal Information Collected?

CCS is an institution of higher education that provides a variety of programming for students. To provide a meaningful, engaging and safe experience, CCS must collect personal information about students in its programs to permit the College to develop and administer academic programs, facilitate internships and other experiences, identify and provide housing arrangements, help students budget and pay for the programs, assess and provide any necessary accommodations for academic or living conditions, and to help students ensure a healthy and safe experience.

It is necessary for CCS to collect each piece of personal information identified above to perform the contract to provide and support CCS' programs. Students cannot be admitted into CCS without providing contact information, academic information described above, and the College cannot assess whether to award a grant or scholarship without the financial information described above. It is highly unlikely that the College can place students in an internship program without the information about abilities and interests described below. Students may decline to provide information about health conditions or any need for accommodations, but in that event the College will not be able to make accommodations and may require students to sign a waiver regarding health issues. Students enrolled in CCS programs are bound to follow the College's Code of Student Conduct<sup>90</sup> and the College's Sexual Misconduct Policy<sup>91</sup>. The College will investigate and document all allegations of violations of those policies.

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<sup>90</sup>Code of Student Conduct ( <https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/> )

<sup>91</sup>Sexual Misconduct Policy ( <https://campus.collegeforcreativestudies.edu/policy/policy-on-sexual-misconduct-title-ix/> )



**How Is Information Collected?**

Information is collected through a variety of sources, including:

- Student-provided information through CCS online applications or request for information form, or in response to questions posed by CCS staff;
- Information from a student's secondary school or previous institution of higher education;
- College Board, ACT, Educational Testing Service, International English Language Testing System, and other similar third parties, which provide information to CCS and other colleges and universities at the student's request;
- U.S. Department of Education, U.S. Department of Veteran's Affairs and other government agencies; and
- Existing CCS student educational records.

**How Is Collected Information Used?**

Collected information is used only for purposes of CCS operating its programs, including facilitating the educational experience and safety of students in the programs.

**Who Has Access To Collected Information?**

- CCS faculty and staff;
- Third-parties who provide services to CCS or to students, pursuant to a contract with CCS;
- Federal, state and local government agencies, as required by applicable law;
- If a student will participate in an internship facilitated by CCS, the internship providers, as applicable; and
- Certain kinds of information may be disclosed to third parties or made available publicly pursuant to the Family Educational Rights and Privacy Act.

**How Is Information Stored And Secured?**

CCS uses College-managed, secure information technology systems to store electronic personal information, including systems that permit creating shared spaces that are accessible by CCS faculty and staff. CCS employs appropriate administrative, technical and physical security measures to protect paper or other physical records that contain personal information, including locked offices and file cabinets. CCS uses encrypted SecureMail for Restricted Use information that is subject to the College's Data Protection Standards.

**How Long Is Information Saved?**

CCS maintains records as specified in its Record Retention Policy<sup>92</sup>.

**Correcting Information**

Students who are or have been in attendance at CCS may request changes to their educational records or restrict the information disclosed as directory information as provided by the Family Educational Rights and Privacy Act.

**Other Rights**

Under the EU's General Data Protection Regulation (GDPR), you may have the right to access personal data that we store and process about you, and to request correction of that information if it is inaccurate. If the GDPR applies, you may also have the right to request deletion of certain personal data; ask that we restrict our use of the data; or object to automated decision-making using your data. Access includes, where applicable, the ability to download your personal data in a commonly-used format.

Please note we may not be able to grant your request in all circumstances, including when it would adversely affect the rights and freedoms of others.

**Concerns?**

If you have questions or concerns about the use of your personal data please contact the CCS Registrar at [kladucer@collegeforcreativestudies.edu](mailto:kladucer@collegeforcreativestudies.edu) or contact the Academic Advising and Registration Office at 201 E. Kirby, Detroit, MI 48202.

