

**College for Creative Studies**

**HANDBOOK FOR  
ADMINISTRATIVE  
STAFF**

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## **INTRODUCTION**

This handbook for administrative staff provides information on the resources, policies and procedures of the College for Creative Studies. It is intended for all employees whose principal responsibilities at the College involve non-teaching activities. It applies to any full-time employee who is not designated as “full-time faculty,” even if they do some teaching. Occasionally, administrative staff members also will serve as adjunct faculty. In those cases, this handbook covers their full-time employment; and the adjunct faculty handbook applies to their assignment as adjunct faculty.

This handbook describes your employment relationship with CCS as an administrative staff member. It includes information on compensation, benefit programs, and work schedules. Its contents also will help you in understanding the College, in fulfilling your responsibilities, and in achieving the best for our students. The faculty and administrative staff work together in accomplishing the College’s mission of nurturing creativity and educating students for careers in the exciting fields of visual arts and design. Our collective dedication to the needs of our students; to high standards of education and service; and to continually strengthening our educational, student support, and administrative programs and processes gives character and quality to CCS as a place of learning.

While we hope your relationship with the College will be long and mutually beneficial, it should be recognized that this employee handbook is not a contract of employment. Employment with the College for Creative Studies is voluntary, for an unspecified term and is “at will.” No contract for employment shall be valid unless in writing and signed by the President. As a member of the College, your employment with the College for Creative Studies is voluntarily entered into, and you are free to resign at any time. Similarly, CCS is free to conclude its employment relationship with you at any time, with or without cause and with or without prior notice.

The contents of this handbook have been approved by the Board of Trustees. The appendices are an integral part of the handbook, and the handbook as a whole represents CCS policy. CCS’s policies are in accord with Federal and Michigan employment law, and the policies in this handbook will be interpreted consistent with those obligations. Policies and procedures may change from time to time. We will do our best to communicate changes in a timely manner.

Open communication is the key to maintaining good working relationships among administrators and faculty. If you have questions or concerns about any part of this handbook or any aspect of your employment at CCS, please speak with your immediate supervisor or the appropriate administrator. Wide availability of information and candid discussion of problems will make CCS a better place in which to work and to learn.

**SECTION 1**  
**HISTORY, MISSION, AND ACCREDITATION**

## **1. History, Mission, and Accreditation**

### **1.1 History of the College for Creative Studies**

The College for Creative Studies began in 1906 as the Detroit Society of Arts and Crafts. Its founders included the Society's first president and principal benefactor, George Gough Booth, head of the Detroit News and a manufacturer of ornamental iron; architect William B. Stratton; Pewabic Pottery founders Mary Chase Perry Stratton and Horace Caulkins; and other prominent Detroiters. The Society's original purpose was "to encourage good and beautiful work as applied to useful service."

Through the generosity of Detroit business and industry, including Charles Lang Freer, owner of Penninsular Car Works, the Society opened the Detroit School of Design in November 1911 and offered courses in basic design, drawing, wood carving and architecture. Saturday morning art classes were provided for talented children. The Detroit School of Design closed in 1918, but the classes for children continue to the present day.

On property donated by George Gough Booth, in 1915 the Detroit Society of Arts and Crafts moved into a building on Watson Street, designed for the Society in the English Arts and Crafts style by Detroit architects H. J. Maxwell Grylls, Albert Kahn and William B. Stratton. Watson Street facilities included a main building with office and galleries. Instruction was given in drawing and painting, metals, textiles and sculpture, interior decoration, costume design and illustration.

In 1926 the Detroit Society of Arts and Crafts formally established its art school as a four-year, certificate-granting institution, becoming the first American arts and crafts organization to operate its own educational institution.

Combining a school with a gallery was part of the Watson Street tradition. Robert Tannahill, a Detroit leader deeply committed to the Detroit Society of Arts and Crafts, devoted his efforts to organizing world-class exhibits. During the early 1930's, the first exhibit of contemporary art in Detroit showed works by American artists John Marin, Charles Demuth and Georgia O'Keeffe. The next exhibit featured Cezanne, van Gogh, Matisse, Rodin, Renoir and Monet. In 1932, the Society's gallery honored Diego Rivera with his first comprehensive showing. Rivera was working on his now famous murals at the Detroit Institute of Arts. During the 1940's works by Picasso, Braque and Klee hung on the gallery walls of the Society.

In 1956, during the Fiftieth Anniversary of the Society, the Board of Trustees decided to move the School to its present location in the Detroit Cultural Center. In fall 1958, the School moved to a new building at 245 East Kirby designed by Minoru Yamasaki. The move and construction of the new building were led by Walter B. Ford II, who chaired the institution's Board of Trustees for three decades. The original stone lintel, still in place over the building entrance, reads "Arts and Crafts". Thus the traditional founding of the School as the Detroit Society of Arts and Crafts was acknowledged and respected, preserving its historic identity and maintaining its institutional integrity.

The years following the move to the Detroit Cultural Center were filled with the rapid expansion of programs and enrollment. In 1962 the Michigan Department of Education authorized granting a Bachelor of Fine Arts (BFA) degree in Industrial Design. In 1970 the Michigan Department of Education authorized the school to grant BFA degrees in painting, sculpture, ceramics, metalcraft, advertising design and photography, and provisional accreditation was granted by the National Association of Schools of Art and Design (NASAD). In 1973 unrestricted BFA granting authority from the Michigan Department of Education resulted in three additional areas of concentration: glass, weaving and graphic arts. That same year the College became a candidate for accreditation by the North Central Association of Colleges and Schools. In 1977 full accreditation was granted by NCA.

During all those years of expansion, between 1959 and 1975, the School was operated out of the Yamasaki Building and a dozen old houses and garages. Faculty and students had to improvise until a new structure, the Kresge-Ford Fine Arts and Design Arts Buildings, designed by architects William Kessler and Associates of Detroit, was completed in February 1975. Concurrent with the opening of the new building, a new name was adopted by the institution: Center for Creative Studies-College of Art and Design. The name reflected future plans for integrating the visual, literary and performing arts on one campus. As a means towards partially achieving that vision, in 1984 the College affiliated with the Detroit Community Music School, which became the Institute of Music and Dance, under the umbrella of the Center for Creative Studies. IMD was fully merged into CCS in 1989.

In 1983, CCS acquired the Art Centre Building, a 13-story apartment building adjacent to the Yamasaki Building. This was gradually converted into the College's residence hall, the first time in its history that CCS was able to offer on-campus student housing operated by the institution.

In the mid-1990's, CCS began a new phase of strategic planning for the future. This activity led to the creation of a campus master plan to address growing enrollment, changes in the disciplines taught at the College, and program diversification. In 1997, the institution acquired from the City of Detroit the building and property of the Museum of African American History, which was contiguous with CCS's property. The building was converted into the Academic Resource Center, now known as the Manoogian Visual Resource Center. In 1999, a 650-car parking structure was completed; and ground was broken for the construction of the 102,000 square foot Walter B. Ford II Building, which opened in fall, 2001. Work was also completed in 2001 on the restoration and linkage of two historic homes on Ferry Street, immediately north of the Art Centre Building, to house administrative offices.

In the course of the strategic planning efforts, a decision was made to refocus the institution's efforts solely on the visual arts. A new home was sought for the Institute of Music and Dance; and in 2000, the school moved to Marygrove College where it continues to offer music and dance instruction to the community. At the same time, CCS affirmed its intention to expand its community outreach in the visual arts; and in 2001, it established the office of Community Arts Partnerships to pursue collaborations with community organizations to offer art and design education to inner-city youth.

In 2001, after an extensive marketing study, the Board of Trustees decided to change the institution's name to the College for Creative Studies. Research had shown that the public did not broadly understand that CCS is an accredited, degree-granting college. The Board agreed that it would be advantageous to the College's future development to clarify CCS's identity. The name change became effective on July 1, 2001.

In summer, 2005, the College's ambition to have a genuine campus, as envisioned in the master plan, was realized with the complete re-landscaping of its central quadrangle and the installation of the Josephine F. Ford Sculpture Garden. The Sculpture Garden is a collaboration between CCS and the Detroit Institute of Arts, with works from the DIA collection being displayed on the College's grounds.

In June, 2006, the College acquired the building that housed the Fritz Funeral Home on Ferry Street, adjacent to the College's other Ferry Street structures. The new acquisition is also being used for administrative offices.

Another strategic planning process began in 2008. By this time, the College had grown to 12 undergraduate departments serving 1,358 students. The new strategic plan envisioned starting the College's first graduate programs, increasing undergraduate enrollment and broadening community outreach efforts. To enable these goals and address a shortage of academic space and student housing, the plan also called for a study of options for facilities expansion.

In the course of the exploration of alternatives for acquiring additional space, the possibility of General Motors donating the historic Argonaut Building to the College arose in late 2006. Following a lengthy due diligence process, the Trustees decided to accept the donation and convert the building into a second site for the College campus that would house its undergraduate design departments, its first two graduate programs and student housing. In addition, the building would include the Henry Ford Academy: School for Creative Studies, a charter art and design middle and high school to be launched by CCS, the Henry Ford Learning Institute and the Thompson Educational Foundation; the Detroit Creative Corridor Center, an economic development agency co-founded by CCS and Business Leaders for Michigan; a conference center, gallery and retail space. The building was completely renovated and opened in September, 2009 as the A. Alfred Taubman Center for Design Education.

The College's Cultural Center campus was then named the Walter and Josephine Ford Campus. The buildings on the Ford Campus were reconfigured to allow expansion of departments remaining there into the space vacated by the departments that moved to the Taubman Center. Thus, all departments benefited from the campus expansion, and a four-year effort to re-energize the College's mission and transform its physical presence came to fruition.

The College's mission now embraced sixth grade through graduate education in art and design, community service, and economic development focused on creative industries.

Having redefined its mission, the College undertook yet another strategic planning process in 2012. The new plan that emerged focused on new program development, improved student retention, faculty and staff development, and social responsibility, as well as activities necessary to realize the new strategic goals.

One outcome of this process was a change in the administrative organization of the academic and student services components of the College to allow the College's senior leadership team to focus more on long-range strategic issues and delegate day-to-day operational management to a new set of positions. Thus, the position of Provost was created with Deans of Undergraduate and Graduate Studies reporting to it to manage the academic enterprise. The leader of enrollment and student services activities became a Vice President, and the position of Dean of Students was reinstated after a long absence. The new organization was better suited to an institution the size the College had become.

Guided by the current strategic plan, the College also developed two new MFA programs launched in fall 2014 and a new BFA program that launched in fall 2015.

## **1.2 Mission Statement**

The College's mission statement is as follows:

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 development and opening career pathways to talented individuals of all ages.

## **1.3 Accreditation**

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

## **SECTION 2 ORGANIZATION**

## **2. Organization**

### **2.1 Legal Organization**

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

### **2.2 Table of Organization**

[\(See Appendix A\)](#)

### **2.3 Board of Trustees**

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

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

### **2.4 Administration**

#### **2.4.1 President**

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



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

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

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

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

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

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

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

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

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

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

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

#### **2.4.7 Dean of Students**

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

### **2.5 Faculty Assembly**

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

**SECTION 3**  
**EMPLOYMENT POLICIES AND PROCEDURES**

### **3. Employment Policies and Procedures**

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

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices. The College strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law, is strictly prohibited. This policy applies to the conduct of faculty, staff, and students - or others who may be in a working relationship with the College - while on College premises or away on College-sponsored activities. This policy also applies to decisions concerning admission, hiring, promotion, matriculation and any other decision affecting educational or employment opportunities.

A CCS employee or student who believes he/she has been subject to discrimination, harassment, or retaliation, or who is aware of an incident of discrimination or harassment, must report the matter to the Director of Human Resources or the Dean of Students. Complaints of harassment, discrimination or retaliation will be thoroughly and impartially investigated. Where warranted, appropriate remedial action will be taken and, depending on the circumstances, may include disciplinary action, discharge or expulsion. All students, staff and faculty have a responsibility to cooperate fully in any investigation, and the College for Creative Studies prohibits retaliation against anyone who, in good faith, reports a violation of this policy or participates in an investigation of such reports.

##### **3.1.1 Harassment**

Harassment is unwelcome verbal or physical conduct that (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, (2) has the purpose or effect of substantially interfering with an individual's employment, or (3) otherwise adversely affects an individual's employment opportunities.

##### **3.1.2 Sexual Harassment**

Sexual harassment is a form of unlawful harassment and may include a range of subtle and not-so-subtle behaviors involving individuals of the same or different gender. Sexual harassment involves unwelcome sexual behavior (1) that creates a hostile or offensive work or educational environment, or (2) submission to which becomes a factor in employment or educational decisions concerning the employee or student. Depending on the circumstances, sexual harassment may include sexual advances; sexual jokes and sexually suggestive objects or pictures; leering, touching, or commentary about a person's body; or insulting or obscene comments, gestures or behavior of a sexual nature.

See [Appendix B](#) for CCS's full Policy on Sexual Misconduct (Title IX).

### **3.1.3 Intimate Relationships Between Administrative Staff and Students**

The College's foremost responsibility is to serve the educational interests of its students. Relationships between the College and its students must be conducted with the utmost integrity. Intimacies between College employees and students can compromise the integrity of the student-staff relationship. Administrative staff members therefore should not engage in romantic or intimate relationships with students, even if the relationship is welcomed and wholly consensual.

## **3.2 Alcohol and Other Drug Abuse Prevention Policy**

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

CCS strictly prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances on CCS property. The use, possession, or distribution of alcohol by any employee on CCS property is also prohibited, except at events managed by the Office of Institutional Advancement or the Executive Office. Use of alcohol, illegal drugs or controlled substances that affect workplace performance or conduct is likewise prohibited.

Under the **Drug-Free Workplace Act** and the **Drug-Free Schools and Communities Act**, the College is required to have an alcohol and 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.

The College's complete Alcohol and Other Drug Abuse Prevention Policy is contained in [Appendix C](#).

## **3.3 Weapons, Drugs or Dangerous Items**

Students, faculty or staff may not use, carry, conceal, sell or bring onto CCS property any materials that are dangerous, illegal, or substantially disruptive to the educational process. These items are also prohibited at school sponsored events or meetings off campus. Examples include, but are not limited to: illegal drugs, firearms, weapons and explosive materials. Decisions whether items are dangerous or substantially disrupt the educational process are within the sole discretion of CCS. CCS may search desks, lockers, computers or other possessions brought onto campus any time CCS determines it is necessary to protect

the health, safety and welfare of others, or where there is reason to believe that illegal, dangerous or disruptive materials or weapons are being used, sold, carried or concealed.

### **3.4 Confidentiality**

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

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

The College has a Social Security Number Privacy Policy ([Appendix D](#)) to ensure the security and protection of all employees' Social Security number and identification information.

### **3.5 Employee Conflict of Interest**

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

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

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

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

### **3.6 Health and Safety**

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

Administrative staff are required to perform their jobs in a safe and careful manner. If required by law or best practices, use protective clothing or devices. If you observe any dangerous or potentially harmful situation, you should report it to your immediate supervisor or the Director of Facilities and Administrative Services. Each administrative staff member is asked to submit suggestions concerning safety in the workplace to his/her immediate supervisor.

While direct responsibility for the safety of any operation rests with the supervisor of that operation, each administrative staff member is personally responsible for performing assigned duties with the primary concern for your own safety, as well as the safety of students and other CCS employees.

CCS Safety Rules:

1. Any accident or injury requiring medical attention must be immediately reported to a supervisor and the Office of Human Resources. An Accident/Injury Report form is available from Campus Security.
2. Hazardous conditions or unsafe job practices must be brought to the attention of a supervisor.
3. Every administrative staff member is required to know and follow all safety procedures that apply to their job.
4. Every administrative staff member must keep work areas neat and clean.
5. Administrative staff members must wear proper and prescribed protective equipment and clothing for a job or task.
6. All CCS employees must think and practice safety at all times.
7. Flammable and dangerous articles and materials must be kept in their required storage places.

8. Fire extinguishers must be readily available when working with volatile materials.
9. There is no smoking allowed in any CCS building or within 15 feet of a building entrance.
10. Administrative staff members must be familiar with machinery and equipment that they use.
11. Never attempt to operate equipment that is broken or not complete.
12. Safety is every CCS employee's responsibility.

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

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

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

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

## **3.8 Employment: Recruitment and Selection**

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

### **3.8.1 Recruitment**

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



Vice President, or a Dean. In others, one or more interviews may be scheduled with appropriate personnel. Interviews are scheduled by Human Resources.

### **3.8.2 Selection**

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

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

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

### **3.8.3 Temporary Employment**

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

## **3.9. Pay Policies**

### **3.9.1 Salaries and Wages**

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

### **3.9.2 Pay Periods**

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

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

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

Online access to pay information is available through WebAdvisor.

### **3.9.3 Deductions**

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

### **3.9.4 Direct Deposit Banking**

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

### **3.9.5 Advances**

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

## **3.10 Exempt Employee Pay Policy**

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

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

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

Deductions from pay of an exempt employee (who is otherwise required to be paid on a salary basis) are permissible in some situations. These include employee absences from work for one or more full days for personal reasons other than sickness or disability; employee absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees; or for military pay; for unpaid disciplinary suspensions of one or more full days imposed in good faith for violation of written workplace conduct rules. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family Medical Leave Act.

### **3.10.2 FLSA Compliance**

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

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

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

## **3.11 Administrative Staff Benefits**

### **3.11.1 Benefits**

Full-time administrative staff members are entitled to participate in all the benefit programs available to full-time employees. The current programs are described below. CCS periodically reviews its benefit programs and will make modifications as it deems appropriate from time to time. All benefits are subject to the terms and conditions of the underlying insurance policies and plan documents, and the terms of the insurance policies control all decisions concerning eligibility and coverage.

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

Because CCS is a non-profit organization, the IRS allows CCS employees to place a portion of their pay in a Tax Sheltered Annuity Plan without paying current federal, state and city income taxes on the amount contributed. Full-time employees, and qualified part-time employees, are eligible to participate on the first of the month following thirty (30) days of employment. CCS contributes 6% of an employee's gross earnings per pay. Employees may choose to contribute a percentage of their pay on a pretax basis, up to IRS limitations. CCS offers numerous investment funds for employees to choose from. The CCS Tax Sheltered Annuity Plan is administered by TIAA/CREF.

### **3.11.3 Social Security**

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

### **3.11.4 Health Insurance**

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

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

### 3.11.5 Employee Reimbursement Accounts

The Employee Reimbursement Account enables you to pay a portion of your Uninsured Health Care and Dependent Care expenses with pretax dollars. Prior to the beginning of each plan year, you will have the opportunity to elect to fund your Reimbursement Account for the coming year. The amount that you select will be deducted from your gross salary through automatic payroll deductions. Then, during the plan year, you may submit claims to the Administrator to reimburse yourself for health care expenses and/or dependent care expenses incurred during the plan year that were not reimbursed by your insurance plans.

### 3.11.6 Short-Term Disability

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

Eligibility: After 7th Day of Illness/Injury  
Duration: 13 Weeks

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

CCS's short-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. If, however, an employee has a serious health condition and is eligible for leave under the Family and Medical Leave Act (FMLA), the employee may be simultaneously entitled to up to 12 weeks of job-protected leave under the FMLA and income benefits under this short-term disability policy.

### 3.11.7 Long-Term Disability

CCS employees are eligible for a long-term disability income plan after one year of employment. CCS's long-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. Full-time employees who are unable to work as the result of an accident or illness are eligible for a maximum of 60% of their regular salary, up to a maximum of \$15,000

per month, when integrated with other benefits. You will remain eligible for benefits for as long as you are disabled, up to age 65. This plan has a twenty six-week qualification period, which is covered by CCS's short-term disability income plan.

### **3.11.8 Workers Compensation**

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

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

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

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

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

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

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

### **3.11.11 Unemployment Insurance**

This insurance provides a continuation of a certain portion of your salary in the event you lose your job through no cause of your own. If your employment is terminated, you may be eligible to receive unemployment compensation from the state. If it is

your choice to leave CCS, generally you will not be eligible for benefits. If your termination was the choice of CCS, you may be entitled to receive unemployment benefits, depending on the circumstances.

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

Full-time administrative staff are entitled to Paid Time Off (PTO). PTO must be scheduled and approved in advance by your supervisor, except for last minute illness, injury or emergencies. PTO may be taken in a minimum of one half (1/2) day increments. PTO is accrued on a calendar year basis. Newly hired employees are entitled to 24 PTO days per year. This is earned at the rate of 2 days per month worked. After the completion of five years of employment, employees are entitled to 31 PTO days per year. Employees are eligible to carry over up to one (1) year eligibility of PTO. Employees are not eligible to be compensated for excess, unused PTO days annually. Accrued and unused PTO days are compensated at the time of separation.