**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.

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<sup>92</sup>Record Retention Policy(  
<https://campus.collegeforcreativestudies.edu/policy/record-retention-policy/> )

## 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 bookstore<sup>1</sup> sells art supplies, textbooks, magazines, CCS merchandise,

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<sup>1</sup>Bookstore ( <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 Cashier<sup>2</sup>'s Window, students can make Tuition<sup>3</sup> and Housing payments, rent lockers, purchase stamps, and pick up Work-Study<sup>4</sup> 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

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

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

<sup>4</sup>Work-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 UPS<sup>5</sup>, Federal Express<sup>6</sup>, regular U.S. Post Office<sup>7</sup> 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 <sup>8</sup> with questions.

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

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

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

<sup>8</sup><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 Flywire<sup>1</sup>.

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 op-

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<sup>1</sup>Flywire ( [collegeforcreativestudies.flywire.com](http://collegeforcreativestudies.flywire.com))

tions and no interest. For additional information please visit: Official Payments Payplan<sup>2</sup>.

## 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 Center<sup>3</sup>, in the Audio Visual Center<sup>4</sup>, or in the 24-hour lab<sup>5</sup> 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 lab<sup>6</sup> 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 Office<sup>7</sup> 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, Canvas, 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 Services<sup>8</sup> in A001, on the lower level of the Yamasaki Building.

## 4.5 Help Desk

The Help Desk<sup>9</sup> is an online feature where you may submit tickets detailing technology problems in the CCS labs. To submit a ticket click here<sup>10</sup> and log in. You may also call the Help Desk at 313-664-7818.

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<sup>2</sup>Official Payments Payplan ( [payplan.officialpayments.com](http://payplan.officialpayments.com) )

<sup>3</sup>Imaging Center ( <https://campus.collegeforcreativestudies.edu/imaging-center/> )

<sup>4</sup>Audio Visual Center ( <https://campus.collegeforcreativestudies.edu/avs/> )

<sup>5</sup>24-hour lab ( <https://campus.collegeforcreativestudies.edu/policy/24-hour-lab-access/> )

<sup>6</sup>24-hour lab ( <https://campus.collegeforcreativestudies.edu/policy/24-hour-lab-access/> )

<sup>7</sup>Campus Safety Office ( <https://campus.collegeforcreativestudies.edu/campus-safety/> )

<sup>8</sup>Information Technology Services ( <https://campus.collegeforcreativestudies.edu/its/> )

<sup>9</sup>Help Desk ( <https://helpdesk.collegeforcreativestudies.edu:8443/ehelpdesk/login.glm1> )

<sup>10</sup>Submit a Help Desk ticket ( <https://helpdesk.collegeforcreativestudies.edu:8443/ehelpdesk/login.glm1> )



## 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](mailto:ic@collegeforcreativestudies.edu).

### 4.6.1 Audio Visual Services

Audio Visual Services<sup>11</sup> provides equipment check-out and support for faculty, staff, and students. In addition, Audio Visual Services manages the reservations for and supports the Stage, Photography studio area and Wendell W. Anderson Jr. Auditorium and supports academic events on campus. The Audio Visual Services Center is located on the first floor of the WBFII Building, room W109. You may contact the Center on the Ford Campus at 313.664.7647.

Through Audio Visual Services, faculty may request equipment such as cameras, projectors, tablets, and DVD/TV carts for class purposes. The Center also has cables and adapters available for loan. All staff/faculty are required to pick up reserved equipment (with the exception of TV carts, which are generally delivered to your class). Equipment is limited, so please submit all audio/visual requests at least two (2) weeks in advance to ensure that the equipment you need is available. Rental is free for faculty and staff; daily rentals are free for students, but students are charged a fee for any equipment returned late. Faculty may also make reservations for using the sound or video editing suites, and the Stages located in the WBFII Building. Reservations can be made in the Audio Visual Services Center or by emailing [avc@collegeforcreativestudies.edu](mailto:avc@collegeforcreativestudies.edu)

#### Checkout

- AVC / Photo equipment checkouts are free for current CCS students, staff, and faculty.
- 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.