### **3.11.13 Holidays**

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

### **3.11.14 Tuition Remission**

After one year of service, employees, spouses and dependents are eligible to enroll in classes and receive credit at the College and in the Precollege and Continuing Studies (PCS) program. Employees will have the class tuition waived but will be responsible to pay for registration and appropriate course fees prior to beginning classes. Dependents are defined as spouses or children up to age 25, who can legally be claimed on the employee's annual tax filings with the IRS. Administrative staff and their spouses and dependents are eligible for tuition remission up to the equivalent of one full-time enrollment in College degree programs.

For PCS classes, full-time employees, their spouses and dependents are eligible for tuition remission on a space available basis for the fall and winter semesters, as well as adult classes during the summer. Summer semester youth and teen classes will be available to eligible dependents of CCS full-time employees at a discounted tuition rate; additional materials and extra fees are not included. Please contact the PCS office or Human Resources for the current discounted tuition rate.

Employees, spouses and dependents receiving tuition remission may also be eligible to receive financial aid from the federal and state governments. For eligibility, complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).

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

### **3.11.15 Employee Assistance Program (EAP)**

The College provides access to an Employee Assistance Program (EAP), which is currently through an outside organization called Ulliance. Ulliance provides confidential assistance to employees and family members to help resolve any concerns that may affect the employee's personal or work life. Services are provided for such concerns as family and children problems, marital and relationship conflicts, stress or other emotional difficulties, grief and loss issues, and alcohol or other drug use. Ulliance also provides assistance with legal issues, financial concerns, elder care referrals, and child care resources. Ulliance's role is to guide the employee and family members in finding whatever type of assistance is needed, either by providing that service directly, or connecting with an organization that can help. Ulliance is an outside vendor under contract to the College. The College pays for the services of Ulliance, up to limits set forth in its agreement with Ulliance. However, individuals providing services for Ulliance do not work for the College, and the College disclaims any liability related to the provision of services by Ulliance or any other EAP provider with whom the College may contract.

### **3.11.16 Pre-Paid Legal**

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

### **3.11.17 Discounts**

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

### **3.11.18 Parking**

The College provides at no charge secured, covered parking structures for all students, faculty and administrative staff. Access to the parking structure is through the employee ID. Violation of parking structure policies may result in tickets, suspension or expulsion from the parking structure. Parking is available on a first-come, first-serve basis.



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

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

Tax Sheltered Annuity Plan (403b) – employees receive a 6% contribution from the College to their tax sheltered annuity plan. Employees can contribute pre-tax from their paycheck up to the maximum allowed by the Internal Revenue Service.

Paid Time Off (PTO) – employees receive 1 PTO day per month worked. Employees may carry over up to 1 PTO day per month worked a year.

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

### **3.12 Americans With Disabilities Act**

The Americans with Disabilities Act (ADA) 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, as stated in the law.

### **3.13 Family and Medical Leave Policy**

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

### **3.14 Performance Appraisal**

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

generally to provide support, encouragement, and direction to the administrative staff member in the pursuit of excellence.

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

### **3.15 Separations**

#### **3.15.1 Resignation**

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

#### **3.15.2 Termination**

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

#### **3.15.3 Exit Interview**

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

### **3.16 Nepotism**

The College may hire relatives of current employees. However, an employee may not directly supervise a relative. A relative is your spouse and anyone related to you or your spouse – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece or a domestic partner.

### **3.17 Complaint Procedure**

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

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

**SECTION 4**  
**ACADEMIC POLICIES AND PROCEDURES**

## **4. Academic Policies and Procedures**

### **4.1 Registration**

#### **4.1.1 Academic Advising and Registration Office**

The Registrar directs the Academic Advising and Registration Office. The Academic Advising and Registration Office advises students on all aspects of their academic programs. It also is responsible for processing registration forms, enrollment verifications, deferments, mid-term and final grades, grade changes, name and address changes, transcript requests, waivers, curriculum change forms and degree audit files. The office produces schedule books for the fall, winter, and summer semesters, evaluates academic credits for transferability, audits prospective graduates' files, maintains student records, oversees Veterans' eligibility, maintains course equivalency guides, and maintains attendance records.

#### **4.1.2 Registration Procedures**

##### New Students:

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

##### Returning Students:

Returning students are emailed an academic evaluation from the Academic Advising and Registration Office. The Advisor audits the student's academic evaluation. If the student is on track with their academic program they are free to register in person or on-line. If the Advisor detects a concern with the academic evaluation, they place an advising hold on the student's record. The student is then required to meet with their Academic Advisor to consult about their schedule. Once the hold is removed, the student may register online or at the Academic Advising and Registration Office. All students must pay a \$100 commitment fee in order to register.

#### **4.1.3 Schedule Book**

The Academic Advising and Registration Office produces the schedule book for the fall, winter, and summer semesters. The schedule book contains the academic calendar, course registration information, tuition/fees and financial policies and procedures. The schedule book is available on-line as a downloadable document

through Blackboard at <http://www.bb.collegeforcreativestudies.edu>. The CCS community may also search for course availability using the WebAdvisor system.

#### **4.1.4 Preliminary Class Rosters**

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

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

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

#### **4.1.5 Class Rosters**

Taking attendance is a mandatory requirement and must be done electronically through the WebAdvisor system ([see Appendix N](#)). The preliminary class rosters are passed out as a courtesy for you to have on the first day of class. The first week of each semester is an add/drop period during which students may drop courses for which they previously registered or register for new courses with no penalty. After the add/drop period instructors must access their attendance roster online. Instructors are required to maintain attendance records electronically, which must be submitted at the end of the semester along with final grades. The roster includes all students registered in your class(es) through the end of the add/drop period.

If there is a person in your class who is NOT on your roster, it means the student is NOT REGISTERED for your class. It is imperative that you immediately send them to the Academic Advising and Registration office. Students are not permitted to be in your class unless they have officially registered for that class.

Faculty will begin to receive a weekly “drop notice” via email to inform you of any student who has officially withdrawn from your class(es). If there is a student listed on your roster who is not attending class you must contact the Academic Advising and Registration Office, and they will inquire why he/she has not been attending.

In addition, you may notice a “V” next to the names of some students on your roster. This means the students receive benefits from the U.S. Dept of Veterans Affairs. The VA requires attendance rosters, and it is the instructor’s responsibility to monitor this. The Academic Advising and Registration Office must report non-attendance of these students to the VA within 30 days of the last date of attendance. Instructors must report any “V” student who has missed three (3) weeks of class as soon as he/she misses the third week.

#### **4.1.6 Drops/Withdrawals/Additions**

Students may withdraw from a class, add a class, or change a section by using the blue Drop/Add form available in the Academic Advising and Registration Office. Students may also add or drop a course using the online WebAdvisor portal up until the first day of classes. Adding classes or changing sections is not permitted after the 1st week of class. Students may add a class without a signature from their Academic Advisor.

Dropping/withdrawing from a class is permitted until the 12th week of class, and the student must obtain an Academic Advisor’s signature to drop a course. Students may, however, drop a class via WebAdvisor up until the first day of class without the signature of an Advisor.

Students are not officially withdrawn from a class unless they come in person to the Academic Advising and Registration Office with the properly completed paperwork in order to complete the withdrawal procedure. A verbal notification to the instructor is not sufficient.

#### **4.1.7 Waived Course**

A required course may be waived by the Department Chair only. Waiving a course means only that the specific course is waived, not the credits attached to that course. The student must still plan to take a course to fill the credit deficiency. The Department Chair must complete a curriculum change form to indicate which course will replace the waived course. The curriculum change form is then submitted to the Academic Advising and Registration Office.

#### **4.1.8 Restricted Course**

A restricted course is one that is restricted to Major (e.g., Crafts, Photography) and/or restricted to class (e.g., Junior, Senior). Students who desire to get into a restricted course must have a pink permission slip signed by the Department Administrator or

Chair. The student should bring the signed pink permission slip to the Academic Advising and Registration Office for registration in the course.

#### 4.1.9 Independent Study

Junior and Senior level students have the opportunity to work in an area or on a project not otherwise offered in a department curriculum or to replace a required course not available in the semester in which the student will graduate. The student must submit a written detailed proposal for approval. In order for the proposal to be approved, an instructor must agree to serve as advisor and to evaluate the student's work. The student must also commit to, and be responsible for, a formal meeting schedule. The Provost's Office must approve the independent study.

#### 4.2 Academic Advising and Registration Office Forms

1. **Registration** – a gold colored form that the student completes, in consultation with their Academic Advisor. It includes directory/demographic information as well as course selection information.
2. **Registration Permission** – a pink half-sheet form that requires the signature of the Department Chair or Department Administrator, granting a student permission to register for a course that is filled or that has some other restriction.
3. **Drop/Add** – a blue colored form that the student must complete in order to begin the process of dropping (withdrawing) or adding a course. The student's Academic Advisor must sign the form for drops but no signature is needed to add a course. If the student is changing section numbers no Advisor's signature is needed.
4. **Curriculum Change** – a form completed by a Department Chair advising Registration to alter a student's curriculum in some way.
5. **Department Transfer** – a form with which a student may transfer from one department to another. The student must present their portfolio to the proposed new department for acceptance. The new Department Chair will sign and date the form, which indicates acceptance of the student into the major and confirms assignment of studio credit.
6. **Declaration of Minor** – a form with which a student may declare a minor. Currently, students may minor in Art History, Art Therapy, Critical Theory, or in any department except Transportation Design.
7. **Transfer Credit Pre-Approval** – a form which the student must complete when seeking to register for a course at another college and for which they plan to receive transfer credit at CCS. The Department Chair from the department in which the student seeks credit must sign the form. Students planning to study abroad also use this form.



8. **Student Support Services Referral** – a confidential referral form completed by a student’s Advisor, instructor or Department Chair or an admissions counselor. The purpose of this form is to alert the Student Success Center about tutoring or learning disability needs; the Student Affairs Office about physical disability needs; or the Wellness Center about counseling needs. This form is available from the Academic Advising and Registration Office.
9. **Complete Withdrawal Form** – if a student intends a complete withdrawal from CCS for the semester they must meet with an Advisor in the Academic Advising and Registration Office and then a Financial Aid officer for an exit interview. The Academic Advising and Registration Office processes the Complete Withdrawal Form and distributes it to all concerned departments.

### 4.3 Grading and Academic Progress

#### 4.3.1 Mid-Term Grades

CCS requires that mid-term grades be submitted electronically during the eighth (8th) week of the semester. The Academic Advising and Registration office will send out instructions on how to submit midterm grades via WebAdvisor during the sixth (6th) week of classes. Please notify a student if their name does not appear on the electronic roster. The student **MUST** be advised to see the Academic Advising and Registration Office to verify enrollment in that course. Once all midterm grades are submitted via WebAdvisor they are made available to students. Instructors are obligated to assign a mid-term grade to each student who is listed as registered for their class.

Valid mid-term grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. You may not assign the I or W grades at mid-term.

Mid-term grades are a progress report only; they do not affect a student’s cumulative grade point average. However, these grades are an essential component in the advising process.

#### 4.3.2 Final Grades

The Academic Advising and Registration Office sends out instructions on how to enter final grades into the WebAdvisor portal on the Monday of the 13th week of the semester (students are not permitted to withdraw after the 12th week of classes). Final grade instructions are distributed to the Department Administrators who then deliver to the Faculty.

Faculty must enter final grades into WebAdvisor, the Monday after the last day of classes for the semester. There are no exceptions to the due date. Final grades are available to students as they are entered by Faculty / and verified by the Academic Advising and Registration Office.

Faculty are obligated to assign a grade to each student who is still registered for their class. If a student is listed as anything other than a drop on your roster, the student is still officially registered for your class and you **MUST** assign a grade. Valid final grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I\*.

\*A grade of I (incomplete) should only be given rarely, when a student has encountered an unusual situation that prevented him/her from completing a **SMALL** portion of the semester's work. When you enter an "I" grade in WebAdvisor you must also enter an expiration date. This date will be given to you. Incomplete ("I") grades should **NOT** be assigned to a student if a student has stopped coming to class or has missed several assignments. If you have given a grade of "I" to a student in your class, you must also submit an Incomplete Grade Verification Form to the Academic Advising and Registration Office in addition to submitting the "I" grade via WebAdvisor. You and your Department Chair must sign this form before its submission. This form is available from your Department Administrator or the Academic Advising and Registration Office. Grades of "I" automatically become "F" if the instructor has not submitted a grade change form by the end of the next full semester.

#### **4.3.3 Grade Change Forms**

An instructor may change a student's grade. The reason for this change may be due to completion of work from the previous semester (grade of "I" being changed to a letter grade) or a review of the student's work which resulted in a better grade. A student who receives an "I" grade has one semester (Fall or Winter) to complete the work and receive the appropriate grade. After the one semester deadline, the "I" grade will be changed to an "F". Instructors, Department Administrators or the student may pick up the grade change form from the Academic Advising and Registration Office. However, only the instructor may return the form to the Academic Advising and Registration Office. The instructor and Department Chair must sign the form. Instructors must provide complete and accurate information to insure quick processing.

Students may appeal a grade up to 60 days after the last day of the semester in which the student was enrolled in the course. Appealing students should submit a written request to the Office of Academic Affairs identifying the course, instructor, and an explanation of the circumstances and reason for the request. The request will be reviewed and decided upon by the Committee on Academic Performance.

#### **4.3.4 Course Repetitions**

A student may repeat a course in which credit has been earned in order to improve their grade. When a course is repeated, the higher grade will be used in the calculation of the cumulative grade point average. Any course, or its equivalent transfer course, may be applied only once toward fulfillment of any and all degree requirements, including elective credit.

#### **4.3.5 Dean's List and Honors**

Students who complete a minimum of 12 credits during any semester and who attain a minimum grade point average of 3.5 are placed on the Dean's List. A notation will be placed on the student's transcript for each semester that Dean's List status is achieved. Students on the Dean's List for two consecutive semesters will receive a certificate from the Office of the Provost.

Students who have shown outstanding achievement by attaining a cumulative grade point average of 3.5 and above are graduated with honors. Those who have achieved a cumulative grade point average of 3.8 and above are graduated with high honors.

#### **4.3.6 Junior Status**

Students are required to complete all 18 credits of Foundation courses and 15 credits of Liberal Arts courses before they can begin their junior level departmental studio courses. Each department decides which departmental courses students must complete before progressing to junior-level studio department courses.

#### **4.3.7 Satisfactory Academic Progress / Academic Warning / Suspension / Readmission**

The standards of Satisfactory Academic Progress (SAP) measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement, a Course Completion Rate requirement, and a Maximum Timeframe requirement. The standards apply to all federal and state financial aid programs administered by the College's Office of Financial Aid.

Please refer to [Appendix F](#) for the full Policy on Satisfactory Academic Progress Requirements.

#### **4.3.8 Readmission Policy**

Students who have been suspended or those who have voluntarily stopped attending for more than four consecutive semesters must follow the CCS readmission policy.

For readmission, students must reapply through the Office of Admissions. They must submit a portfolio of work, including work completed at CCS and any work completed during their absence from CCS. They may be required to have an interview with the Chair of the department to which they are applying. Students who are suspended because of a low GPA must submit an official transcript showing 12 credits taken at another accredited institution that are eligible for transfer to CCS.

#### **4.4 Attendance Policy**

Students are expected to attend every class. Attendance is taken at the beginning of each class. Students arriving 5 to 20 minutes late for any class are considered tardy. Three tardies equal one unexcused absence.

Arriving more than 20 minutes late or missing an entire class is considered an absence. This applies to all classes, regardless of class length.

Students who do not return to class after break, or who leave early without the instructor's permission may be counted absent.

Three unexcused absences result in the reduction of one whole grade from the earned grade. Four unexcused absences may equal failure in the course.

An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student's control. Students seeking an excused absence may take their documentation to the Academic Advising and Registration Office. The Office will send a written notice to the student's instructor(s) and Department Administrator notifying them that the documentation is on file. The final determination of whether an absence(s) will be excused is left to the discretion of the student's instructor(s).

#### **4.5 Disciplinary Dismissal from a Class or Course**

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

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

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

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

#### **4.6 Transcripts**

Students may request copies of their transcripts electronically by creating an account with Docufide.com. Students may also visit the Academic Advising and Registration Office to complete a Transcript Request Form. No one other than the student may request that student's transcript, including faculty. The student's signature must accompany each request. There is a charge for each transcript.

#### **4.7 Graduation**

Commencement ceremonies occur in December and May. Degrees are also awarded in August to students who have completed their graduation requirements in the summer. Students who complete their requirements by the end of the Summer or Fall semesters may participate in the commencement ceremony that takes place the following May. Students are required to complete all of their academic requirements in order to participate in the commencement ceremony.

Students who expect to complete the graduation requirements in a given semester must come to the Academic Advising and Registration Office, complete an Application for Graduation, and pay a \$100.00 fee (Undergraduate) or \$150.00 (Graduate) by the end of the 4th week of the semester. Applications for Graduation submitted after the 4th week but before the end of the 8th week of the semester must be submitted with a \$125.00 (Undergraduate) or \$175.00 (Graduate) fee. No Application for Graduation will be accepted after the 8th week of the semester. Undergraduate students who expect to complete their graduation requirements by the end of the summer term must submit their Application for Graduation along with a \$100.00 fee no later than the 4th week of the term.

#### **4.8 Academic Honesty**

Faculty members have a responsibility to foster intellectual honesty as well as intellectual development in their students. Plagiarism and cheating are serious offenses that erode the academic environment. The College condones no form of plagiarism—defined as the use of another's words, ideas, visual or verbal material as one's own without proper permission or citation. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes.

Students who violate the standards of academic honesty face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College.

A definition of plagiarism is to be included in every course syllabus.

#### **4.8.1 Plagiarism Policy**

In the event that an instructor suspects that a student's work product contains plagiarized materials, the instructor will attempt to determine whether or not the work is plagiarized. This will be done through discussion with the student who did the work, through examination of footnotes and bibliography, and through other appropriate methods of inquiry.

If the work is deemed plagiarized, the instructor will meet with the student and the Department Chair or a member of the Provost's Office regarding the seriousness of the infraction. If the work is determined or acknowledged by the student to be plagiarized, a letter will be placed in the student's file in the Registrar's Office where it will remain until graduation. The instructor will determine what academic action will be taken, such as re-writing the paper or re-doing the work, issuing a failing grade for the assignment and/or the course.

If a second case of plagiarism is determined before graduation then the case will be referred to the Committee on Academic Performance who will determine what further punitive action is to be taken.

In the case of denial by the student and the impossibility of determining plagiarism by the instructor, the charge will be dropped.

#### **4.8.2 Deletion/Destruction of Student Work**

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

#### **4.9 Student Code of Conduct**

The Student Code of Conduct is published on Blackboard and in the Student Handbook. Faculty members should be familiar with the Code and with the procedures to be followed should they witness a violation of the Code. Violations of the Code of Student Conduct should be reported to the Dean of Students.

#### **4.10 Privacy of Student Records**

The Family Educational Rights and Privacy Act (FERPA) accords the following rights to students regarding their academic records:

1. The right to inspect and review their educational records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, appropriate Dean, Department Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write the College official responsible for the record and clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the 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 consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law and security, personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College for Creative Studies to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-4605

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. This information, however, will not be disclosed if the student requests in writing that it not be disclosed. A form for this purpose is available in the Academic Advising and Registration Office. The form is valid until the student notifies us to release directory information.

## **4.11 Intellectual Property Policy**

[\(See Appendix G\)](#)



**SECTION 5**  
**STUDENT SUPPORT SERVICES**

## **5. Student Support Services**

### **5.1 Goals**

CCS strives to engage students in an active learning environment that challenges them to grow as artists and designers while providing the support network for them to succeed. The programs and services offered through various student support offices are intended to help students develop into successful and civically engaged artists and designers. Student success and persistence to graduation are the overarching goals for these offices.

### **5.2 Academic Advising**

#### **5.2.1 General Statement**

CCS believes that academic advising is an essential part of the educational process. The advising program is intended to make advising consistent across all departments and to assure that the academic needs and progress of each student are carefully supervised so that each may achieve his or her full educational and professional potential.

The Academic Advising and Registration Office coordinates all advising activities. Trained advisors advise students, conduct academic evaluations, and assist students through the registration process.

#### **5.2.2 Academic Evaluation (Degree Audit)**

The Academic Evaluation, also referred to as a Degree Audit, is a computerized outline of a student's course requirements for graduation. It is an evaluation and synopsis of credits earned, credits in progress and credits yet to be taken towards graduation.

### **5.3 Faculty Mentors**

All full-time faculty are required to serve as mentors to students. The responsibility of mentors is to provide curriculum and career guidance, discuss the student's experience at CCS and their progress in the department, and discuss trends in the industry or field for which the student is preparing. Each student in the department is assigned a faculty mentor and remains with this mentor throughout their years at CCS. The faculty member is expected to meet with their mentees twice each semester. Mentoring sessions can be one-on-one or in groups. A handbook on academic advising and mentoring is available from the Academic Advising and Registration Office.

## **5.4 Student Success Center**

The Student Success Center (SSC) provides academic support for all students. It is staffed by full-time higher education professionals as well as departmental tutors who are Juniors or Seniors in their major. SSC services include one-on-one tutorial assistance tailored to each individual's learning style and academic needs.

SSC services are free to all students and offer the possibility to boost classroom performance, develop better learning strategies, and hone study, writing and time management skills. Workshops highlighting these types of topics are conducted throughout each semester at lunchtime. As an alternate computer lab, students have access to software specific to their majors in the SSC. Writing assistance is also available for any type of assignment, including research papers, essays, artist's statements, and resumes. International students can receive assistance specific to their needs as English Language learners.

Students come to the SSC on a voluntary basis, but may be encouraged by faculty to utilize this resource. If a student is struggling in the classroom for any one of a multitude of reasons including absenteeism, missing assignments, poor academic performance or social issues, faculty can contact the SSC with questions as well as refer the student directly. You may use the form available on Blackboard in the Content Collection under Student Success Center or just email or phone to discuss. SSC personnel work closely with faculty, Academic Advising & Registration staff and other Student Affairs departments to build a network of support for students challenged by their workload. Communication between these various parties aids significantly in students' success.

In addition, if you are allowing a student to make up a test, the SSC can work with you to provide time for that student to come and take the test in the SSC.

### **5.4.1 Students with Disabilities**

The SSC also manages accommodations for students with disabilities in compliance with federal guidelines. The SSC Learning Specialist serves as the Student Disability Advocate for CCS.

Students are asked to bring documentation to the SSC where a review of their accommodations will be made. If students disclose to a faculty member that they have a disability, faculty should refer the students to the SSC and the Student Disability Advocate.

The Learning Specialist/Advocate will communicate via email with faculty regarding any accommodations relevant to the class. Retroactive accommodations are not made for students disclosing after an assignment and/or exam. If you have any concerns about how the accommodations can be provided in your class, the Learning Specialist/Advocate will assist you.

## **5.5 Student Concerns Committee**

The Student Concerns Committee (SCC) is an avenue for early communication for faculty and staff to raise concerns about College for Creative Studies students in a confidential environment. The information shared during the course of the SCC meetings is considered sensitive and is used as one tool to determine if, when, and how further intervention will take place with a student. This committee is an information gathering body that is used to help maintain a safe and caring environment for all community members.

A cross section of personnel from the College serves on the committee to gather the broadest picture possible of a student of concern. At a minimum, representatives from Student Affairs, Campus Safety, Academic Advising and Registration, Financial Aid, Personal Counseling, Residence Life, and Academic Affairs will participate in the SCC meetings with additional staff being invited as seen fit. The members of the SCC are encouraged to share information both personally collected and those concerns reported to them by other CCS personnel.

Some examples of concerns would be unusually withdrawn behavior, a dramatic change in mood, the student expressing loneliness or depression, or a recent and significant decrease in academic performance. Please keep in mind that the Student Concerns Committee is not an emergency response team. If an emergency arises please call Campus Safety. Information reported to the committee is considered highly sensitive and will be shared only with those individuals at CCS who would be responding to the situation. To make a referral to the SCC, you can email either the Dean of Students or the Director of Wellness & Counseling Services

## **5.6 Student Affairs**

The Office of Student Affairs is overseen by the Dean of Students and includes Student Life, Residence Life, the Wellness Center, and Multicultural Affairs. The purpose of Student Affairs is to enhance the CCS educational environment through co-curricular programming and initiatives to engage the student body in learning and growth outside of the classroom.

### **5.6.1 Student Life**

The Director of Student Life is responsible for new student orientation, CCS Experience, student activities, student organization oversight, Student Government, commencement ceremonies, and the Student Ombudsman function.

### **5.6.2 Residence Life**

CCS offers students the option to live on campus in the Taubman Center and on the Ford Campus in the Art Centre Building. Approximately 550 students live on campus each year in the two buildings. The Director of Residence Life and the Residence Life Coordinator oversee the operation and management of the residence life program and 18 student staff members work as Resident Assistants in the

buildings. The Residence Life staff works to maintain a safe and welcoming environment in the residence halls. Staff are trained in educational programming, crisis response, conflict mediation, and similar skills to enable them to help students make the most out of their learning environment. Students must abide by both the CCS Code of Conduct as well as the CCS Housing Policies and Regulations in addition to being full-time students to live on campus.

### **5.6.3 Wellness Center**

The Wellness Center offers free personal counseling to all registered CCS students, wellness seminars, yoga classes, and access to a nurse practitioner for basic medical care.

### **5.6.4 Multicultural Affairs**

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

## **5.7 Admissions**

The Admissions Office is responsible for recruiting new students through various activities such as: high school visits, campus visits, campus events, college fairs, National Portfolio Days, international recruitment fairs, direct mail, email and telephone campaigns. In addition to the full-time staff, a team of Admissions Student Ambassadors assists with telecounseling, campus tours, and various Admissions events.

Department chairs and faculty play an important role in the student recruitment process. Chairs and faculty may be asked to participate in a variety of activities including, but not limited to: National Portfolio days, information sessions, high school visits, college fairs, portfolio reviews and the placement of transfer credit, and phone calls to inquirers, applicants and accepted students on a case by case basis.

In addition to the activities above, Chairs may be asked to participate in annual features and benefits meetings, art educators breakfasts, workshops for prospective students, and other events.

## **5.8 Career Services**

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

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

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

## **5.9 Financial Aid**

The Financial Aid Office is responsible for administering all federal, state, institutional and private sources of financial assistance. This includes:

- Counseling current and prospective students on the availability and terms of aid programs and assisting them in calculating their yearly out of pocket expense
- Determining eligibility for need-based programs based on the results of the Free Application for Federal Student Aid (FAFSA)
- Applying scholarships awarded by CCS through the admissions process, competitions, sponsored projects in the classroom, and from third party donors
- Processing student loan funds available through government and private sources and providing counseling regarding the rights and responsibilities of borrowers
- Recalculating aid amounts based on changes to enrollment level, such as half-time or less than half-time enrollment
- Coordinating the work-study/student employee program

Faculty are encouraged to direct students to the Financial Aid Office when they express financial concerns, or to contact the office directly if they feel the situation is of special concern that may recommend the student for additional assistance.

Some specific circumstances for which students should be directed to the Financial Aid Office are:

- If they are considering dropping classes or doing a complete withdrawal
- They will be enrolled less than half-time
- They are experiencing financial difficulties and/or there has been a change in the family's financial circumstances
- They need advice on applying for loans to supplement their financial aid package

## **5.10 International Student Services**

The International Student Services Office (ISSO) is staffed by the Director and one Academic Advisor. The ISSO is responsible for recruiting international undergraduate students, review of applications and admissions process for international students, academic

advising for undergraduate international students and all graduate students, maintaining SEVIS records and certification for the College and its students, and programming.

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

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

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

## **5.11 Off-campus Study**

CCS is a member of the Association of Independent Colleges of Art and Design (AICAD). AICAD operates two programs that offer the benefits of study at other institutions and locales to CCS students. In addition, CCS offers a variety of opportunities to study abroad.

### **5.11.1 Mobility Program**

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

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

### **5.11.2 New York Studio Residency Program**

The member colleges of the Association of Independent Colleges of Art and Design (AICAD) established the New York Studio Residency Program. It is designed for students to experience the challenges and rewards of living in a dynamic urban center. Students are enrolled in a full-time 16-credit independent studio program. The program

includes a Critical Art Seminar, Contemporary Art seminar, and Critique Session course requirement. Only third-year students with a 3.0 GPA are eligible. Interested students should be referred to the Academic Advising and Registration office and will require the support of their department chairs.

### **5.11.3 Study Abroad**

CCS encourages students to seek opportunities to study abroad and offers several study abroad opportunities through relationships it has with foreign institutions as well as faculty led programs and programs organized through other US colleges or universities. Students may also seek enrollment at institutions with which CCS does not currently have a relationship by working with the Director of the International Student Services Office to determine if the proposed program is compatible with CCS's curriculum. Students interested in pursuing these opportunities should be advised to meet with the Director of ISSO. A student must have a 3.0 GPA to qualify to study abroad and be in junior standing with the exception of summer programs which are open to freshmen and sophomore students as well.



**SECTION 6**  
**ACADEMIC RESOURCES AND RELATED PROGRAMS**

## **6. Academic Resources and Related Programs**

### **6.1 Assessment Program**

The College engages in assessment of student learning to evaluate outcomes that demonstrate the effectiveness of the curriculum in meeting the educational goals and objectives of the undergraduate and graduate programs and to foster continuous improvement of the curriculum. Assessment initiatives are coordinated and administered via the office of Academic Affairs under the direction of the Associate Provost for Faculty.

The Assessment Committee of the Faculty Assembly consists of faculty members across all majors who serve a three-year term and support the College's engagement in assessment initiatives. The Associate Provost for Faculty of the College is an ex officio member of the Assessment Committee, and also works closely with the Deans and Department Chairs, who are responsible for the implementation of assessment initiatives, evaluation of departmental student learning outcomes, and continuous improvement of the curriculum within their respective majors.

Beginning with the 2013/2014 academic year through 2016/2017, the College is participating in the Higher Learning Commission's Assessment Academy of Student Learning in order to strengthen and improve its efforts in regard to the assessment of student learning.

### **6.2 Libraries**

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

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

(<http://www.semlol.org>). Access to Wayne State University's public catalog can be found on the CCS Library Blackboard page. Suggestions for library acquisitions by faculty, students and staff are given the highest priority.

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

### **6.2.1 Director**

The Library Director oversees all library operations, collections, and technology. The director works with the faculty, students and staff to develop library collections and services. The Director is an ex-officio member of the Library Committee of Faculty Assembly that works to establish library policies and to communicate those policies to the CCS community. The director provides for research assistance and instruction to students, faculty and staff.

### **6.2.2 Library Hours**

Library hours are available on Blackboard.

### **6.2.3 Loan Periods**

A current CCS ID must be presented to borrow library materials.

Loan periods for library materials are as follows:

Books: one semester

Vertical File Materials: two weeks

Periodicals: one day. This includes both current and back issues.

Closed Reserve Books: one day. Closed Reserve books are permanently shelved behind the circulation desk; this collection includes preserved and irreplaceable materials.

Open Reserve Books: Two weeks. Open Reserve books are shelved on the row next to the reference desk and have red tape on the spine above the call number level. These are heavily used, standard resources which are on open shelving for browsing and use in the library. They only need to be checked out if you wish to take them out of the library.

Reference Books: Reference books may not be taken out of the library.

Videos and Films: Please contact the library and reserve the video or film title that you will be using in your class at least two days ahead of your class date. The loan period is four hours. If you wish to preview a video and it has not been reserved by someone else, you may check it out overnight only. Materials may be returned to either library.

#### **6.2.4 Image Collections**

Luna is the digital software that organizes CCS's extensive digital image collections. It can be accessed online at <http://luna.collegeforcreativestudies.edu>. A login and password are required to obtain institutional content.

There are two collections: CCS Images for Teaching which is our local collection and consists of approximately 65,000 images, and AMICA, which consists of digital images contributed by twenty-one art museums. Additionally, Luna Commons is a group of free access collections enabled by the software company. An external search tool also allows users to pull in images from Flickr. Faculty must obtain basic training and sign a contract in order to obtain high-resolution images suitable for classroom use. Academic Technologies provides basic instruction and Visual Resources provides search help and fills image requests – both general and specific.

### **6.3 Academic Technologies**

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

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

#### **6.3.1 Imaging Center**

The Imaging Center (IC) provides a variety of print services to the CCS community. It is located on the 6th floor of the Taubman Center in room 631. The IC is generally open 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 information monitors.

The Imaging Center has a production laser printer, which includes basic copying and scanning services, two wide-format and two sheet-feed inkjet printers. All files must come in to the IC print-ready 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. On the Canon laser printer, students can print up to 13” x 19” and use 120 lb card stock. Students can also provide their own laser paper to print at a low-cost rate. When using the inkjet printers, please 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. The Imaging Center also provides various plastic coil and wire binding services.

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.

Services are available at a discounted price for staff and faculty. If color prints or posters are being charged to a department, an 8-digit budget code number is required in order for the job to be processed. The appropriate account number can be obtained from your Department Administrator.

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.

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 [jc@collegeforcreativestudies.edu](mailto:jc@collegeforcreativestudies.edu)

### **6.3.2 Audio Visual Services**

Audio Visual Services 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)

## **6.4 Academic Facilities**

Academic Facilities includes the Foundry, Metalshop, Model Shop / Rapid Prototyping Lab, and the Wood Shop. These are a group of individually managed shops or departments that operate within Academic Affairs.

### **6.4.1 Director of Academic Facilities**

The Director of Academic Facilities is responsible for strengthening the infrastructure for teaching and learning in an interdisciplinary environment through the safe operation of the facilities. The Director of Academic Facilities provides direction for operations, equipment purchasing, training, growth and technology, and works with the Health and Safety Committee of Faculty Assembly to assure the safety of the facilities.

### **6.4.2 Hours and Access**

Academic Facilities maintains consistent open shop hours to facilitate the needs of students, faculty and staff. Hours are posted at the beginning of each semester and are aligned with the building hours posted by Campus Safety.

### **6.4.3 Competency Training and Testing**

In order for students to be able to work in the shops they must take DFN-116 3D Design Techniques. If students pass the course with a C / (2.0) or better they are allowed access to the shops during their tenure at the college.

Academic facilities are not instructional facilities. All faculty are responsible for instructing their students in the use of the tools and techniques in each individual shop that they expect their students to use in the completion of course work and finished projects.

Competency training is mandatory for faculty and staff who wish to use the shops.

### **6.4.4 Emergency Response**

All Academic Facilities shop managers, staff and work-study technicians are certified in First Aid, CPR and AED. Campus Safety has implemented a step-by-step response plan for accidents, injuries and fire that may occur in the shops. The plan is posted in each area. Faculty should familiarize themselves with these procedures.

When anyone is injured, the supervisor at the shop must fill out an Accident/Injury Report Form at the CCS Security Office.

#### **6.4.5 Hazardous Waste**

Hazardous waste disposal is contracted out to a contractor licensed by the State of Michigan. Containers are provided for areas where hazardous waste has been identified. It is the departments' responsibility to inform the Facilities Office of hazardous waste located in areas other than the shops and labs.

#### **6.4.6 Tools and Equipment**

The Shops may at their discretion lend out tools and equipment by having the faculty, staff, or student fill out a form and leave their I.D. or drivers license. Certain materials are available for purchase in the shops and labs. The Bookstore stocks respirators and safety glasses for sale. Faculty and staff must require users of the shop to use the proper safety gear.

### **6.5 Galleries**

#### **6.5.1 Center Galleries**

Center Galleries, located on the Ford Campus in the Manoogian Visual Resource Center, presents the work of faculty, alumni, and local and nationally prominent artists for the education and enjoyment of both the students and faculty of CCS and the community at large. The programs of Center Galleries are accessible to and encourage the participation of the widest possible audience consistent with its mission and resources.

Center Galleries is dedicated to exploring the relationship between culture and artistic practice, to fostering intellectual inquiry, and to creating multidisciplinary exhibitions and educational programming that enable diverse audiences to connect their experiences of art to everyday life. Center Galleries recognizes a special responsibility to support the academic and teaching missions of the College through close collaboration with academic departments on campus. Off campus, Center Galleries places special emphasis on serving the cultural needs of the people of southeastern Michigan, while simultaneously participating as an active member of the national art community.

Center Galleries also showcases the work of alumni, faculty and staff in its Alumni and Faculty Hall and the College's own art collection in the Permanent Collection Gallery. Additional programming by Center Galleries includes film, literary and performance events, benefits and artist receptions, and occasional special exhibitions throughout the campus. Center Galleries' educational programs are designed for the education and enjoyment of CCS students, and to help build audiences for contemporary art. Lectures, gallery talks with artists and curators, workshops,

catalogues and other publications, and ongoing gallery tours for art educators and their students introduce visitors to new artists, new work, and other issues and ideas about contemporary art practice.

### **6.5.2 Valade Family Gallery**

The Valade Family Gallery is located on the first floor of the A. Alfred Taubman Center for Design Education. The Gallery offers 5500 square feet of event space available for internal and external use. The Assistant Provost oversees the Gallery, including scheduling events and managing floor supervisors. Ideas for exhibitions are generated by the Speakers and Exhibitions Committee and through outside proposals submitted to the Assistant Provost. The exhibition schedule is determined at the beginning of the academic year.

The Valade Family Gallery showcases the work of visiting artists, alumni, faculty, and staff. Additional programming of the Gallery includes special events, benefits, student exhibitions, and artist receptions. The space can accommodate up to 150 people and provides a flexible layout to accommodate all types of exhibitions and events.

### **6.5.3 U245 Gallery**

The U245 Gallery is a student-managed space that offers CCS students the opportunity to showcase their creative achievements to the public. Located on the ground floor of the Art Centre Building, the gallery has easy access and good visibility from the campus.

The Chair of the Fine Arts department or his/her designee serves as Faculty Advisor for U245 Gallery. The Chair appoints the gallery manager. When necessary, Exhibit Services may support installation of work.

### **6.5.4 Knight Foundation Gallery**

The Knight Foundation Gallery is located on the 11th floor of Taubman Center and is part of the Benson & Edith Ford Conference Center. It has 5,600 square feet of space designed for exhibition and other social events such as receptions, banquets, or seated presentations. This space can accommodate 200 guests for a sit-down dinner, 300 for a reception or 350 guests for theater-style seating.

## **6.6 Auditoria**

### **6.6.1 Wendell W. Anderson, Jr. Auditorium**

The Wendell W. Anderson, Jr. Auditorium is located on the ground floor of the Walter B. Ford II Building. This 250 person auditorium serves the entire college for internal events, classes and lectures as well as the college-sponsored events open to the public. It has two projectors and the capability for surround sound audio. The



auditorium further provides the capability for HD projection, podium-based lectures, table lectures, or panel discussions.

The maintenance and technical support for the systems within the auditorium are provided by Audio Visual Services staff within Academic Technology. Reservations for the auditorium are made through the Executive Office. Since certain events will override class presentation reservations, be sure to check before committing a reservation to a class schedule.

### **6.6.2 General Motors Auditorium**

The General Motors Auditorium is located on the 11th floor of the Taubman Center within the Benson & Edith Ford Conference Center. It has over 5,800 square feet of space and can accommodate a variety of configurations for any type of event. An ideal location for conferences, lectures, parties, luncheons and award ceremonies, the auditorium can accommodate 450 guests with theater-style seating and 360 guests at banquet rounds. Immediately outside the auditorium is the Knight Gallery which serves as a prefunction area for auditorium events and also a site for exhibits, meetings and other smaller events.

## **6.7 Lecture Series**

### **6.7.1 Woodward Lecture Series**

The Woodward Lecture Series is supported by an endowed fund to bring three visiting artists to campus each semester. Visitors may be selected from the areas of Fine Arts, Crafts, Photography, Illustration, Art History and Criticism, and History. The visitors are well established with national or international reputations. During each visit there is a public lecture and an opportunity for students to interact with the visitor in a classroom or studio setting. The Director of Center Galleries manages the series in consultation with the faculty Speakers and Exhibitions Committee.

### **6.7.2 Toyota Lecture Series**

The Toyota Lecture Series in Design was established through a generous \$1 million endowment gift to the College for Creative Studies from Toyota Motor Company. The endowment is used to bring prominent designers and scholars in all fields of design to speak at CCS. There are between six and eight Toyota Lectures that occur throughout the academic year. The Assistant Provost manages the Series, including scheduling guest lecturers and special workshops. Ideas for lecturers are generated by the Speakers and Exhibitions Committee and through outside proposals submitted to the Assistant Provost. The lecture schedule is determined throughout the academic year and proposals are accepted on a rolling basis.

## **6.8 Community Outreach**

Located in the heart of a complex urban region and possessing unique resources of value to that region, CCS recognizes a responsibility to serve the community of which it is a part. Thus, its mission includes not only collegiate education in art and design but community education as well. The goals of its community outreach activities include:

- bringing the enrichment of art and design education to a wider population
- illuminating the satisfying career opportunities available in the art and design fields
- increasing the representation of minorities in the art and design professions
- promoting economic and community development in Detroit and Southeastern Michigan

Community outreach occurs in many ways at CCS, through the activities of individual faculty members, through the academic departments, and through special projects and programs. These offices play key roles in outreach and comprise the Community Arts Division: Center Galleries (described above), Pre-College and Continuing Studies and Community Arts Partnerships.

### **6.8.1 Precollege and Continuing Studies**

Precollege and Continuing Studies offers art and design courses for high school students, summer pre-college programs, youth programs; adult courses; and the Professional Automotive Modeling certificate programs

### **6.8.2 Community Arts Partnerships**

Community Arts Partnerships program develops and maintains collaborations between the College and community organizations to bring educational experiences in art, design, and new technologies to underserved populations. The Director acts as a resource for faculty and programs within the College that seek to develop community partnerships.