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<sup>11</sup>Audio Visual Services (  
[https://myccs.collegeforcreativestudies.edu/avs/\\_pdf/AVCBookF14.pdf](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 CONTRACT<sup>12</sup>

## 4.7 Library

### 4.7.1 CCS Library

The CCS Library is located on the Ford campus in the Manoogian Visual Resource Center<sup>13</sup>.

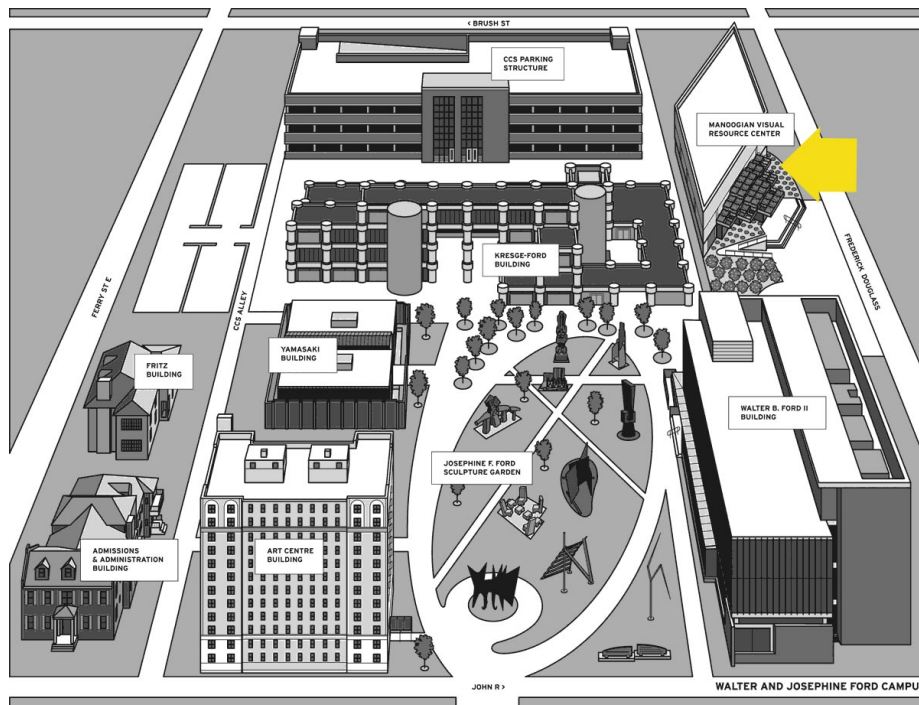


Figure 4.1: Library Location

During the academic year (September-April), the CCS Ford Campus Library is open:

<sup>12</sup>ITS\_AVC CONTRACT ( [https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ITS\\_AVC-CONTRACT.docx](https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ITS_AVC-CONTRACT.docx) )

<sup>13</sup>Manoogian Visual Resource Center ( <https://libguides.ccsdetroit.edu/c.php?g=1018730&p=7382040> )

Monday – Thursday	8:00 AM – 10:00 PM
Friday	8:00 AM – 5:00 PM
Saturday	11:00 AM – 5:00 PM
Sunday	1:00 PM – 8:00 PM

You must show a current CCS ID in order to check out library materials. The library's online catalog is accessible on the Internet here<sup>14</sup>. Access to the online catalog, as well as to the Library's electronic databases, is also available here<sup>15</sup>, 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.

All lost or unreturned items will be charged the replacement cost. Accounts must be paid in full in order to receive grades and transcripts.

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.

### 4.7.2 Interlibrary Loan

Books and articles that are not available from our library, the Detroit Public Library<sup>16</sup> or the Wayne State Library System<sup>17</sup> can be borrowed from other libraries through Interlibrary Loan. Please contact Nancy Steffes (x7803) or Robert Hyde (x7642) for this service.