## **6.9 Henry Ford Academy: School for Creative Studies**

Henry Ford Academy: School for Creative Studies is a charter middle and high school (grades 6 – 12) founded and operated by CCS and the Henry Ford Learning Institute. It has a strong art and design focus combined with an academic curriculum keyed to the Michigan Common Core standards. Its purpose is to give inner-city students the opportunity to pursue a path leading to an art and design college and ultimately to a career in the creative industries. It is located in the Taubman Center. CCS faculty and students, and particularly the Art Education department, play an active role at the school.

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

The Detroit Creative Corridor Center (DC3) is an economic development organization with a targeted purpose: to enhance the potential of Detroit’s creative community and grow its creative economy. DC3 is a partnership between Business Leaders for Michigan and CCS. It is located on the first floor of the A. Alfred Taubman Center for Design Education, and houses organizational operations as well as shared work space for creative sector firms enrolled in its Creative Ventures Business Accelerator.

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

## **6.11 Book and Art Supply Stores**

The main College bookstore is located on the ground floor of the Taubman Center. It is open Monday through Saturday during the academic year. Throughout the summer months, it is open on a limited schedule. A smaller College bookstore is located on the Ford campus in the Yamasaki Building on the ground floor. It is open Monday through Friday during the academic year and limited hours during the summer. Textbooks and other supplies are stocked each semester based upon the faculty’s needs. The bookstore sends out a request to all academic departments in May (for the following fall semester) and in October (for the following winter semester) for information regarding required texts. Based upon these requests, the bookstore will carry the necessary textbooks and supplies.

**SECTION 7**  
**ADMINISTRATIVE SUPPORT SERVICES**

## **7. Administrative Support Services**

### **7.1 Human Resources**

The Human Resources Office is responsible for the administration of all human resource related functions. These include policy and procedure development and administration, recruitment, employment, employee development, compensation and benefits. The director provides leadership for college administrators to develop and sustain positive employee relations, policies and procedures, performance management, and salary and benefit plan administration.

### **7.2 Business Services**

The Business Services Office functions include managing budgets, general ledger, annual audit, accounts receivable, purchasing, cashiering, and collections. The director works closely with the Vice President for Administration and Finance and other executive staff in preparing and monitoring the operating budget for the College as well as assisting with the capital budget and all restricted and endowment accounts. The director also works closely with other directors, staff and faculty on financial and budgetary matters. Additionally, the College's bookstore reports to the director.

### **7.3 Information Technology Services**

Information Technology Services (ITS) supports the College's mission by implementing and maintaining administrative and enterprise (shared) infrastructure technologies and systems. These include the institution's administrative and student information systems software, Colleague; the institutional communication portal, Blackboard; the room scheduling system, R25; as well as managing the institutional help desk. ITS also manages the campus-wide network and Internet access, email, and voice and data services. ITS further oversees compliance with required governmental and contractual policies and protocols.

### **7.4 Facilities and Administrative Services**

#### **7.4.1 Buildings and Grounds**

The Office of Facilities and Administrative Services is responsible for the maintenance and repair of the institution's buildings and grounds. Cleaning is performed on a daily basis. To avoid harming student or faculty work, classrooms and studios will only have trash removed. Faculty should communicate with Facilities if classrooms and studios are not being cleaned properly.

For most maintenance and repair, a Maintenance Service Request (MSR) should be completed and submitted to Facilities. MSR's are assigned a priority. Every effort is made to fulfill all MSR's in a timely manner. If the work has not been performed within two weeks, the Facilities staff will inform the department as to the status of the

MSR. The department should call the Facilities department coordinator if there has been no communication regarding a submitted MSR within the indicated time.

The Facilities department also oversees major construction projects, and will coordinate these activities with the normal operations of CCS.

#### **7.4.2 Mailroom**

All CCS mail is processed through the mailroom. Incoming mail is picked up by Facilities staff in the morning from the post office, and all outgoing mail is picked up from CCS offices by 3:00 p.m. so it can be delivered to the post office by 4:30 p.m. If you are sending out personal mail from CCS, it must already have the proper postage affixed. Under no circumstances may CCS postage be used for personal mail.

### **7.5 Security**

Campus Safety provides 24-hour security at both the Ford Campus and the Taubman Center. Three college administrative positions (Director, Assistant Director, Security Manager) are responsible for enforcing the security policies and procedures, as well as directing and overseeing security guard services. Other Security personnel are employed by a contract guard agency that provides fixed and mobile security patrols, patrol supervisors and shuttle drivers supervised by CCS personnel. Services provided by Campus Safety include safety patrols, escort service to parked vehicles on campus, auto lock out service, battery jump starts and tire inflation, and issuing and replacing access cards.

Participation in new student orientation as well as periodic specialized training on topics such as active shooter is provided in coordination with the Student Affairs Office.

Campus Safety also maintains fifty-eight First Aid stations located throughout the campuses that provide immediate accessible first aid supplies to injured persons. The department also has trained first medical responders located on each campus. If immediate medical attention or transportation is needed, Campus Safety will contact the contracted ambulance company which will provide transport to a local medical facility.

#### **7.5.1 Campus Emergency Alert Program**

The College for Creative Studies uses an electronic emergency notification system called Alert Emergency Notification System. 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). 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. Register your information with the Campus

Emergency Alert Program by going to your Blackboard account and completing the alert notification system section.

### **7.5.2 Security Procedures and Services**

If you notice any suspicious or inappropriate activity, please notify the Security office (extension 7444, Ford Campus or extension 1444, Taubman Center) immediately, or push the red “assistance button” on one of the Emergency phones located around each campus and in the parking decks. When Campus Safety is notified of an incident, they will take the appropriate action to ensure your safety on campus.

In addition to the emergency phones and patrols, activity on campus and in the parking deck at CCS is monitored and digitally recorded by 250 closed circuit television cameras strategically placed on the campuses.

If you become a victim of a crime while on campus or in the vicinity of campus, call Security immediately or report to the Campus Safety office on the main level of the Kresge-Ford Building, across from the CCS bookstore or on the main floor of the Taubman Center. Campus Safety will provide immediate assistance and first aid if required. If additional assistance is needed, the shift supervisor will make the necessary notifications.

If at any time you would like an escort anywhere on campus, dial extension 7444 at the Ford Campus and 1444 at the Taubman Center and let the Campus Safety officer know your location. The on duty supervisor will send a Campus Safety officer to escort you to your indicated destination on campus.

A pamphlet on emergency procedures is available in each administrative office. Additional copies can be obtained from the Office of Campus Safety and Security or the Human Resources office.

### **7.5.3 Crisis Management Plan**

The college has a Crisis Management Plan, developed by Campus Safety and Human Resources, that details procedures for responding to man-made and natural emergencies that might confront the college. The plan covers medical emergencies, crimes in progress, bomb threats, tornadoes and fires. The focus is on reporting emergencies, critical infrastructure assessment, evacuations of buildings, recovery of services and return to operating standards. The full plan is available on Blackboard; and, additionally, a pamphlet is available from Campus Safety with important summary information.

## **7.6 Institutional Advancement**

Philanthropy helps the College for Creative Studies accomplish its mission by supporting scholarships, faculty, programs and facilities. A growing base of donors – individuals, corporations, foundations and government – supplement the financial resources provided by tuition and other operating income. Institutional Advancement (IA) is responsible for overseeing fund raising initiatives and promoting the CCS brand. IA concentrates in three primary areas: Development (fund raising), Marketing and Communications, and Public Relations.

### **7.6.1 Development**

#### **7.6.1.1 Development**

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

If staff are interested in raising money for a project or initiative, they should begin by discussing their idea with their Department Chair and/or Dean to ensure that their initiative aligns with the College's mission and priorities. Once they have approval, they can refer to the General Events Policies manual found on the IA page on Blackboard, and entitled "Facility Use and Special Events Manual", if their fund raising would happen via an event, or reach out directly to the Vice President of IA or the Director of Corporate and Foundation Relations if they are interested in pursuing grants or other types of funding for their project.

#### **7.6.1.2 Corporate, Foundation and Government Relations**

The Corporate, Foundation and Government Relations unit in IA secures financial and in-kind contributions from corporations, foundations and government sources. This unit works closely with faculty, staff and others to organize and develop programs for funding, while also cultivating and soliciting prospects for capital giving, endowments, grants, scholarships and other support. A primary role of this unit is corporate sponsored research projects.



### **7.6.1.3 Sponsored Projects**

The College partners with corporations, associations and other enterprises to incorporate sponsored research projects into the educational experience for CCS students. Sponsors typically present a design challenge of strong educational value to a CCS studio class for the class to work on over the course of a semester. Students present their solutions to leading industry representatives at the end of each project. Beyond the educational benefits to students, sponsored research projects enable CCS to build relationships with industry for internships and career placement as well as generating revenue and helping create marketing and public relations opportunities for the College.

### **7.6.1.4 Gifts in Kind**

The College accepts gifts in kind on a limited basis and they must be approved by IA in advance of accepting any such gift. If the donor stated value of the gift exceeds \$10,000, approval by the Vice President for Administration and Finance is also required. The Gift in Kind Form can be found on the IA page of Blackboard or can be obtained from IA and should be returned to IA once the donor completes the form for acknowledgement and record-keeping purposes.

## **7.6.2 Marketing and Communications**

The IA Marketing and Communications unit is responsible for planning, budgeting, writing, design, production and distribution of all internal and external CCS communications including student recruitment materials and the CCS website and social media channels. The Marketing and Communications unit also manages the CCS brand and graphic identity standards.

CCS staff needing print, or video, web-based marketing materials should contact the Director of Marketing and Communications. CCS personnel other than Marketing and Communications staff should not hire designers, contract printing or develop websites or Facebook pages without the involvement of IA. All print jobs must go through the Marketing and Communications office.

## **7.6.3 Public Relations**

Public Relations, primarily news media outreach, is managed from within IA Marketing and Communications. The CCS Public Relations function is charged with engaging key audiences (potential students, donors and potential donors, industry and government opinion leaders) to promote and strengthen the CCS brand image. Chief responsibilities of the public relations unit include initiating and maintaining relationships with the media, promoting newsworthy CCS events and activities to key audience segments, while helping coordinate CCS involvement in community

activities. Any requests made to faculty or staff for media interviews, tours, etc. should be run through the Public Relations manager prior to being accepted.

#### **7.6.4 Special Events**

The Special Events unit of IA is responsible for overseeing all fund raising, community and third party events for the College. It works with academic and administrative departments, outside organizations, and individuals to schedule auditoriums, galleries and conference space for purposes other than regular classes. The events team books facilities ensuring that the appropriate facilities are used, and coordinates audio-visual and other equipment set-ups, catering, crowd control, security and parking arrangements.

The College has outlined General Event Policies for events being held at the A. Alfred Taubman Center for Design Education, and the Walter and Josephine Ford Campus in a manual found on the IA page on Blackboard and entitled “Facility Use and Special Events Manual”. A Student Fund Raising Event Policy can also be found on Blackboard, to provide guidance to any student groups who may be looking to raise money for projects or departments.

**SECTION 8**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**

## **8. Administrative Policies and Procedures**

### **8.1 Personnel Records**

A master personnel record containing administrative staff records and other pertinent data is maintained in the Human Resources office. The Human Resources office maintains records concerning employment, performance, payroll, benefits, and other miscellaneous items. No information, except verification of employment dates, will be released to outside sources without the employee's written authorization, unless disclosure is required by subpoena or court order or is necessary to meet some legal obligation of CCS. A written authorization from the employee is required for the Human Resources office to release salary information.

It is each administrative staff member's responsibility to inform the Human Resources office of any changes in the following: name, address, telephone, marital status, dependents, beneficiaries, and emergency contacts.

Administrative staff have the right to review their Personnel Record in the Human Resources office, with a prior appointment. These Personnel Records are confidential and may only be reviewed by the administrative member, or the appropriate supervisory personnel of the administrative staff member.

### **8.2 Work Schedules**

#### **8.2.1 Work Schedules and Time Sheets**

Full-time staff are generally expected to work a minimum of 35 hours per week. Some full-time staff are expected to work 40 hours per week. Core hours of operation for most departments are 8:30 am to 4:30 pm, Monday through Friday. Actual work schedules may vary from department to department based on individual department needs.

For purposes of benefit plan administration, recording Paid Time Off benefits, and reporting hours worked, administrative staff employees are required to periodically submit a Work Schedule or Time Sheet to the Office of Human Resources. Work Schedules and Time Sheets report days or hours worked, and are signed by the employee and approved by the supervisor. Work Schedules and Time Sheets for exempt and non-exempt salary employees are due in Human Resources no later than three (3) business days following the completion of a pay period.

#### **8.2.2 Overtime**

It is sometimes necessary for the College to require a non-exempt salaried employee or an hourly employee to work outside his or her normal working hours and in excess of the normal 35 or 40 hours per week schedule. Overtime work shall be compensated only when it is scheduled and approved by your supervisor.

Overtime pay will equal time and one half for all hours worked in excess of 40 hours per week. Hours worked between the regularly scheduled 35 hours and 40 hours will be compensated at straight time rates. CCS approved Paid Time Off and College holidays will not count toward overtime calculations. The College defined work week is 12:00 a.m. Monday to 11:59 p.m. Sunday.

### **8.2.3 Attendance and Timeliness**

If you must absent yourself from work, arrive late or depart early, you must notify your supervisor as soon as possible. If you will be absent for more than one day, you must make arrangements with your supervisor in advance, if possible. Absences, late arrivals and early departures may result in a reduction in wages for non-exempt employees. Employees whose absence from work is unreported for three (3) consecutive working days may be subject to discipline, up to and including termination.

### **8.2.4 Lunch Periods**

Unless otherwise specified, employees have one hour for lunch. For non-exempt salaried and hourly employees, this time is without pay and must be scheduled with your supervisor to ensure proper coverage in your department. Normal lunch periods are between 11:30am and 1:30pm.

### **8.2.5 Bereavement Leave**

In the event of the death of a member of your immediate family, you are permitted three (3) working days off with pay. Immediate family includes husband, wife, child, parent, brother, sister, grandparent, grandchildren, and in-laws and step relationships in these categories. If you wish additional time off it may be granted at the discretion of your supervisor and the Office of Human Resources, or you may use PTO days.

### **8.2.6 Jury Duty – Witness Service**

If you are required to report for jury duty or to appear as a witness in a legal proceeding, you must notify your supervisor and bring the trial summons or witness subpoena to the Office of Human Resources. The College will grant you time off to enable you to fulfill your jury/witness service obligations.

Time off for jury/witness service covers only the time you are actually serving. Whenever your attendance is not required, you are expected to report to work. Any remuneration you receive from the court must be submitted to the Office of Human Resources.

### **8.2.7 Military Leave**

The College provides military leaves of absence to all full-time and part-time employees in compliance with applicable state and federal laws. Your request for

military leave should be submitted promptly and accompanied by a copy of your orders indicating the beginning and ending dates of your duty period.

## **8.3 Budget**

### **8.3.1 General**

CCS's fiscal year is a twelve-month period, beginning on July 1, and ending June 30. The budget for CCS is prepared annually, with formal Board of Trustees approval in the May preceding the commencement of the next budget year. The process of preparing the budget begins in the fall preceding the start of the next fiscal year. At that time, enrollment projections are made for the following year, and by December, the tuition rates for the following year are established and approved by the Board of Trustees. Following soon thereafter, the process of developing detailed revenue, expense and capital acquisition budgets commences.

In January, all cost center directors with budget responsibilities are given information regarding the budget preparation process. They prepare revenue, expense and capital budget requests based upon the information in the budget package, as well as needs they might have due to curriculum or enrollment expectations. These requests are submitted in late February, with individual departmental presentations made to senior management in early March. Following these presentations, senior management makes final budget decisions, and the budget is prepared for submission to the Finance and Audit Committee of the Board in early April. This is followed by presentations to the Executive Committee of the Board in late April and to the Board of Trustees for final approval in May.

## **8.4 Contractual Commitments**

Any contract that legally binds CCS or any of its employees to perform a service, pay a fee, or fulfill any other responsibility must be signed by either the Vice President for Administration and Finance or the President. Administrative staff may not sign contracts on behalf of CCS. In all matters that require an official signature on a contractual commitment the following steps shall apply in order for CCS to be legally responsible:

1. Administrative staff members may recommend contractual commitments to their department chairs or directors.
2. Department Directors may initiate and recommend contractual commitments within their area of responsibility to the Vice President for Administration and Finance.
3. The Provost and/or the Vice-President for Administration and Finance must review and approve all contractual commitments for official authorization.

4. The Vice-President for Administration and Finance will determine the necessity for the President's signature. In all cases, any contractual arrangements between CCS and another party will only be considered officially approved if signed by the Vice President for Administration and Finance and/or the President, or their designee.

## **8.5 Records Management**

Following established records management practices and participating in regular campus-wide record purges will save departments and offices valuable time and free up space, and save the college from unnecessary costs. Please refer to the guidelines in [Appendix H](#) when managing college records.

## **8.6 Emergency Weather Closing**

CCS's policy is to keep the school open during periods of inclement weather, if at all possible. We realize there are times when the College may remain open and you feel it is unsafe for you to attempt to come in. If this occurs, please call and leave a message for your supervisor as soon as possible. Administrative staff will be required to take Paid Time Off (PTO) for days they are unable to come in. In the event it is necessary to close due to severe weather conditions or any other emergency, the following procedures for notification are followed:

The decision to close or cancel Day Classes will be made by 6:00 a.m. and to cancel Evening Classes will be made by 2:00 p.m. Administrative staff may call 313-664-7400 after 7:00 a.m. or listen to local radio/TV stations for information. Closings and class cancellations will also be announced through Campus Emergency Alert Program, the College emergency notification system.

## **8.7 Identification Cards**

Identification cards are issued to all employees at the time of hire. You must display your ID card at all times while you are on campus and must present it when asked by Security personnel. ID cards are issued through the Campus Safety and Security Office, upon completion of new hire employment forms with the Human Resources Office. You are responsible for your ID card, and if you lose it, you will be required to pay a \$20 replacement fee.

## **8.8 Business Cards**

Business cards are provided for full-time employees with a legitimate business need. Part-time staff will be provided business cards with a legitimate need on a case-by-case basis. Business cards are ordered through the Director of Marketing and Communications. Titles and departments will be verified by the Human Resources Office.

## **8.9 Access to Buildings and Parking Areas**

If you need access to College buildings outside of posted hours, contact the CCS Ford Campus Security Office at 313-664-7444 or the Taubman Security Office at 313-664-1444. You must check in with the Security Office upon arrival and check out when departing. Your CCS ID must be presented to be admitted to the building.

Please refer to the Traffic and Parking Policies and Guidelines in [Appendix I](#).

## **8.10 Keys**

Keys for use on gates, doors, desks, file cabinets, vehicles and other CCS equipment are issued through the Facilities Department. They remain the property of CCS. If you are provided with a key, you are responsible for its safekeeping. You will be required to pay for the replacement of lost or stolen keys that have been assigned to you. If your job changes or you leave CCS, you must return all keys to the Director of Human Resources. You may not duplicate keys without authorization.

## **8.11 Children in the Workplace**

All College employees, including faculty, staff, and students, may occasionally experience the need to bring children to campus. The following guidelines are established to clarify the College's practice regarding such situations.

Employees who are responsible for the care of minor children are expected to arrange childcare away from the workplace and campus. The College does not condone bringing children into the workplace and on campus, except as provided below. The College accepts no responsibility for the actions of children on campus; the parents or custodians assume all such responsibility. Bringing children into the workplace and on campus creates a distraction, for the parent or custodian, for other employees and for students, impeding the performance of College duties. The immediate supervisor will counsel or notify employees who bring children to campus without proper authorization in advance.

### Exceptions

Employees may bring children to campus under the following conditions:

An employee is coming to campus for a short visit, or errand, of less than two (2) hours:

- delivering College-related work (forms, reports, grades, pay a bill, etc.)
- bringing a new baby to introduce to co-workers
- other casual, informal College business with co-workers
- CCS sponsored special events

Other conditions to bring children to campus will need approval from the immediate supervisor and director of Human Resources.



## **8.12 Purchasing Policy and Procedure**

All purchases over \$60 require a Purchase Requisition with the appropriate approvals. Purchases less than \$60 can be reimbursed through the Business Office petty cash fund, only with a valid receipt signed by the individual's supervisor. Purchase requisition forms can be found on Blackboard, Business Services, forms for faculty and staff. Purchase requisitions over \$1000 require approval by the Vice President for Administration and Finance. All capital purchases, regardless of the amount, require approval by the Vice President for Administration and Finance. Purchase requisitions should be accompanied by the appropriate backup documentation to support the purchase, such as a quote.

## **8.13 Smoke-Free Campus**

State and local laws prohibit smoking in all parts of College buildings. City ordinance prohibits smoking within 15 feet of any building entrance.

## **8.14 Travel and Entertainment ([Appendix J](#))**

## **8.15 Electronic Communications**

CCS continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including computers, e-mail, telephones, cell phones ([see Appendix K](#)), voice mail, fax machines, external electronic forums, wire services, on-line services, the Internet, and the World Wide Web.

CCS encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone associated with CCS must be aware that electronic media systems and services provided by CCS are the property of CCS and are for the purpose of facilitating and supporting CCS related business. CCS reserves the right to establish policies for the use of these media and services. Personal use should be kept to a minimum. The Electronic Communications Policy is contained in [Appendix L](#).

## **8.16 Social Media Policy**

The College for Creative Studies recognizes that social media sites, such as Facebook, LinkedIn, Twitter, YouTube, personal websites, and blogs, can be effective tools for exchanging information and raising visibility. Therefore, faculty and staff are encouraged to contribute content about CCS and their work. However, there are a number of guidelines employees are asked to follow when posting information about CCS on personal media sites, blogs or other forms of user-generated media. Please keep in mind the mission of CCS when unsure what or how to post. And understand that you are as much a representative of the College in your "virtual" world as you are in your "real" world. Social Media Policy guidelines are contained in [Appendix M](#).

## 8.17 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 form covering the trip. These forms may be obtained from the Office of Student Life, from the Business Office, or from the Department Administrator. Once completed, two copies of the liability waiver should be made; the original is kept in the department and the copy taken on the trip with the chaperone. Faculty are responsible for providing a digital version of all field trip release forms to their Department Administrator at least 24 hours before the scheduled field trip. Whether travelling locally, or long distance, transportation should be organized through a reputable carrier. If traveling by motor vehicle, it is preferable to hire a bus or van, with a properly licensed driver. In this case, the company providing the transportation must furnish proof of current insurance. It is permissible for faculty to use personal vehicles to transport students. However, faculty may not solicit students to transport other students. Properly licensed and insured faculty or staff, with clean driving records, may drive as long as students have signed the waiver forms. The driver will be reimbursed for actual mileage at the established reimbursement rate, which may be obtained from the Business Office.

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

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

## LIST OF APPENDICES

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- Appendix A:** TABLE OF ORGANIZATION (Section 2.2)
- Appendix B:** POLICY ON SEXUAL MISCONDUCT (TITLE IX) (Section 3.1.2)
- Appendix C:** ALCOHOL and OTHER DRUG ABUSE PREVENTION POLICY FOR STUDENTS, FACULTY and STAFF (Section 3.2)
- Appendix D:** SOCIAL SECURITY NUMBER PRIVACY POLICY (Section 3.4)
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- Appendix M:** SOCIAL MEDIA POLICY (Section 8.16)

## **Appendix A: TABLE OF ORGANIZATION**

**[Click here for Table of Organization](#)**

## **Appendix B: POLICY ON SEXUAL MISCONDUCT (TITLE IX)**

*Updated August 2017*

### **I. Policy Statement**

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law is strictly prohibited. This policy specifically addresses the prohibition of sexual misconduct, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, and dating violence. Sexual misconduct represents a serious breach of the College's commitment to fostering a positive educational and working environment. An individual who violates this policy may also be subject to criminal prosecution and civil litigation in addition to College disciplinary procedures. As described elsewhere in this annual security report (see "Sexual Assault/Dating Violence Awareness and Prevention Programs"), with the intent of ending sexual misconduct, the College conducts primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaigns for students and employees.

### **II. Scope**

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

### **III. Definitions**

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

There is no consent if a person is mentally or physically impaired such that he/she cannot understand the fact, nature, or extent of the sexual situation. This includes impairment due to alcohol consumption, drug consumption, or being asleep or unconscious.

For consent to be effective, it must be:

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

***Complainant/Accuser/Victim***- the party complaining of or the victim of sexual misconduct.

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

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

***Sexual Misconduct***- conduct prohibited by this policy, including sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual misconduct includes: sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, and domestic violence, and dating violence.

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

- rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim,
- fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity,
- incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law,
- statutory rape: sexual intercourse with a person who is under the statutory age of consent.

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

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

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

***Stalking*** - a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. A “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

***Dating Violence*** - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by the length, type and frequency of interaction. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

## **IV. Rights**

### *Rights of the Victim*

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

- The right to interim measures pending completion of an investigation.
- The right to investigation and appropriate resolution to all credible complaints of sexual misconduct.
- The right to request confidentiality and to understand the impact of a request for confidentiality on the investigative process.
- The right to not be discouraged by College officials from reporting sexual misconduct.
- The right to decide to notify proper law enforcement authorities, including Campus Safety and local police; to be assisted by College authorities in notifying law enforcement authorities if the victim so chooses; and to decline to notify such authorities.
- If a student or employee submits a Personal Protection Order (PPO) to Campus Safety, Campus Safety will notify Wayne State or Detroit Police if the PPO is violated.
- The right not to be retaliated against for filing a good faith complaint.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the alleged perpetrator committed the act.
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct within the bounds of what is legally permissible.
- The right to written notification about options for, available assistance in, and how to request changes in academic, living, transportation, and working situations or protective measures after an alleged incident of sexual misconduct. The College will make such accommodations or provide such protective measures if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement.\*
- The right to reasonably prompt time frames for completion of the complaint process (generally 60 days), recognizing this is influenced by the facts and circumstances.
- The right to attend any hearing including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings.
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to appeal the finding and sanction in accordance with this policy.
- The right to have an advisor or advocate of the victim's choice accompany and assist in throughout the process.
- The right to a campus judicial outcome based solely on the preponderance of evidence presented during the College judicial process.
- The right to not have any complaint of sexual assault mediated as opposed to adjudicated.\*
- The right to petition that any member of the judicial body be removed on the basis of demonstrated bias.
- The right to be informed of available resources for counseling, advocacy and support.
- Assurance that the College will take steps to prevent recurrence of any sexual misconduct and when appropriate, remedy the discriminatory effects on the victim and other students.



### *Rights of the Accused*

- The right to investigation or appropriate resolution to all credible complaints of sexual misconduct.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the alleged perpetrator committed the act.
- The right to a hearing including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to any information that will be used during informal or formal disciplinary meetings or hearings.
- The right to appeal the finding and sanction in accordance with this policy.
- The right to have an advisor or advocate accompany and assist throughout the process.\*
- The right to a campus judicial outcome based solely on a preponderance of the evidence presented during the College judicial process.
- The right to written notice of the outcome and sanction of the hearing.
- The right to petition that any member of the judicial body be removed on the basis of demonstrated bias.\*
- The right to be informed of counseling, advocacy and support.

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

### **V. Reporting**

All College community members are strongly encouraged to report incidents of sexual misconduct to the Title IX Coordinator or any of the reporting resources listed below, by phone, email, or in person. All College faculty and staff are required to report any accounts or instances of sexual misconduct that they become aware of to the Title IX Coordinator in either the Office of Student Affairs or in Human Resources.

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

A communication to the Title IX Coordinator or other reporting resource generally is not confidential, but to the extent possible, the College will only disclose information regarding incidents of sexual misconduct to individuals who are responsible for handling the College's response. When reporting an incident of sexual misconduct, a student/employee may request confidentiality, as described in section V.E of this document. In all cases, to the best of their

ability, the Title IX Coordinator will maintain as much confidentiality for both the victim and the accused during the investigation process as possible. Should a breach of confidentiality be required, it will be done following the procedure outlined in section V.G. of this document.

**Title IX Coordinator**

Michael Coleman  
Director of Student Life  
Student Ombudsman  
Office of Student Affairs 313-664-7676  
[mcoleman@collegeforcreativestudies.edu](mailto:mcoleman@collegeforcreativestudies.edu)

**Deputy Title IX Coordinator**

Raquel Diroff  
Assistant Human Resources Director  
Office of Human Resources 313-664-7651  
[rdiroff@collegeforcreativestudies.edu](mailto:rdiroff@collegeforcreativestudies.edu)

**Deputy Title IX Coordinator**

Sharon Procter  
Associate Provost for Faculty Affairs  
Office of Academic Affairs  
313-664-1487  
[sprocter@collegeforcreativestudies.edu](mailto:sprocter@collegeforcreativestudies.edu)

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

**On Campus Resources for Students**

|  |              |                       |
|--|--------------|-----------------------|
| Dean of Students                           | 313.664.7675 | M-F 8:30 am - 4:30 pm |
| Campus Safety                              | 313.664.7444 | 24 Hours              |
| Director of Student Life                   | 313.664.7676 | M-F 8:30 am - 4:30 pm |
| Director of Residence Life                 | 313.664.7678 | M-F 8:30 am - 4:30 pm |
| Director of Academic Advising/Registration | 313.664.7673 | M-F 8:30 am - 4:30 pm |

**On Campus Resources for Faculty/Staff**

|                                       |              |                       |
|---------------------------------------|--------------|-----------------------|
| Director of Human Resources           | 313.664.7650 | M-F 8:30 am - 4:30 pm |
| Assistant Human Resources Director    | 313.664.7651 | M-F 8:30 am - 4:30 pm |
| Campus Safety                         | 313.664.7444 | 24 Hours              |
| Associate Provost for Faculty Affairs | 313.664.1487 | M-F 8:30 am - 4:30 pm |

## **Off-Campus Resources for Students and Faculty/Staff**

Wayne State Police 313.577.2222 24 Hours

### **A. Amnesty**

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

### **B. Timely Reporting & Crisis Assistance**

The College supports and encourages anyone who has been subject to sexual misconduct to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, immediate police response.

However, anyone can report an incident of sexual misconduct at any time.

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

**Detroit Receiving Hospital, 4201 St. Antoine, Detroit MI 48202 Henry Ford Hospital, 2799 W. Grand Blvd, Detroit, MI 48202**

### **C. Medical-Legal Evidence Collection**

An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action, including a protective order.

### **D. Confidential Reporting Resources**

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

not report to the College, the College cannot investigate or take any disciplinary action against the perpetrator.

### **On-Campus Resources for Students**

Wellness Center Staff 313.664.7852 M-F 8:30 am - 4:30 pm  
Campus Nurse 313.664.7982 M, W, F 8:30 am - 12:30 pm

### **Off-Campus Resources for Students**

|                   |              |          |
|-------------------|--------------|----------|
| Turning Point     | 586.463.6990 | 24 Hours |
| Haven             | 248.334.1274 | 24 Hours |
| Wayne County SAFE | 313.964.9701 | 24 Hours |

### **Off-Campus Resources for Faculty/Staff**

|  |              |          |
|--|--------------|----------|
| Employee Assistance Program - Ulliance | 888.333.6269 | 24 Hours |
| Turning Point                          | 586.463.6990 | 24 Hours |
| Haven                                  | 248.334.1274 | 24 Hours |
| Wayne County SAFE                      | 313.964.9701 | 24 Hours |

## **E. Confidentiality Requests**

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

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

A request for confidentiality will be denied if:

- There is reason to believe that an ongoing threat to the College community would be allowed to continue by agreeing to hold the victim's identity confidential.
- An investigation would not be possible by holding the victim's identity confidential.
- The reporting individual is not the victim of the alleged sexual misconduct but is reporting a possible sexual misconduct incident. It may be possible to maintain the confidentiality of the reporter's name while still investigating the report.

If a confidentiality request is denied, disclosure of an incident of sexual misconduct will be as limited as possible and will reveal as little information about the individual as possible. The

individual will be informed by the College of what information may be disclosed once a confidentiality request is denied prior to information being disclosed.

### **F. Retaliation**

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

### **G. Reporting to Law Enforcement**

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

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

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

### **H. Parental/Legal Guardian/Partner Notification**

The College is committed to providing support to anyone involved in an incident of sexual misconduct. In some instances when there is a health or safety concern, the College may need to notify the parents, guardian, or partner of the individual involved in the incident. In making this determination, the College will consider the wishes of those involved, as well as their personal safety, and the safety of the campus community.

### **I. False Complaints**

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

## **J. Non-Student and Non-Employee Cases**

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

## **VI. Interim Measures and Other Services Available for Victims**

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

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

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

## **VII. Clery Act Obligations**

### **A. Campus Notification**

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

## **B. Campus Crime Reporting**

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

## **VIII. Investigation**

Once the College becomes aware of an incident of sexual misconduct, the College will initiate the investigation process. The College will utilize all relevant internal disciplinary and administrative processes, as well as external criminal and civil reporting mechanisms, deemed appropriate when information pertaining to sexual misconduct is reported. If a request for confidentiality has been made, the decision to maintain confidentiality will be made by the Title IX Coordinator or Deputy Title IX Coordinator in accordance with the standards in section V.G. If the request for confidentiality is able to be granted, the investigation will continue only to the extent possible while maintaining confidentiality.

If a person discloses an incident that meets the definition of sexual misconduct but does not personally define the incident as that, the College still has an obligation to investigate.

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

The complainant and the accused shall have the same opportunities to have others present during any institutional proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

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

### **A. Duty to Investigate**

When necessary to meet its commitment to provide an environment free of sexual misconduct, the College will investigate alleged incidents of sexual harassment or assault of which it becomes aware even if no formal complaint has been filed or the individual(s) involved is unwilling to pursue a complaint or cooperate in an investigation. If an employee becomes aware of specific and credible allegations of sexual harassment or assault, whether through a complainant or otherwise, the allegations should be reported promptly to either the

Title IX Coordinator or Deputy Title IX Coordinator. The duty to investigate will include addressing any request for confidentiality in accordance with section V.G. If it is deemed necessary by the Title IX Coordinator or Deputy Title IX Coordinator to breach confidentiality in order to maintain the environment free of sexual misconduct, the victim will be informed of the need to violate confidentiality prior to doing so.

## **B. Investigation Standard**

All incidents of sexual misconduct will be assessed using the preponderance of the evidence standard. The preponderance of the evidence standard means that the evidence must show that, more likely than not, sexual misconduct did occur and more likely than not, the alleged perpetrator committed the act.

## **C. Investigative Process**

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

1. Upon notification that a report of sexual misconduct has been made, a formal statement from the complainant will be collected. In the event the complainant requests confidentiality and declines to provide a formal statement, notes from either the reporting source or the Title IX Coordinator or Deputy Title IX Coordinator will serve as the source of information for the basis of the investigation.
2. Written notification will be promptly sent to the accused regarding the incident. This notification will also include a meeting date and time for the accused.
3. After meeting with both parties the Title IX Coordinator, or external investigator, will gather and review any additional information and documents it deems relevant including but not limited to student and personnel files, witness statements, law enforcement and investigation documents, additional statements from the complainant and the accused.
4. The Title IX Coordinator or external investigator will create a report of the investigation including recommended findings.
5. A draft of the investigation report will be provided to both the victim and the accused for review. Both parties have Five (5) business days to respond to the draft report with any information that they deem incorrect, incomplete, or if there is additional information that should be included.
6. The investigation report including recommended findings will be forwarded to the Review Board for final determination of the case.
7. Either party involved in the investigation may request a written update at any point from the Title IX Coordinator.



## **IX. Review Board**

### **A. Standard**

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

### **B. Informal Grievance Procedure**

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

### **C. Review Board**

The Review Board will make a final determination on the case based on the report prepared by either the Title IX Coordinator or external investigator. The Review Board will also determine sanctions to be imposed. The Review Board will be comprised of three members. If the accused is a student, the Review Board will be comprised of the Title IX Coordinator or Deputy Title IX Coordinator, Dean of Students, and Vice President for Enrollment and Student Services. If the accused is an employee, the Review Board will be comprised of the Deputy Title IX Coordinator or Title IX Coordinator, Director of Human Resources, and Vice President for Administration and Finance.

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

### **D. Review Board Process**

The Review Board will review the final investigation report to determine whether:

1. The investigation was conducted in a fair, impartial, and reliable manner;
2. The information is sufficient and supports the factual findings; and
3. There is a rational basis, applying the preponderance of evidence standard, for the recommended finding(s) of responsibility or no responsibility.

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

After the Review Board has concluded its review of the final investigative report and any additional information requested, the Review Board shall either affirm or reject the investigator's finding(s).

### **Review Board Rejection of Investigator’s Report, in Whole or in Part:**

The Review Board may:

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

### **Review Board’s Acceptance of Investigator’s Report:**

1. If the Review Board, in consultation with the Title IX Coordinator, determines that the investigator properly concluded that there is insufficient information to find, by a preponderance of the evidence, that a policy violation occurred, the Review Board will affirm the finding of no responsibility.
2. If the Review Board, in consultation with the Title IX Coordinator, determines that the investigator properly concluded that there is sufficient information to find, by a preponderance of the evidence, that a policy violation occurred, the Review Board will consider the imposition of a sanction designed to eliminate the misconduct, prevent its reoccurrence, and remedy its effects. Sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

### **E. Notice of Outcome**

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

### **F. Sanctions/Remedies**

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

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

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

## **X. Appeals**

### **A. Procedure**

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

1. Both the complainant and the accused are entitled to appeal the decision based on the Review Board.
2. An appeal must be filed, in writing, within 5 business days of the written Notification of Outcome. The appeal should be turned in to the Title IX Coordinator.
3. The College leadership team (President, Provost and V.P. of Academic Affairs, V.P. of Enrollment and Student Services, V.P. of Administration and Finance, and V.P. of Institutional Advancement) will serve as the Appeal Body for all sexual misconduct hearings. If either the accused or the victim are employees, the member of the leadership team from that employees division of the College will recuse themselves from the appeal process. A member of the leadership team may also recuse themselves if a relationship with a student involved in the hearing would compromise the impartiality of the appeal. Any party may raise issues of conflicts of interest with regard to the Appeal Body. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify Appeal Body member absent a demonstrated bias.
4. The Appeal Body will first determine whether the appeal meets the grounds for appeal outlined in section X.B. If the appeal is not based on a proper ground for appeal, it may be rejected.
5. If the appeal satisfies the grounds for appeal, the Appeal Body will make a finding on the appeal within 15 days of the appeal being filed. The complainant and the accused will be notified simultaneously and in writing of any change to the findings and when such results become final.
6. If the appeal does not satisfy the grounds for appeal, the Appeal Body will notify all parties within 10 days of the appeal filing that the appeal will not be reviewed.
7. All decisions by the Appeal Body are final.
- 8.

### **B. Grounds for Appeal**

1. New evidence not available at the time of the investigation.
2. Decision by Review Board was unreasonable. There must be specific reasons shown why the Board's decision was unreasonable, i.e. - the Review Board considered improper evidence, made their decision based on improper criteria or using irrelevant facts.
3. Procedural irregularities that substantially affected the outcome of the investigation or Review Board to the detriment of the complainant or accused.

### **C. Time Frame**

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

## **Appendix C: ALCOHOL and OTHER DRUG ABUSE PREVENTION POLICY FOR STUDENTS, FACULTY and STAFF**

*Updated: February 2016*

### **Introduction**

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

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

### **Scope**

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

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

### **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* includes 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.

### **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, faculty 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 Office of Institutional Advancement or Executive Office.

#### Drug/Controlled Substance

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

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

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

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

- Students, employees and campus guests, **regardless of age**, are expected to refrain from the possession, consumption or transportation of alcoholic beverages on campus. (see details and exceptions described in the above section)
- 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

## Health Risks

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

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

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

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

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

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

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

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

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

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

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

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

*Abuse:* <http://www.drugabuse.gov/>

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

#### *Contact Information*

Human Resources – 313-664-7652

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

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

Blue Care Network – 800-662-6667

#### Community Resources

Narcotics Anonymous - [www.na.org](http://www.na.org)

Alcoholics Anonymous - [www.aa.org](http://www.aa.org)

Al-anon - [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 - [www.drugfreedetroit.org](http://www.drugfreedetroit.org)

#### **CCS Sanctions**

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

#### Students

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

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

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

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

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

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

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

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

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

### Employees

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

### **External Sanctions**

#### Federal Law

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

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

A full description of federal sanctions for drug felonies can be found at: <http://www.justice.gov/dea/druginfo/ftp3.shtml>. 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 at .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 suspension of driving privileges in the State of Michigan.

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

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

- A minor (under the age of 21) who, after consuming alcohol, voluntarily presents himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
- 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 Law Governing Medical Marijuana:** The Michigan Medical Marijuana Act (MMMA) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. CCS receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus the use, possession or cultivation of marijuana in any form and for any purpose continues to violate the CCS Alcohol and Drug Policy and is prohibited.



**State of Michigan Legal Sanctions for Illegal Use, Possession and/or Delivery of Controlled Substances  
(Act No. 368 of the Public Acts of 1978)**

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

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

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

Hallucinogens:

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

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

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

Marijuana:

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

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

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

Other Controlled Substances:

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

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

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

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

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

Minor Possessing or Transporting in Motor Vehicle:

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

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

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

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

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

Open Alcohol in Vehicles on Highways:

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

Purchase, Possession or Consumption by Minor:

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

Selling Without a License:

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

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 year revoked license. If death caused, offense becomes a felony.

**Employee Reporting Requirement**

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

**Distribution of Policy**

A copy of this Policy statement will be distributed to all faculty, staff and students annually via email at the beginning of fall semester.

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

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

**For More Information**

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

## **Appendix D: SOCIAL SECURITY NUMBER PRIVACY**

The College for Creative Studies, in order to properly secure and protect employee Social Security number/identification information, holds all employees that use or have access to any employee's Social Security number and information to the highest degree of confidentiality.

In addition to the College's normal security and confidentiality policy/practices, employees are prohibited from accessing, viewing or using other employees' Social Security information. No employee is permitted to access or use Social Security numbers without express permission of the College.