### 4.7.3 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 States<sup>18</sup> (2008) and the guidelines for

<sup>14</sup>here ( <https://lib.ccsdetroit.edu/> )

<sup>15</sup>here ( <https://libguides.ccsdetroit.edu/home> )

<sup>16</sup>Detroit Public Library ( <https://detroitpubliclibrary.org/> )

<sup>17</sup>Wayne State Library System ( <https://library.wayne.edu/> )

<sup>18</sup>Interlibrary 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 form<sup>19</sup> 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.

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<sup>19</sup>form ( <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**<sup>20</sup> **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](mailto:interlibraryloan@collegeforcreativestudies.edu) to avoid losing privileges. We will contact the lending library to see what the options are and provide you with direction.

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<sup>20</sup>request 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.

#### **4.7.4 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**<sup>21</sup>

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<sup>21</sup>Next 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 Registration<sup>22</sup> 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 Office<sup>23</sup> plans the recruitment and enrollment activities for prospective students of the College for Creative Studies. Former CCS students

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<sup>22</sup>The Academic Advising and Registration ( <https://campus.collegeforcreativestudies.edu/academic-advising/> )

<sup>23</sup>The 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 Office<sup>24</sup> 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 Education<sup>25</sup> 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 Office<sup>26</sup> 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

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<sup>24</sup>Career Services Office ( <https://campus.collegeforcreativestudies.edu/career-development/> )

<sup>25</sup>Continuing Education ( <https://campus.collegeforcreativestudies.edu/pre-college/> )

<sup>26</sup>The 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 here<sup>27</sup>.

## 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 2025<sup>28</sup>

## 4.14 International Student Services

Yamasaki, Second Floor, Ext. 7428

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

International Student Services<sup>29</sup> 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.

## 4.15 Global Engagement

Yamasaki, Second Floor, Ext. 7428

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

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<sup>27</sup>Financial Aid Resources ( <https://campus.collegeforcreativestudies.edu/financial-aid/> )

<sup>28</sup>Work Study Handbook 2025 ( <https://campus.collegeforcreativestudies.edu/human-resources/wp-content/uploads/sites/15/2024/12/CCS-2025-Work-Study-Handbook-Feb-2025-1.pdf> )

<sup>29</sup>International Student Services ( <https://campus.collegeforcreativestudies.edu/intl-student-services/> )

Global Engagement Office<sup>30</sup> strives to meet the needs of our growing international student population. The GEO 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 GEO 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.

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<sup>30</sup>Global Engagement Office ( <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. Current<sup>1</sup> 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 Application<sup>2</sup> 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

### 5.6.1 Wellness And Counseling Services

Yamasaki, Second Floor, Ext. 7833  
counseling@ccsdetroit.edu  
Hours: 8:30am-4:30pm

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

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

**Mission**

The CCS Wellness Center<sup>3</sup> is dedicated to promoting the well-being of the whole student and the whole campus through the use of innovative, creative, accessible and impactful wellness initiatives. The Wellness Center offers personal counseling, health services, group support, workshops and various student-oriented activities aimed at building and fostering community and inclusion.

**Services**

Counseling Services at the College for Creative Studies, staffed by graduate-degree, licensed clinicians, assists students in meeting their emotional, psychological, and mental health needs and contributes to a campus environment that facilitates the healthy growth and development of students. Both individual and group support services are available covering a variety of topics and presenting issues.

**UWill** CCS students have full access to the UWill telehealth platform, with free immediate access to teletherapy, crisis support, wellness, and telehealth, anytime, from anywhere in the United States.

Services are FREE and confidential.

- Unlimited 24/7 medical visits with board-certified physicians. Get help for common issues like UTIs, pink eye, cold and flu, and rashes. You will be seen within 2 hours from requesting a consultation, and prescriptions may be sent out if needed.
- Schedule clinical therapy visits (8 sessions per year) with a diverse team of providers and expanded appointment times.
- 24/7 crisis counseling: 833-646-1526
- Full catalog of wellness videos – yoga, meditation, coaching, and more.

Register to speak with a doctor or therapist today.

<https://app.uwill.com>

- Enter your legal name, phone number and birth date.
- You must use your CCS email (@ccsdetroit.edu).