Only authorized personnel may access records and documents, both internal and external, that contain employee Social Security number and identification information.

Any employee who accesses Social Security data without authorization, or for illegal purposes, shall be disciplined up to and including termination and, if illegal intent is determined, referred to authorities for possible criminal prosecution.

All documents and records containing Social Security numbers and information will be kept in a secure environment with need to know access by authorized personnel only. When necessary, documents containing this and other confidential information will be properly destroyed through shredding or other means before disposal.

Any questions regarding Social Security number privacy and security should be directed to the Director of Human Resources for further information.

## **Appendix E: FAMILY AND MEDICAL LEAVE POLICY**

### **Purpose**

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

### **The Leave Policy**

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

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

A leave year is defined as the rolling 12-month period measured backward from the date you first took FMLA leave. During FMLA leave, you will be entitled to group health benefits as if you were still working. Upon completion of FMLA leave, you will be restored to your same or equivalent job with the same pay, benefits and conditions of employment. After 12 weeks, the FMLA provisions regarding job restoration do not apply. If your leave exceeds 12 weeks, your right to job restoration and/or benefits, if any, will be determined by CCS's existing policies. Please note that CCS's short-term and long-term disability plans are income protection plans for eligible employees and do not guarantee a job, or any particular job, following an absence.

### **Reasons For Leave**

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

- (1) the birth of a son or daughter and in order to care for such child;
- (2) the placement of a child with you for adoption or foster care;
- (3) to care for your spouse, child or parent ("covered relation") with a serious health condition; or
- (4) because your own serious health condition renders you unable to perform the essential functions of your position.
- (5) because of a "qualifying exigency" arising out of active duty or a call to covered active duty of a covered relation in the Armed Forces or:

- (6) to care for a covered relation or next of kin who is a covered service member and has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces, including the National Guard or Reserves.

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

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

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

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

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

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

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

preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, a serious injury or illness means that qualifying injury or illness that was incurred in the line of duty on active duty or existed before the beginning of active duty and was aggravated by service in the line of duty and that manifested itself before or after the member became a veteran.

### **Use of Paid Leave**

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

### **Notice of Leave**

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

### **Medical and Family Certificates**

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

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

Notice: The Genetic Information nondiscrimination act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to requests for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

If you take an FMLA leave due to your own or a covered relation's serious health condition, CCS will require you to provide medical re-certifications, at reasonable intervals during your leave, generally not more than every 30 days. While on an FMLA leave, you must periodically report on your status and intent to return to work. If the circumstances precipitating the need for an FMLA leave change while you are on leave, you

must promptly notify the Human Resources office in writing of those changes, generally within two (2) business days.

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

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

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

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

If you do not return to work at the end of the leave period, you will be required to reimburse CCS for its share of the premiums paid for maintaining your group health benefits during any unpaid leave, unless you cannot return to work due to a serious health condition or other circumstances beyond your control.

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

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

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

### **Special FMLA Rules Applicable to Instructional Employees**

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

### **Additional Information**

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the existence of any right provided under the FMLA or discharge or discriminate against any person for opposing any practice made

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

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



## Appendix F: SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

The standards of Satisfactory Academic Progress (SAP) measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement, a Course Completion Rate requirement, and a Maximum Timeframe requirement. The standards apply to all federal and state financial aid programs administered by the College's Office of Financial Aid.

SAP is evaluated at the end of each term (Fall, Winter, and Summer). Federal regulations require the College to evaluate all students for SAP regardless of whether or not they receive financial aid. SAP is evaluated based on the student's cumulative academic record.

Students who do not meet SAP standards will be placed on academic warning for one semester. Students are eligible to receive financial aid during the academic warning semester. If at the end of that semester both markers of SAP have not been achieved the student will be suspended and any future financial aid disbursements terminated.

### GRADE POINT AVERAGE (GPA)

At the end of each semester, a student's cumulative grade point average is calculated. He or she must have a minimum cumulative grade point average of 2.0 to achieve SAP.

If a student has less than a cumulative 2.0 GPA, he or she is placed on academic warning for a period of one semester. If the student fails to achieve a 2.0 cumulative grade point average at the end of the academic warning semester, or is placed on academic warning for any other reason, he or she is suspended from the College. During the academic warning semester, a student can receive financial aid.

### GRADE POINT AVERAGE (GPA) REQUIREMENT FOR ART EDUCATION MAJORS

In the Art Education program it is the student's responsibility to maintain a cumulative grade point average of 2.50. Additionally, teacher candidates must maintain a cumulative grade point average of 2.70 in Art Education courses. Only grades of "C" or better will be accepted in required art education courses. If a student receives a grade of "C-" or below they must retake the course to obtain a grade of "C" or better. The higher grade is always recorded. The Student Success Center is available for all students seeking assistance with any course content.

### REQUIRED COURSE COMPLETION RATE

Required course completion rate also determines SAP. Students must complete their academic program within 150% of the published length of the program. To meet this requirement, students must successfully complete, with a grade of D- or better, at least two-thirds of attempted cumulative credit hours. Examples are as follows:

| Credits Attempted | Must Complete |
|-------------------|---------------|
| 6                 | 4             |
| 12                | 8             |
| 15                | 10            |
| 18                | 12            |
| 66                | 44            |
| 100               | 67            |
| 126               | 84            |

### MAXIMUM TIMEFRAME (MTF)

Federal regulations require that a student must complete his or her educational program within a Maximum Timeframe (MTF) no longer than 150% of the published length of the educational program measured in academic years, terms or credit hours attempted.

#### Example: Undergraduate Student

If an undergraduate student is enrolled in an academic program that requires 127 credit hours for graduation, he or she would be allowed a maximum of 191 ( $127 \times 150\%$ ) attempted credits in order to obtain his/her degree.

#### Example: Undergraduate Art Education Student

If an undergraduate Art Education student is enrolled in an academic program that requires 148 credit hours for graduation, he or she would be allowed a maximum of 222 ( $148 \times 150\%$ ) attempted credits in order to obtain his/her degree.

### TRANSFER CREDITS

Courses that are transferred from another institution and accepted toward an academic degree program at the College (at the time of SAP Review) count as attempted and completed hours for Completion Rate and Maximum Timeframe (MTF). The GPA is determined only with courses taken in residence at the College.

### GRADE CHANGES

Students who have a grade change or incomplete grade changed after SAP has already been process for any semester must notify Academic Advising and Registration of the change. At that time SAP will be recalculated to determine if the SAP status needs to be modified and the Office of Academic Advising and Registration will notify the Office of Financial Aid.

### CHANGE OF MAJOR/DEGREE

If a student decides to change majors, all classes already taken will count in the maximum timeframe SAP evaluation. It is possible a change of major could impact your SAP standing.

### SECOND DEGREE

If you are obtaining a second degree, you will need to have a degree audit performed to determine your new SAP standing. This will allow Financial Aid to create a new Maximum Timeframe.

### GRADES

Successful completion of attempted courses is required for SAP. Therefore, grades of A through D- are acceptable unless otherwise specified. Courses for which these grades are received will be used to establish your cumulative Grade Point Average (GPA) and Course Completion Rate.

Grades of F (failing), I (incomplete), W or WN (withdraw) are not acceptable. Courses for which these grades are received will not be counted as a successfully completed course, thus also lowering your Course Completion Rate and cumulative GPA.

### DROPPING CLASSES (after the Add/Drop period)

Courses for which a student is enrolled at the conclusion of the Add/Drop period will be used to determine attempted courses for the Course Completion Rate. Therefore, if it is necessary to adjust one's class schedule, it is best to do so during the Add/Drop period of the semester. Courses that are dropped after conclusion of the Add/Drop period will show a recorded grade of W or WN. This will be counted as an unsuccessfully completed course, thus lowering your completion rate.

## COMPLETE WITHDRAWALS

When a withdrawal occurs (cancellation of all courses for which a student was enrolled at conclusion of the Add/Drop period of a semester), there are no successfully completed courses for the semester. This will lower your Course Completion Rate and can result in suspension and/or loss of financial aid eligibility if you already had a low course completion rate or there are consecutive withdrawals over a number of semesters.

See the Complete/Unofficial Withdrawals and Financial Aid section of the catalog for information on how financial aid is calculated for withdrawals.

## REPEATED COURSES

When a successfully completed course is repeated, the previous enrollment is deducted from the calculation of successfully completed courses; therefore, this will lower your Course Completion Rate. Only the last grade received is counted in the cumulative GPA.

Per the Federal Student Aid handbook, students may repeat a course as many times as necessary to receive a passing grade and receive federal funding for that course. The federal definition of a passing grade is anything above an F.

Once the student has taken the course and received a grade above failing (anything above an F), the student may repeat the course only one additional time to try to earn a higher grade and receive federal financial aid funds. Any subsequent repeats of that course cannot be covered by federal financial aid funds. CCS does have some required courses that require at least a C grade per College policy. The College policy does not affect federal eligibility, so the student may still only retake this course one after receiving a grade above an F and receive federal funding.

EXAMPLE: A student has taken a course requiring a C grade and received above an F but less than a C. The student takes the course a second time but again earns less than a C. The student must continue to retake the course to pass it per CCS policy but is no longer eligible for federal financial aid for that course. If the student subsequently enrolls for 12 credits, including the course they are having to repeat, only 9 of those credits are eligible for federal financial aid. Institutional aid is not affected and can still be processed at the full-time amount. Students who are enrolled for 15 credits are not affected since they will still have 12 eligible credits and would still be considered full-time.

## FAILURE TO MEET SAP

If a student fails to meet the 2.0 cumulative GPA requirement or does not complete two-thirds of the cumulative credit hours attempted to date, he or she will be placed on academic warning for a period of one semester. If the student fails to raise the GPA to 2.0 or the completion rate to two-thirds at the end of the academic warning semester, or is placed on academic warning for any other reason, he or she is suspended from the College. During the academic warning semester, a student can receive financial aid.

## ACADEMIC WARNING POLICY

Students who fail to (1) meet the 2.0 cumulative grade point average requirement or (2) meet the course completion requirement, are placed on academic warning for one semester. Students on academic warning will be restricted to 12 credit hours of course load and will be required to follow an academic success plan. Students who do not exit academic warning status at the end of the subsequent semester will be suspended.

## APPEAL PROCESS

Students suspended from the College may apply for readmission by following the policy for Readmission After Academic Suspension. For more information on how financial aid eligibility is affected by academic warning and suspension, visit the financial aid section of the catalog.

#### APPEAL APPROVED

A student who appeals the status of suspension and whose appeal is granted will be placed on Continued Academic Warning (Financial Aid Probation). This status is limited to one semester only. At the end of that semester, a student on Continued Academic Warning (Financial Aid Probation) will have his/her academic progress reviewed and must be meeting the SAP standards. If a student fails to meet these standards, the student loses financial aid eligibility and is returned to the status of suspension.

#### RE-ESTABLISHING SAP

If an appeal is denied, a student may regain eligibility by successfully completing 12 credit hours with grades of "C" or higher. These credits may be completed at CCS or at another institution and must be documented on an official transcript. If a student decides to enroll at another institution to complete the 12 credits, it is suggested that the student consult with his/her academic advisor.

## **Appendix G: INTELLECTUAL PROPERTY POLICY**

### **Policy Goals**

The College for Creative Studies (“the College” or “CCS”) is committed to nurturing students’ creative and intellectual abilities. This is best done in an environment that encourages exploration and experimentation and in which artistic and academic freedom are respected and protected. As artists, designers, writers, and scholars, the College’s faculty and students continually produce creative works in the course of their academic activities. These works constitute Intellectual Property (“IP”). It is important that the rights to ownership and use of this Intellectual Property are understood by all members of the CCS community and by those members of the public who support their work. This policy explains those rights. It proceeds from the basic principles that the College’s primary responsibility is the education of its students and not the commercialization of their work, and that creators should in general retain intellectual property rights in their works subject to reasonable use rights held by various members of the CCS community. The policy is intended to promote innovation and excellence in educational and artistic pursuits, to encourage the best educational experiences for students, to allow faculty and students to reap the benefits of their own creativity, and to enable the College to celebrate the work of its faculty and students in order to promote the College to its varied constituencies.

### **Policy Overview**

This policy covers work created at or in connection with CCS and sets forth the intellectual property rights of faculty, students, staff, and CCS in that work. It describes the categories of works subject to the policy and specifies the ownership and usage rights for each of those categories. This policy also describes when and how the ownership and usage rights applying to a particular work may be changed, typically by mutual agreement of the relevant parties.

### **Categories of Works**

Several categories of Works that may be subject to Intellectual Property Rights are covered by this policy. “Works” refers to all designs, works of authorship, works of art, literary works, writings, student theses, inventions, software, discoveries, and other work products that may be subject to Intellectual Property Rights. The categories include the following:

- “Scholarly and Artistic Works”—Works created by faculty or students in the scope of their respective employment or student status at the College, including instructional materials produced by faculty for use in the course of classroom and studio activities, Works of art or scholarship produced by faculty or students in the course of classroom and studio activities, and other Works created using more than a minimal amount of CCS facilities or equipment.
- “Sponsored Works”—Works created by faculty or students with the sponsorship or special support of a Sponsor pursuant to a written sponsorship agreement.
- “Commissioned Works”—Works created by faculty or students at the specific request of CCS and not in the course of their individual scholarly, academic, and artistic pursuits, including materials created for use in or as CCS publications and promotional materials, logos, graphic or other designs, commemorative items, and the like.
- “Administrative Works”—Works created by faculty in the course and scope of their employment other than Scholarly and Artistic Works, Sponsored Works, and Commissioned Works, including evaluations of student work, correspondence and memos, materials prepared in connection with work

on CCS committees, materials created for use in CCS bulletins, brochures, and catalogs, and the like; and Works created by staff (including student employees) in the course and scope of their employment.

- “Non-Covered Works”—Works created by faculty, staff, or students outside the scope of their employment or student status at the College using minimal or no CCS facilities or equipment, without the sponsorship or support of a Sponsor, and not created at the request of CCS.

## **General Rules on Intellectual Property Ownership and Usage**

The following explains who owns the intellectual property rights in the Works described above:

- Faculty own the IP Rights in their own Scholarly and Artistic Works.
- Students own the IP Rights in their own Scholarly and Artistic Works. However, in a case where the College provides resources in the development of a Work that go beyond what the College typically provides to students in their daily academic activities, the College may share in the ownership of the IP Rights in that Work.
- Ownership of IP Rights in Sponsored Works is determined by a written agreement between the College and the Sponsor. Sponsored Projects are accepted in CCS classes only when they provide educational value and are approved by the course instructor and department chair. In cases where the College agrees to transfer to or share with a Sponsor the ownership of the IP Rights in a Sponsored Work or Works produced by students, the College will inform students of this agreement prior to the commencement of the Sponsored Project and will obtain their informed consent to the terms of the agreement. If a student is unwilling to relinquish his/her IP Rights, the College will find an equivalent class in which the student can enroll. Students should never be coerced into taking a class with a Sponsored Project or relinquishing their IP Rights. Regardless of who owns the IP Rights in Sponsored Works, students must be permitted to include the Work products in their portfolios for purposes of self-promotion, subject to certain limitations in Sponsorship agreements, such as removing company logos.
- CCS owns all Intellectual Property Rights in all Commissioned Works and all Administrative Works.
- CCS does not claim any ownership or use rights in Non-Covered Works.

## **Use Rights**

Although the IP Rights in a Work may be owned by an individual, a Sponsor, or the College under this policy, others may have the right to make use of that Work or the IP rights to it. These rights are called “Use Rights” and are as follows:

- Faculty and Students have the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work, and for purposes of exhibition.
- Faculty also have the right to make photographic or similar representational reproductions of their students’ Works; and to distribute, display, perform, and otherwise use those reproductions for noncommercial educational and scholarly purposes and as examples of their students’ work.

- CCS has the right to make, distribute, display, perform, and otherwise use photographic or similar representational reproductions of faculty and student Works for noncommercial purposes of education, scholarship, exhibition, accreditation, development, alumni relations, promotion, and the like; as examples of faculty and student work; and for inclusion in CCS's permanent collection and archives.
- A Sponsor has the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, Works for commercial and non-commercial purposes pursuant to the terms of a written sponsorship agreement.

### **Modification of the General Rules With Respect to Particular Works**

It is anticipated that members of the CCS community may on occasion wish to modify the General Rules of this Policy with respect to specific Works, particularly in cases involving Sponsored Works. Such modification is allowed if all of the parties having an ownership interest in the Work under the applicable General Rules agree in writing to the desired modification. The burden of seeking and obtaining such written agreement is on the party seeking the modification. If all of the parties having rights in the Work under the applicable General Rules are unable to reach a written agreement, then the allocation of ownership and usage rights in the Work provided by the relevant General Rule will remain in effect.

### **Patent Policy**

In a case where the College shares in the ownership of the IP Rights in a student's Work, the College may, from time to time, at its own initiative or upon request, elect to pursue the registration of a patent on the Work in one or more jurisdictions, and shall do so entirely at CCS's cost; no creators of a Work shall be charged or assessed any fees or cost in connection with that registration. In furtherance of this policy, the creator(s) of the Work may be required to execute formal paperwork relating to the registration process, and CCS shall be responsible for the costs associated with execution. CCS will share with the creator(s) of the Work any monetary proceeds that are derived from the patented Work, according to an agreement that the College will reach with the creators, prior to filing the patent application. Any third parties interested in licensing a Work for commercialization should consult the Senior Director for Corporate Relations in the Office of Institutional Advancement.

### **Procedures**

This policy will be administered by the Office of the Provost. The Provost will establish procedures to be adopted by CCS to ensure compliance with this policy, including a procedure for considering in a timely manner any questions, objections, complaints, or other challenges arising from or relating to this policy. We welcome any questions or concerns that you may have concerning this policy or its application.

This policy is complete and effective as of the date set out above, and may be amended from time to time by the Provost in consultation with the faculty and with the approval of the President and Board of Trustees. This policy and all amendments thereto will be published on and made available through the CCS Blackboard website. Amendments will be effective as of their date of publication.

## Appendix H: RECORDS MANAGEMENT POLICY

The term “retention period” refers to the minimum length of time that a record must be kept either by institutional policy, local, state, or federal laws. Each department is responsible for keeping a record series as stated by policy. **An exception to this occurs when the record series is required for or involved in litigation, criminal or civil investigation, audit, or is needed for ongoing administrative purposes. In this instance, these records should never be destroyed unless the ability to reconstruct them in legally acceptable form is preserved.**

“Record” or “records” means a document, paper, letter, or writing, including documents, books, letters or writings prepared by handwriting, typewriting, printing, or photocopying; or a photograph, film, map, magnetic or paper tape, microform, magnetic or punch card, disc, sound or video recording, electronic data processing material, or other recording medium, or combination thereof, regardless of physical form or characteristics.

### **Records are classified in five categories:**

1. **Vital**-essential for the re-creation of the business immediately after a fire. Should be housed in fireproof containers. (Property deeds, leases, contracts, copyrights)
2. **Important**-records which could be replaced but at considerable expense. Should be housed in fireproof containers. (Financial documents, inventory, tax records)
3. **Useful**-records which can be readily replaced but at some inconvenience. May be housed in uninsulated steel filing cabinets. (Correspondence & reports)
4. **Nonessential**-records that have outlived their usefulness. They should be destroyed to save space and reduce the hazard of fire. (Internal memos, correspondence when their purpose is accomplished)
5. **Historical**-any artifacts relating to the history of the institution. (Letters, purchase papers, articles, pictures)

Several different retention period designations are used in record retention and disposition schedules:

1. **Permanent** indicates the record will be kept indefinitely or at least 100 years. This designation is given to all records determined to have historical value. (Artifacts relating to the history, development, physical growth of institution; organizational charts, programs, art, newspaper articles) Historical items should be transferred to a university archives.
2. **Until Superseded** is assigned to records routinely updated or revised and where previous versions have no continuing value.
3. **Until Obsolete** are records that become valueless on a non-routine basis. Specific time retention periods are based upon usage factors and legal requirements, such as audits.

**Permanent records** kept in paper form should be stored in a lockable fireproof file cabinet and there should be a back-up copy on another medium for security.

**Confidential records**, when being discarded, should be placed in the Shred-it collection boxes. These papers are shredded on-campus every month and we are provided with a “Certificate of Destruction” upon completion. This certificate is kept on file in the Vice President for Finance/Administration office.

**Boxes sent to storage**-should have the following information listed on the outside: Department name, contents and dates, destroy date (if any), or permanent retention. All departments should keep a list of the box contents and dates, retention period or destroy date. Facilities will eliminate outdated materials, showing a destroy date, on a yearly basis.



**Retrieval or storage of records**-complete a “Maintenance Service Request” form and send to Facilities for scheduling.

## **RETENTION AND DISPOSITION SCHEDULES**

### **PRESIDENT OFFICE**

Schedule Number: 100.01

Title: **Accreditation Reports**

**Disposition:** Permanent (Retain one copy in office permanently. Send originals to the archives annually.)

**Description:** Reports and supporting documentation

Schedule Number: 100.02

Title: **Board and other governing committees**

**Disposition:** Permanent (Retain one copy in office permanently. Send originals to the archives annually.) (MACPA)

**Description:** Minutes, agendas, correspondence and reports for all official meetings.

Schedule Number: 100.03

Title: **Bylaws and Amendments**

**Disposition:** Permanent (Retain one copy in office permanently. Send originals to the archives annually.) (MACPA)

**Description:** Correspondence and legal papers

Schedule Number: 100.04

Title: **Reorganization records**

**Disposition:** Permanent (Retain one copy in office permanently. Send originals to the archives annually.)

**Description:** Name changes, organization charts detailing historic changes in the structure., IMD

Schedule Number: 100.05

Title: **Correspondence**

**Disposition:** 2 years or as long as it is active, then destroy.

**Description:** Letters and reports

## INSTITUTIONAL ADVANCEMENT

Schedule Number: 200.01

Title: **Individual giving records**

**Disposition:** 5-7 years after financial report is submitted and account is closed. Final Reports are permanent retention. (1993-95 records in office)

**Description:** Corporation, individuals, wills and bequests, trusts and endowments. Draft proposals, suggested revisions and final proposals, supporting statistics, agreements, related documents and correspondence.

Schedule Number: 200.02

Title: **Fund-Raising Records**

**Disposition:** 6 years for record copy, other copies until superseded.

**Description:** Requests for fund-raising; individual benefactors and prospective donors files; public relations records; event planning and arrangement records; gift history reports; background on previous donations; pledges; and related documentation and correspondence.

Schedule Number: 200.03

Title: **Fundraising Events and Photographs**

**Disposition:** Permanent (Move older to archives)

**Description:** Wine Auction photographs, Student Exhibition photographs, newspaper articles pertaining to events.

Schedule Number: 200.04

Title: **Publication Records**

**Disposition:** Permanent for final publications. 5 years for all other records (Retain one copy in office permanently, send two copies to archives annually)

**Description:** Catalogs, books, newsletters, handbooks & yearbooks, university directories, brochures, pamphlets, guidebooks, programs and flyers.

Schedule Number: 200.05

Title: **Miscellaneous Photographs**

**Disposition:** Permanent

**Description:** Winemaker reception, Festival of the Arts, commencement, ground breaking, corporate sponsored events, classroom shots, alumni, Master Plan progress photos, auto show, holiday events

Schedule Number: 200.06

Title: **Annual Report or Periodic report**

**Disposition:** Permanent (1996-current, in office) Retain 2 copies in office, send 2 copies to archives.

**Description:** Annual Report or other support documents for annual/summary reports.

Schedule Number: 200.07

Title: **Alumni Records**

**Disposition:** Permanent

**Description:** Alumni location lists, employer names and addresses, and positions; minutes, by-laws and directories of clubs; files for individual alumni; degree recipient lists; outstanding alumni lists; student leader memoranda; alumni awards; and related correspondence concerning alumni. *Allows to track alumni; monitor their achievements, activities, and recognition; to create statistics; reply to information requests; and provide information on the accomplishments of previous students.*

Schedule Number: 200:08

Title: **Grants and Contract files (OMB circular A-110)**

**Disposition:** Three years following final expenditure report or longer if there is a dispute or claim made involving a grant.

**Description:** Applications and budgets, working papers, award notices, confirmation and delivery receipts, financial documents, final reports, close out reports, related documentation, correspondence, and revisions.

Schedule Number: 200.09

Title: **Official Correspondence**

**Disposition:** 2 years or as long as it is active, then transfer to archives for permanent retention.

Description: **Communication that documents the planning, implementation, and evaluation of the major activities, functions, and projects. This communication has historical, long-term value.**

## ADMINISTRATION/FINANCE

Schedule Number: 300.01

Title: **Annual Financial Reports, Management Report, Federal Awards (Audited)**

**Disposition:** Permanent (Retain 10-15 copies of most recent year, 5 copies of previous 5 years. Send older to storage.) (MACPA)

**Description:** Bound/audited version, correspondence regarding audit

Schedule Number: 300.02

Title: **Company Agreements/Contracts**

**Disposition:** Permanent (Retain current agreements in office. Expired agreements/contract shred 7 years after expiration.) (Major-permanent; minor-life + 4 years. MACPA)

**Description:** Computer, pension, sponsorships, contractors, and telephone.

Schedule Number: 300.03

Title: CCS Bond

**Disposition:** Permanent

**Description:** Yearly compliance reports, correspondence, mailing list

Schedule Number: 300.04

Title: Legal Statements

**Disposition:** Seven years, then shred (Two years kept in office, others storage area)

**Description:** Monthly billings for professional services

Schedule Number: 300.05

Title: CCS Business Documents

**Disposition:** Permanent

**Description:** Copies of tax-exempt letter, corporate name and ID information

Schedule Number: 300.06

**Title:** Blusteins bound (blue) reports

**Disposition:** One year in office, 5 years in storage area, (shred all but 1 copy of each date)

**Description:** Quarterly investment reports

Schedule Number: 300.07

**Title:** Administration/Finance Correspondence

**Disposition:** Three years, then shred

**Description:** Letters pertaining to student housing, tuition appeals, other misc. correspondence

Schedule Number: 300.08

**Title:** American Express Quarterly Reports

**Disposition:**

**Description:** Spending analysis of all AE card holders charges for a specific quarter

Schedule Number: 300.09

**Title:** Old Software (disks or CD's)

**Disposition:** Dispose in accordance with software license requirements. (Destroy, Damage or bulk formatting/erasing program media and discard in a separate location from manuals).

**Description:** Software no longer used or licensed. Keep inventory of serial numbers, dates of purchase, dates of destruction, and means of destruction.



## **BUSINESS OFFICE**

Schedule Number: 310.01

Title: **Accounts Payable/Receivables**

**Disposition:** 7 years (Retain current and past year in office, send previous years to storage. After 7 years, then shred.) (MACPA)

**Description:** Cash reports, month-end reports, year-end reports (permanent retention), bank reconciliation.

Schedule Number: 310.02

Title: **Purchase Orders**

**Disposition:** 7 years (Retain current and past year in office. Send previous years to storage. After 7 years, then shred.) (MACPA)

**Description:** Purchase requisitions submitted by departments, original PO used for materials

Schedule Number: 310.03

Title: **Fixed Assets**

**Disposition:** Permanent (MACPA)

**Description:** Furniture, Equipment, computers, fax machines, copier machines

Schedule Number: 310.04

Title: **Internal Revenue Tax Returns**

**Disposition:** Permanent (MACPA)

**Description:**

Schedule Number: 310.05

Title: **Cancelled Checks**

**Disposition:** 7 years (MACPA)

**Description:** Relating to expenditures

Schedule Number: 310.06

Title: **Official budget and revisions**

**Disposition:** 7 years (then shred)

**Description:** Approved budget, draft worksheets

Schedule Number: 310.07

Title: **Bookstore**

**Disposition:** Varies

**Description:** Textbook adoption list-keep 3 years, price list-keep indefinitely-always updated

Schedule Number: 310.08

Title: **Depreciation Schedules**

**Disposition:** Permanent (MACPA)

**Description:**

Schedule Number: 310.9

Title: **Expense Records**

**Disposition:** 7 years (MACPA)

**Description:** Travel & Expense reports, American Express

## INFORMATION TECHNOLOGY SERVICES

Schedule Number: 320.01

**Title:** Software licensing agreements

**Disposition:** Keep until 6 years after expiration

**Description:** List of software currently supported, terms of licenses, authorized user numbers, and location of software.

Schedule Number: 320.02

**Title:** Old manuals for software

**Disposition:** Recycle or destroy manuals when no longer used

**Description:** Manuals and other paper material

Schedule Number: 320.03

**Title:** Electronic Mail

**Disposition:** Delete emails after period indicated below.

**Description:** Any email that contains information in the scope of the business record: Administrative correspondence (4 years retention); Fiscal correspondence (4 yrs.); General Correspondence (1 yr.).

### Schedule Number: 320.04

**Title:** Information Technology Resources

**Disposition:** Violators are subject to CCS discipline procedures.

**Description:** Databases, cameras, televisions, video cassette recorders, telephones, all video & data recording and playback systems, internet & web. **Computer Systems:** Hardware, disk drives, printers, scanners, software applications, network.

## FACILITIES/MAINTENANCE

Schedule Number: 330.01

Title: **Construction contracts/agreements**

**Disposition:** Permanent (life of structure) (MACPA)

**Description:** Addenda, amendments, contract or agreements, contract review records, correspondence, exhibits, facilities scheduling, and legal records.

Schedule Number: 330.02

Title: **Other Contracts**

**Disposition:** 6 years after expiration (Major-permanent; Minor-life + 4 yrs. MACPA)

**Description:** Lease agreements, title insurance policies and forms, personal service contracts, other insurance policies, riders, endorsements, correspondence.

Schedule Number: 330.03

Title: **Vendor correspondence**

**Disposition:** 1 year

**Description:**

Schedule Number: 330.04

Title: **Deed Records**

**Disposition:** Permanent (MACPA)

**Description:** Maps and plot descriptions, easement details, purchase agreements, sales agreements, title abstracts, working papers, property deeds, public hearing notices and minutes.

Schedule Number: 330.05

Title: **Building Improvements**

**Disposition:** Permanent (MACPA)

**Description:** ACB brick facing, ARC interior, ACB Lobby and apartments, Yamasaki building

Schedule Number: 330.06

Title: **Other accepted bids**

**Disposition:** 6 years after bid

**Description:** Security companies, food service, landscaping

Schedule Number: 330.07

Title: **Rejected bids**

**Disposition:** 2 years

**Description:** Security companies, food service, landscaping

Schedule Number: 330.08

Title: **Building File**

**Disposition:** Permanent

**Description:** Blueprints, campus master plan file, photographs

Schedule Number: 330.9

Title: **Forms of Original Entry**

**Disposition:** Retain until an audit or verification is complete, then destroy

**Description:** Maintenance service request forms, data entry forms for parking passes, receipts of that are not retained under any other schedule.

Schedule Number: 330.10

Title: **Insurance Policies**

**Disposition:** Life + 3 years (MACPA)

**Description:** Building, building contents (computer, furniture)

Schedule Number: 330.11

Title: **Health & Safety-Medical**

Disposition: Duration of employment, plus 30 years (29 CFR 1910.1030 (h)(1)(iv))

**Description:** Bloodborne Pathogens—medical

Schedule Number: 330.12

Title: **Health & Safety-Training**

Disposition: 3 years from date of training (29 CFR 1910.1030 (h)(2)(ii))

**Description:** Training for Bloodborne Pathogens

## HUMAN RESOURCES

Schedule Number: 350.01

Title: **Employee files**

**Disposition:** 2 years after termination (ADA, ADEA, EO 11246, Civil Rights Act)

**Description:** Non-academic staff and students

Schedule Number: 350.02

Title: **Pension Plan Records**

**Disposition:** Permanent (6 years-ERISA) (29 USC Sec. 1027; 29 USC Sec. 1059)

**Description:** Plan description, applications, changes in beneficiary forms, etc.

Schedule Number: 350.03

Title: **Work Schedules (time sheets)**

**Disposition:** 2 years from last effective date, then destroy (29 CFR 516.6)

**Description:** Absence/Request form, work schedule form

Schedule Number: 350.04

Title: **CCS Policies and Procedures (Original)**

**Disposition:** Permanent Retain 2 copies in office, send 2 + older to archives.

**Description:** Official statements issued by college offices used as guidelines for conducting business. (Travel & Entertainment; Building; Information Technology Resources Policies, etc.)

Schedule Number: 350.05

Title: **Payroll Records**

**Disposition:** 3 years after last date of entry (ADEA, FMLA, FLSA, Equal Pay Act #11246)

**Description:** Garnishment records (MCL 408.479 (3), Rates of Pay (29 CFR 1627.3), Payroll Deductions (MCL 408.479 (3), Wage Assignments (MCL 408.479 (3).

Schedule Number: 350.06

Title: **OSHA**

**Disposition:** 5 years (29 CFR 1904.6) (Walsh Healey)

**Description:** Records and logs regarding workplace injuries for employees

Schedule Number: 350.07

Title: **Personnel Records**

**Disposition:** 1 year (29 CFR 1627.3)

**Description:** Advertisements or notices (job openings, promotions, training, overtime), disciplinary records, grievance records (1 yr. After personal action), layoffs, merit rating system (period the system is in effect-at least 1 yr. after termination), termination, training/testing.

Schedule Number: 350.08

Title: **FUTA**

**Disposition:** 4 years (26 CFR 21.6001-1)

**Description:** Unemployment Insurance-FUTA from later of either tax due date or payment, claims and quarterly reports.

Schedule Number: 350.09

Title: **Information Technology Resources Policy**

**Disposition:** Until Superseded

**Description:** All forms of electronic media and services, including: computers, email, telephones, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

Schedule Number: 350.10

**Title:** Faculty Handbooks (Full-Time, Part-Time)



**Disposition:** Until Superseded (CCS BOT, Federal & Mich. Employment Law)

**Description:** Information on resources, policies, and procedures. Focus on academic activities and employment relationship with CCS.

Schedule Number: 350.11

Title: **Staff Handbook**

**Disposition:** Until Superseded (State and Federal Law)

**Description:** College background, policies, practices, procedures, and benefits

Schedule Number: 350.12

Title: **Emergency Response Plan**

**Disposition:** Until Superseded

**Description:** Types of emergencies, responsibilities, notification, training, procedures

Schedule Number: 350.13

Title: I-9 form (8 CFR 204.6 (j)(4)(ii))

**Disposition:** 3 years after date of hire or 1 year after employee termination, whichever is later

**Description:** Employment Eligibility verification (Immigration record)

Schedule Number: 350.14

Title: INS User Fee Records (8 CFR 286.6)

**Disposition:** 2 years from the date of fee collected

**Description:** Immigration record

Schedule Number: 350.15

Title: Visas' (20 CFR 655.70)

**Disposition:** 3 years from the date of record creation or until completion of enforcement proceedings.

**Description:** Immigration records

**Schedule Number:** 350.17

**Title:** Social Security (26 CFR 31.60001-1)

**Disposition:** 4 years from later of either tax due or payment of tax

**Description:**

## **SAFETY & SECURITY**

Schedule Number: 360.01

**Title:** Security Reports (Sect. 485 (a) & (f) of Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) & (f))

**Disposition:** 3 years from date of disclosure to students and employees (AACRAO pub.)

**Description:** Campus crime statistics

### **Schedule Number: 360.02**

**Title:** Student/Staff Identification

**Disposition:** Permanent (stored on ID computer)

**Description:** Identification numbers, name, address, DOB, picture, department name

## ACADEMIC AFFAIRS

Schedule Number: 400.01

Title: **Faculty files (Dean's office)**

**Disposition:** Permanent Retain 2 copies (1-storage,1-Library) current in file

**Description:** Evaluations, self-studies, FRC recommendations

Schedule Number: 400.02

Title: **Correspondence (Dean's office)**

**Disposition:** Retain 5 years

**Description:**

Schedule Number: 400.03

Title: **Class evaluations (Dean's office)**

**Disposition:** Retain 5 years in individual departments

**Description:**

Schedule Number: 400.04

Title: **Course Syllabi (Dean's office)**

**Disposition:** Retain 6 years (4 years in storage) Current & prior in office

**Description:**

Schedule Number: 400.05

Title: **Advising files (Dean's office)**

**Disposition:**

**Description:** Department copies and advising office copies

Schedule Number: 400.06

**Title:** Material Safety Data Sheets (Asst. Dean)

**Disposition:** Duration of exposure, plus 30 years (29 CFR 1910.1020 (d)(1)(ii)(B))

**Description:** Safety data sheets for all chemicals, adhesives, etc. used on campus

Schedule Number: 400.07

**Title:** MIOSHA

**Disposition:** 5 years following end of year to which each record relates (MI, Regs 408.22115, Rule 1115)

**Description:** Record logs, summary, reports of work related injuries & illness for students

## ENROLLMENT SERVICES

Schedule Number: 560.01

Title: **Foreign/International Students**

**Disposition:** No upper limit for students on visas, for exchange visitor visas-3 years after graduation or date of last attendance. (AACRAO publication) **Note:** High School and College transcripts-do not destroy originals from international students or students who submitted original documentation from other countries. Students may have submitted originals and may be difficult to replace.

**Description:** Employment authorization (work permit) if granted, Alien registration receipt card (evidence of admissibility as a permanent resident), I-20 (certificate of eligibility for F-1 visa status), I-94 card (document issued to non-immigrants-also known as Arrival-Departure Record), IAP 66 (certificate of eligibility for J-1 visa status), Passport number, Statement of educational costs (shows estimate of total school year costs), and Statement of financial responsibility (shows evidence of adequate financial resources).

Schedule Number: 560.02

Title: **Institutional Information**

**Disposition:** 3 years from disclosure-end of award year (AACRAO publication)

**Description:** Cost of attendance, withdrawal procedures, accreditation, etc.

**Schedule Number: 560.03**

**Title:** Documents for applicants admitted

**Disposition:** 5 years after last enrollment; or 5 years after graduation or date of last attendance

**Description:** Copies of Visas', scholarship, admissions forms, graduate school application, transcripts of previous College work, grade reports, etc.

## ADMISSIONS

Schedule Number: 561.01

**Title:** Documents for applicants *who enroll*

**Disposition:** 5 years after graduation or date of last attendance (AACRAO publication)

**Description:** Acceptance letters, advanced placement records, applications for admission or readmission (reentry), relevant date correspondence, entrance examination reports/test scores (ACT, SAT, LSAT, MCAT, GRE), letters of recommendation, medical records, military documents, placement tests records/scores, recruitment materials, residency classification forms, student waivers for rights of access to see letters of recommendation for admission, other test scores, and transcripts from other colleges and high school.

Schedule Number: 561.02

**Title:** Documents for applicants who *do not enroll* (whether accepted or rejected)

**Disposition:** 1 year after application term (AACRAO publication)

**Description:** Acceptance letters, advanced placement records, application for admission, relevant correspondence, entrance exam reports/test scores (ACT, SAT, LSAT, MCAT, GRE), letters of recommendation, medical records, military documents, placement test scores and reports, readmission forms, recruitment materials, transcripts other colleges, and transcripts of high school.

Schedule Number: 561.03

**Title:** **Academic records**

**Disposition:** Permanent (AACRAO publication)

**Description:** Including: narrative evaluations and competency assessments, change of grade forms (update documents), class lists (original grade sheets), graduation lists.

## FINANCIAL AID

Schedule Number: 563.01

Title: **SFA Program Records**

**Disposition:** Minimal 3 years from award year (AACRAO publication)

**Description:** Program participation agreement, accrediting and licensing agency review, approvals and reports, state agency reports, audit and review reports, self-evaluation reports, other records pertaining to financial responsibility and standards of administrative capability.

Schedule Number: 563.02

Title: **SFA Recipient Records**

**Disposition:** Minimal 3 years from award year (AACRAO publication)

**Description:** Student aid report, application data for student, student's academic progress, program of study and courses, documents related to receipt of aid, date and amount of disbursements, documentation of initial or exit loan counseling, reports and forms used for participation in the SFA program..

Schedule Number: 563.03

Title: **Requirements for Specific Aid**

**Disposition:** 3 years from end of award year (AACRAO publication)

**Description:** Awards: Pell grant, Perkins repayment records and original promissory notes, SEOG, Federal Work-Study, and Fiscal Operations Report (FISAP), FFEL and Direct loans (borrower's eligibility records and all other records/reports).



## **STUDENT LIFE (HOUSING)**

Schedule Number: 564.01

Title: **Student Handbook**

**Disposition:** Permanent (Current in office, older in archives)

**Description:** The campus, academics, student services, policies, Detroit area business and attractions, health care.

Schedule Number: 564.02

Title: **Housing file**

**Disposition:** 1 year from date of last attendance

**Description:** Housing application, resident acknowledgment, health insurance information, and housing notes, requests for special needs and documentation of student condition.

Schedule Number: 564.03

Title: **Judicial file**

Disposition: 1 year from date of last attendance

**Description:** Incident report, follow-up information, and letter of decision.

Schedule Number: 564.04

Title: **ADA Files**

**Disposition:**

**Description:** Requests from students for accommodations, documentation from a professional confirming their “condition” and validating their request and any follow-up letters or agreements between CCS and student.

## CAREER SERVICES

Schedule Number: 564.01

Title: **Internship/Student Files**

**Disposition:**

**Description:** Employment request form, internship site information, goals and activities statement, student resume, mid-term evaluation from employer, final evaluation from employer, students log of hours, completed internship assignment paper, sign-off sheet from the Faculty sponsor regarding meetings, any notes including a list of the internship sites where student has been referred.

## REGISTRATION

Schedule Number: 567.01

Title: **Student Records**

**Disposition:** 7 years (minimal 5 years after graduation or date of last attendance) (AACRAO pub.)

**Description:** Registration form, attendance, academic progress reports

Schedule Number: 567.02

Title: **Statistic Reports**

**Disposition:** Permanent (AACRAO pub.)

**Description:** Degree statistics, enrollment statistics, grade (reports), class schedules (institutional), catalogs, and commencement programs.