For any questions or concerns about the platform, please email their Care Team at [support@uwill.com](mailto:support@uwill.com)

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<sup>3</sup>Wellness Center <https://campus.collegeforcreativestudies.edu/student-affairs/wellness-and-counseling-services/>

## Appointments

Wellness Services are offered throughout the year to students and include yoga, various topic-specific workshops, and student-oriented activities and programming.

All services provided by the Wellness Center are free and available to currently enrolled, full or part-time students during the academic year.

To request a clinical counseling appointment, complete the Counseling Appointment Request Form<sup>4</sup>; reach out to our office for assistance.

### 5.6.2 Wellness Center Informed Consent

#### Eligibility and Service Limits

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

#### Our Counselors/ Fees

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

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<sup>4</sup>Counseling Appointment Request Form

[https://docs.google.com/forms/d/e/1FAIpQLScd-ufITEmbFjep05dRLzSnWHsgYXRxlMHG4YfsjbkCv1YZA/viewform?usp=sf\\_in](https://docs.google.com/forms/d/e/1FAIpQLScd-ufITEmbFjep05dRLzSnWHsgYXRxlMHG4YfsjbkCv1YZA/viewform?usp=sf_in)

**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 Consent<sup>5</sup>

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<sup>5</sup>Informed Consent ( <https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/Informed-Consent.pdf> )

## 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)<sup>6</sup> is meant to provide fair and equitable treatment of the disabled through non-discriminatory practices and reasonable accommodations.

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

CCS supports and follows the provisions of the Americans with Disabilities Act and Michigan law, as stated in the law. It is CCS's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. 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.

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<sup>6</sup>The Americans with Disabilities Act *ADA* ( <https://www.ada.gov/pubs/adastatute08.pdf> )



### 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 policy<sup>7</sup> offered through Student Assurance Services (SAS). 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 \$20 and are covered Fall, Winter and Summer semesters. Students enrolling for the Winter semester pay a discounted premium of \$15 due to the shorter activity of the plan (effective for Winter and Summer semesters). Each student is covered 24 hours a day, for on- and off-campus accidents. The policy covers up to \$25,000 per accident for necessary medical, hospital and emergency services and dental accident coverage up to \$500 per accident with no deductibles.

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

### 5.8.1 In Case Of An Injury or Hospitalization

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.

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<sup>7</sup>Accident Insurance Policy (

[https://myccs.collegeforcreativestudies.edu/student\\_life/\\_pdf/15-16-Policy.pdf](https://myccs.collegeforcreativestudies.edu/student_life/_pdf/15-16-Policy.pdf) )

- 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.

All students are urged to have health insurance. For full coverage health insurance, please contact the Wellness office or visit [studentinsurance.com/Client/996](http://studentinsurance.com/Client/996)<sup>8</sup>. Self-enrollment is open at the beginning of each semester for domestic students who are in need of health insurance coverage. This Cigna Nationwide PPO plan offers comprehensive, affordable coverage for full and part time students. International students are also enrolled in this plan as part of their annual registration process.

## 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.

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<sup>8</sup>[studentinsurance.com/Client/996](http://studentinsurance.com/Client/996) [studentinsurance.com/Client/996](http://studentinsurance.com/Client/996)

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 Prevention<sup>9</sup> and recommendations for college students from the American College Health Association<sup>10</sup>. 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 meningitis<sup>11</sup>.
- **Meningitis B** Recommended for individuals with certain long term health conditions. Ask your health care provider. More info about meningitis <sup>12</sup>.
- **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.
- **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.

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<sup>9</sup>Centers for Disease Control and Prevention ( <http://www.cdc.gov/> )

<sup>10</sup>American College Health Association ( <http://www.acha.org/guidelines> )

<sup>11</sup>More info about meningitis ( <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html> )

<sup>12</sup>More info about meningitis ( <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening-serogroup.html> )

## 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 A205 Yamasaki  
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 webpage<sup>1</sup> 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.

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<sup>1</sup>CTW 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 here<sup>1</sup> for maps and directions.

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