Schedule Number: 567.03

Title: **Various Lists**

**Disposition:** Permanent

**Description:** Change of grade forms (update documents), class lists (original grade sheets), and graduation lists.

Schedule Number: 567.04

Title: **Family Educational Rights and Privacy Act Data/Documents (FERPA)**

**Disposition:** Permanent (AACRAO publication)

**Description:** Requests for formal hearings, requests and disclosures of personally identifiable information, student statements on content of records regarding hearing panel decisions, written decisions of hearing panels.

Schedule Number: 567.05

Title: **Other Family Educational Rights/Privacy Act Documents**

Disposition: Until terminated by the student or permanent (AACRAO publication)

**Description:** Student requests for nondisclosure of directory information, student's written consent for records disclosure, waivers for rights of access.

## **Appendix I: TRAFFIC/PARKING POLICIES AND GUIDELINES**

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 & Mud 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.

## **Appendix J: TRAVEL AND ENTERTAINMENT**

### **Policy**

CCS recognizes that the effective conduct of the College's activities will require employees to travel from time to time on behalf of CCS. It is therefore the policy of the College to reimburse employees for all expenses that are necessary, and incurred, when traveling on authorized College business.

### **Purpose**

This policy is to establish and communicate equitable standards and effective procedures for administering and controlling travel and entertainment expenses, and ensure consistent and fair treatment of all employees who travel on CCS business. This policy's purpose is:

- To provide guidance to employees, and those with authority to approve expense reports, on travel and entertainment expenditures incurred on behalf of CCS;
- To ensure compliance with legal and internal control requirements;
- To identify reimbursable and non-reimbursable expenses;
- To clarify employee responsibility for controlling and reporting travel and entertainment expenses.

### **Rationale**

CCS's Travel and Entertainment expense guidelines are based on generally accepted business practices and IRS regulations which describe those expenses that a business or an individual may legally deduct from gross income when paying Federal taxes. In addition, certain procedures and practices have been included to maintain good internal accounting controls.

### **Procedure**

For each trip an employee takes, an expense report must be completed, approved and submitted to Business Services within ten business days of completion of the trip. Expense reports must contain a detailed description of all business expenses and appropriate receipts, to include airline boarding passes and/or a copy of the travel itinerary. Receipts are normally provided for airfare, hotel, and car rental. If not provided, you should request a receipt for meals, taxi, parking and miscellaneous items. Acceptable receipts must be original and itemized.

### **General**

CCS wishes that its employees who are required to travel, do so in reasonable comfort. Employees are expected to exercise good judgment in distinguishing between reasonable comfort and extravagance.

Employees are expected to:

- exercise discretion and good judgment with respect to expenses;
- check for accuracy of bills prior to payment;
- report all expenses and advancements promptly and accurately with required documentation;
- if plans change and the employee does not make a trip, return all advanced funds to Business Services immediately;
- plan travel in advance to insure lowest cost; research arriving one day before and/or staying one day later on trips if that may be less expensive and time effective (considering work schedules, air fare, hotel, and meals);
- provide documentation for all advance cost quotes for air fare, hotel, car rental, and taxi/limo service vs mileage/parking.

## **Travel Guidelines**

*(effective May 1, 2009, all travel must be pre-approved by an officer of the College)*

### **Air:**

All employees will travel the most economical fare available at all times. Reservations should provide the most economical airfare within a two hour window of requested departure and arrival times (one hour before or after requested departure and one hour before or after requested arrival). Airfare change or upgrade fees are allowable only if necessary due to College business, and approved in writing by reporting officer. Reporting officers have some discretion to approve seat only upgrades on flights over four (4) hours. Trip Protector insurance is not an allowable expense except for international travel and only with reporting officer approval. Employees are allowed one (1) piece of checked luggage on domestic flights. Internet access on flights and in the airport should not be utilized unless absolutely necessary for business purposes.

### **Automobile:**

Employees must obtain prior approval from their supervisor before using personal vehicles for business trips when doing so would be more economical and time effective than traveling by air. Personal vehicle mileage will be reimbursed per the current IRS limits, which are subject to change annually, and may not exceed the cost of the most economical air fare. For evaluation purposes, employees must confirm airfare rates at the time they register or plan their trip. Personal vehicle mileage allowance covers the cost of gasoline, oil, and wear and tear of the automobile. Employees using personal vehicles must have a current Motor Vehicle Record file in Human Resources. If two or more employees are attending the same event, it is recommended that they make every effort to carpool. Mileage will not be reimbursed for trips between College locations when the College shuttle is available.

### **Cash Advance:**

A cash advance may be approved for legitimate business purposes and in cases of emergency. A cash advance must be requested and approved no later than five working days in advance of any planned travel. A cash advance may not be requested prior to ten business days before the start of any planned travel. A cash advance may be used only by the person requesting it and approved for the cash advance. Cash advance balances must be cleared with a personal check or cash submitted with the expense report within ten business days of completion of the trip. Petty cash advances must be cleared with Business Services within five business days. No cash advances will be given to students, only employees of the College.

### **Car Rental:**

With many promotional programs constantly changing, the least expensive car should be reserved unless there is a business necessity to upgrade. Travelers should decline Collision Damage Waiver (CDW) and Personal Accident Insurance. This coverage is provided through our College policy. Rental cars need to be re-fueled prior to drop off to avoid the refueling and service charges.

### **Frequent Flyer:**

Frequent Flyer bonus programs and usage credits awarded by airlines, car rental agencies or hotels shall be assigned to the employee. CCS considers this a perquisite well earned by the employee. However, the employee must still travel at the lowest possible rate.

### **Family:**

Spouse or family members may accompany employees on trips, with approval from your immediate supervisor. When a spouse, companion or family travel with an employee, their travel must be accounted for, and paid for separately. The College will pay for a standard room, no upgrades. Any additional charges for spouse, companion, or family sharing a room is the employee's responsibility. Employees must separate all expenses associated with spouse, companion, or family members, with no incremental expenses to the College.



**Hotel:**

Reservations will be made at moderately priced establishments that will be comfortable, but not extravagant. Travelers should insure that the rate charged matches the rate on the itinerary. "No-show" bills are incurred when "guaranteed" hotel reservations are not used and have not been canceled. It is the responsibility of the traveler to cancel hotel rooms which become unnecessary due to changes in travel plans. The cancellation can be made through the travel agency or with the hotel directly. In either case, the traveler should obtain a cancellation number. Room change or upgrade fees are allowable only if necessary due to College business and approved in writing by a reporting officer. Personal upgrades and changes are not reimbursable. Room service, movie rentals and mini bar purchases are also not reimbursable.

**Local Transportation:**

Employees are expected to use their own transportation when traveling to/from home and/or CCS campus to Metro Airport or other local sites. CCS or the employee's home, whichever is less mileage, is considered the home base for local trips. Mileage will be reimbursed from the home base to the local site. Limousine services (e.g. Checker, Metro Cars) are not to be used when traveling to/from CCS or the employee's home and Metro Airport unless the cost is less than the cost for mileage and airport parking. Employees are expected to use the most economical ground transportation when traveling to and from airports and hotels while out of town. Taxi, rental car, bus, and van are all acceptable. Travelers should always ask if the hotel at which they are staying provides a shuttle service to and from the airport.

**Meals:**

While traveling, employees should eat at moderately priced restaurants. The actual cost of meals, including tips, incurred while traveling on CCS business is reimbursable. Up to twenty (20%) percent of the meal cost is the maximum tip in the U. S. The tip or "service" is often included in the meal cost at certain restaurants. Alcoholic beverages are limited to one (1) per person with any meal. Employees are expected to exercise discretion and good judgment with respect to meals, alcoholic beverages and tipping.

**Parking:**

Discounted parking rates are available at lots around Detroit Metropolitan Airport. These lots provide parking for about one half the cost of parking at airport lots. All of these lots provide 24/7 shuttle service to all terminals. Online coupons for one day free parking are available at their websites. Discounted parking is available at these lots:

Airlines Parking 800-300-9069  
Park N Go 734-729-3000  
Quik Park 888-844-PARK  
US Park 800-447-PARK

Employees should not park in Detroit Metropolitan Airport lots and valet parking is not allowed as it is approximately twice the cost of long-term lots.

**Telephone:**

Telephone and Internet access from hotel rooms should be used only as necessary and with discretion. Personal phone calls should be limited to one call per day, except for emergencies or special circumstances. Cell phones and pre-paid calling cards are low-cost options.

## **International Travel:**

Employees on international travel should always use their credit card and not cash for expenses. Credit card use insures charges are processed at the current exchange rate on the day the charges were incurred. This eliminates the need to research the exchange rate when the expense report is processed.

## **Entertainment**

Entertainment is defined in this policy as limited to entertainment when traveling on College business. Employees will be reimbursed for the actual cost of entertainment, when such expenses have been determined reasonable and beneficial to the College. Entertainment must conform to current tax and legal requirements. Discretion must be used as to levels of entertainment. Unreasonable entertainment expenses will not be reimbursed. When an employee pays the expense of any other person who is not an employee of the College, the expenses of all persons in attendance, including CCS employees, are to be listed on the expense report and itemized receipt. Spouses or partners expenses are not eligible for reimbursement, unless approved in advance by a reporting officer.

## **Expenses not Authorized**

The following is given as a guide, and not necessarily a complete list, of expenses that are not reimbursable:

- alcoholic beverages not part of a meal, with discretion allowed for College officers to approve appropriate entertainment
- alcoholic beverages in excess of one (1) per person at any meal
- alcoholic beverages at department meeting or events
- tobacco products
- minibar expenses
- snack food
- room service
- personal care (spas, pedicures, manicures, medication – laundry is allowed up to a maximum of \$50 for domestic trips longer than 7 days and for international travel)
- personal entertainment (movies in hotels or on flights)
- personal items (books, dvds, newspapers, magazines, maps, personal care items, souvenirs, etc.)
- parking or traffic tickets
- rental car GPS charges, unless approved in advance by a reporting officer
- airline or travel insurance; Trip Protector insurance except for international travel with officer pre-approval
- valet parking at airports
- ATM fees
- gifts to employees or departments

## **Exceptions**

*In unusual business circumstances, actual expenses that are incurred, and that are not covered by this policy, are subject to approval and/or adjustment by the Vice President of Administration and Finance or the President. In some cases, room service will be allowed if the hotel restaurants are closed and leaving the hotel will result in a compromise of the employee's safety.*

## **Federal Income Tax Regulations and Compliance**

Employee's will appreciate that, if the Travel and Entertainment Policy is to work to everyone's best interest, each employee must be responsible for supporting and complying with it in both spirit and letter. To meet IRS requirements, travel and entertainment expenses must adhere to the following conditions:

- the expenditure must be shown to be ordinary and necessary in the course of business
- original, itemized receipts, no photocopies, must be submitted; credit card statements or non-itemized receipts are not acceptable; credit card receipts with only a total amount are not reimbursable; ATM receipts for cash are not acceptable
- the expenditure must actually be incurred, and supported with exact and detailed records, verifying the names, amount, date and location, business purpose and business relationship of the person entertained (name, company, title)
- name, title and company affiliation of those present
- employees must account for all travel expenditures by submitting a complete and accurate Expense Report within 10 business days after the completion of a trip or business event
- incomplete reports and those lacking detailed receipts, approvals, or other required documentation, will be returned, delaying reimbursement
- no reimbursement will be made for expenses incurred in violation of the Travel and Entertainment Policy
- Expense Reports will be monitored and audited on a regular basis to ensure adherence to the provisions of the Travel and Entertainment Policy
- non-compliance may result in disciplinary action

## **Approvals**

The Internal Revenue Code specifically states that an individual may not approve his/her own expense report. Immediate supervisors must approve cash advances, expense reports, and travel related expenses charged to the College Corporate American Express and Master Card of employees reporting to them. Additionally, the Provost and Vice Presidents must approve cash advances, expense reports, and Corporate American Express and Master Card charges for faculty and staff in their division. It is the responsibility of the approving individual to determine if the advance and expense was:

- ordinary and necessary for the benefit of the College and within budget;
- properly substantiated to meet CCS policy.

## **The Expense**

Report will be further reviewed and approved by Business Services, for conformance to both College policy and IRS regulations. All Expense Reports over \$1,000 will require approval by the College President or Vice Presidents. Individual expenses not approved will be returned and be the responsibility of the employee. The employee will be required to complete and resubmit a new Travel and Expense Report.

## **Appendix K: COLLEGE CELL PHONE POLICY**

### **Policy**

Employees may be provided with cell phone service as a condition of employment. Employees should check with their supervisor or department head regarding eligibility and authorization procedures. Subject to supervisor and the Vice President for Administration and Finance approval, employees may receive cell phone service through a College purchased cell phone or monthly stipend.

Cell phones are not a College provided benefit and shall not be the primary mode of communication.

### **Personal Use**

Cell phone service provided to an employee is primarily for college business use, and may be used for personal reasons only if calls are not in excess of the plan minutes provided. When calls are in excess of the plan minutes they are to be reimbursed to the College at the current per minute overage charge (\$0.30 per minute).

### **Personal Responsibility**

All equipment will be returned to the Office of Human Resources upon leaving employment.

Damaged, Lost or Stolen Telephones: the user has sole responsibility for his/her cell phone. Replacement will be at the employee's expense in case of negligence.

Please report any lost or stolen cell phone to the Facilities department as soon as the item is noticed missing. Failure to report loss in a timely matter will result in the employee being responsible for any calls in excess of the plan minutes.

Cell phones may not be assigned to another person without the approval of the Director of Facilities and Administrative Services.

Cell phones should not be used while driving unless a headset is used. Please be aware in many states and local municipalities the use of cell phones while driving is prohibited.

Cell phone invoices are not private. The College has the right to monitor all invoices.

## **Appendix L: ELECTRONIC COMMUNICATIONS POLICY**

CCS continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including: computers, e-mail, telephones, voice mail, fax machines, external electronic forums, wire services, on-line services, the Internet, and the World Wide Web.

CCS encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with CCS must be aware that electronic media and services provided by CCS are for the purpose of facilitating and supporting CCS educational and business use.

This policy cannot establish rules to cover every possible situation. Instead, it is designed to support

CCS's Mission Statement and set forth general principles employees should apply when using electronic media and services.

The following procedures apply to all electronic media and services that are:

- accessed on or from CCS premises;
- accessed using CCS computer equipment or via CCS paid access methods; or
- used in a manner that identifies the individual with CCS.

### **Prohibited Communications**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communications that are:

- discriminatory, annoying, or harassing;
- derogatory to any individual or group;
- offensive, obscene, defamatory, or threatening;
- attempting to test, circumvent, or defeat security or auditing systems;
- SPAMMING, the method of mass distribution of communications, that does not support CCS related business;
- engaged in for any purpose that is illegal, fraudulent, malicious, or contrary to CCS policy or educational and business interests.
- CCS reserves the right for interpretation of the above prohibited communications.

### **Personal Use**

Electronic media and services are provided by CCS primarily for employees' educational and business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable. Personal use of CCS's electronic media and services cannot interfere with an employees' position responsibilities. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

### **Access to Employee Communications**

CCS does not routinely access or monitor employee communications directly. However, individual use patterns – telephone numbers called, sites accessed, call length, and time at which calls are made – are monitored for the following purposes:

- cost analysis;
- resource allocation;

- optimum technical management of information resources; and
- detecting patterns of use that indicate employees are violating CCS policies or engaging in illegal activity

CCS reserves the right to review any employee's electronic files and messages at any time to ensure electronic media and services are being used in compliance with the law, this policy, and other CCS policies. Employees should not assume that electronic communications are private.

### **Software Use**

CCS licenses the use of various computer software for educational and business purposes and does not own the copyright to this software or its related documentation. The employees of CCS do not have the right to reproduce such software for use on more than one computer, or use the software for purposes other than those authorized by the license.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. CCS prohibits the illegal duplication of software and its related documentation.

### **Security / Appropriate Use**

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which authorization has been granted by CCS management, employees are prohibited from engaging in, or attempting to engage in:

- monitoring or intercepting the files or electronic communications of other employees or third parties;
- hacking or obtaining access to systems or accounts they are not authorized to use;
- using other people's log-ins or passwords; and
- breaching, testing, or monitoring computer or network security measures

No e-mail or other electronic communications can be sent using CCS equipment that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other organizations' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials, except as permitted by the copyright owner.

### **Confidential Information**

The confidentiality of student and employee records is protected by state and federal laws. No employee may access confidential information unless authorized to do so. CCS confidential information should never be transmitted or forwarded to outside individuals or organizations without authorization.

Employees are required and expected to protect CCS confidential information.

## **Participation in On-Line Forums**

Employees must be aware that any messages or information sent on CCS provided facilities to one or more individuals via an electronic network (i.e.: Internet mailing lists, bulletin boards, and other on-line services) are statements identifiable and attributable to CCS.

CCS recognizes that participation in some forums might be important to the performance of certain employees' positions. Employees should include the following disclaimer in all of their postings to public forums:

The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by CCS.

Employees should note that, even with a disclaimer, connection with CCS exists and a statement could be imputed legally to CCS. Therefore, employees should not rely on disclaimers as a way of insulating CCS from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using CCS systems or a CCS provided account. Communications must not reveal information about CCS's business or confidential information and must not otherwise conflict with this or other CCS policies.

## **Policy Violations**

Employees who abuse or violate the privilege of CCS facilitated access to electronic media or services are subject to corrective action, up to and including termination.

## **Appendix M: SOCIAL MEDIA POLICY**

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

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

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

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

Social sites are public, permanent and retrievable. Your messages on social media websites can be read by anyone, even those not in your “social sphere.” You are searchable and what you say can spread and stay online forever. Presume that even if you don’t identify yourself as a CCS employee on a particular site, the vast and growing repository of data on the Web will make you identifiable to outside parties as such. Similar to College email, employees should have no expectation of privacy when using or posting on social media websites.

Be selective. Not everything needs a response. CCS has a long, storied history that has fostered a wide range of artist movements and, as such, is open to criticism about any number of things, from works of art, to policies. When you see these things online, don’t feel compelled to respond. If you have the ability to correct an error or factually incorrect statement, or give someone direction to a webpage that does so, that’s helpful. If you feel there is a post or comment that is sensitive and needs response, forward it to your supervisor or to CCS’s Director of Marketing and Communications.

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

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

Be aware of liability. You are legally liable for what you post on your own sites and on others. For any questions about these guidelines or any matter related to CCS’s policy on social media, personal websites, and other user-generated web content contact the Director of Marketing and Communications.



## **Appendix N: RECORDING STUDENT ATTENDANCE**

*Added October, 2017*

### **College for Creative Studies Academic Affairs Division**

#### **Policies and Procedures**

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#### **Office: Academic Affairs - Faculty**

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#### **Policy: Recording Student Attendance**

CCS must record and monitor student attendance to establish enrollment and to properly handle Title IV assistance for students who withdraw from their classes.

Per Federal Regulations, when a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date. 34 C.F.R. 668.22(a)(1). For institutions that are required to take attendance, a student's withdrawal date is the last date of academic attendance as determined by the institution's attendance records. 34 C.F.R. 668.22(b)(1). An institution is required to take attendance if the institution itself has a requirement that its instructors take attendance. 34 C.F.R. 668.22(b)(3)(i)(B)-(C).

CCS has an attendance policy and a requirement that its faculty take attendance; therefore, CCS must have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. In order to meet this requirement, faculty must record attendance during each class period and Academic Affairs must monitor attendance records every day for the first seven days of the semester and continue monitoring on a weekly basis for the remainder of the semester, to ensure that faculty have met their obligation in a timely manner.

Instructors for online courses, internships, or independent study are required to note when a student has commenced attendance in the course by marking them "present" the first time the student engages in academically-related activity (the College uses this as a measure of when the student has begun attendance), but are not required to maintain their roster throughout the semester or otherwise monitor attendance.

#### **Procedure: Recording Student Attendance**

- Each Class Period
  - Faculty must record each student's attendance during or immediately following each class period
    - If the student is present, they must be marked present
    - Include excused and unexcused absences
    - Include tardies

- Online courses, internships, and independent study courses

### **Online Classes**

Per federal regulation, one of the following academically-related activities must occur, during the first class session, for the student to have “attended” an online course:

- submitting an academic assignment,
- submitting an exam,
- participating in an interactive tutorial or computer-assisted instruction,
- posting in an online study group that is assigned by the institution,
- posting in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course

### **Internships**

Within the first week, the Career Services Office will verify that the student reported to the internship supervisor.

### **Independent Studies**

The faculty member will use the attendance roster to indicate that they met with the student during the first week of the semester.

- Instructions for recording attendance through WebAdvisor
  - Power Point with instructions available on Blackboard
    - Faculty > Documents > Taking Attendance Online

Faculty who continuously neglect to record attendance according to the College’s policy will be contacted by Academic Affairs.