

## Table of Contents

CIA Mission  
Core Values  
Letter from the Executive V.P. and C.O.O  
Emergency Numbers  
Institute Directory  
Who to see for what!  
2006-07 Academic Calendar

1. Academic Services and Policies
  - 1.1 Assessment
  - 1.2 Academic Advising
  - 1.3 Foundation Program
  - 1.4 Course Credit
  - 1.5 Academic Status
  - 1.6 Academic Warning
  - 1.7 Academic Probation
  - 1.8 Academic Dismissal
  - 1.9 Academic Variance
  - 1.10 Selecting a Major
  - 1.11 Tutoring
  - 1.12 Learning Disabled Students
  - 1.13 Change of Major
  - 1.14 Independent Study
  - 1.15 Campus Study Programs (Mobility)
  - 1.16 International Study Opportunities
  - 1.17 Summer Study Options
  - 1.18 Liberal Arts Honors Program
  - 1.19 Credit by Portfolio Review
  - 1.20 Attendance
  - 1.21 Course Repeat
  - 1.22 Academic Grievances
  - 1.23 Registration
    - 1.24 Course Registration
    - 1.25 Enrollment Status
    - 1.26 Cross Registration
    - 1.27 Course Withdrawal
    - 1.28 Course Failure
    - 1.29 Course Audits
    - 1.30 Add/Drop Courses
    - 1.31 Withdrawal from the Institute/Refund Policy
  - 1.32 Student Records
  - 1.33 Transcripts
  - 1.34 Change of Address or Name
  - 1.35 Grades
  - 1.36 Degree Requirements
  - 1.37 Errors in Grading
  - 1.38 Incompletes
  - 1.39 Graduation Information
  - 1.40 Leave of Absence
  - 1.41 Readmission
  - 1.42 Identification Cards
  - 1.43 Gund Library
  - 1.44 Class Trips
  - 1.45 Course work and assignments

- 2. Business Office Services and Institute Policies**
  - 2.1 Security**
  - 2.2 Health and Safety Policy: Goal of the Students**
  - 2.3 Parking**
  - 2.4 Pets**
  - 2.5 Food Service**
  - 2.6 Lockers**
  - 2.7 Lost/Found**
  - 2.8 Non-Discrimination Policy**
  - 2.9 Building Hours**
  - 2.10 Insurance**
  - 2.11 Facilities Access/Studio Access Policy**
  - 2.12 Restricted Facilities**
  - 2.13 Student Supplied Equipment Policy**
  - 2.14 Visitor/Guests**
  - 2.15 Physically Challenged Students**
  - 2.16 Smoking**
  - 2.17 Telephones**
  - 2.18 Student Accounts**
  - 2.19 Tuition Payments**
  - 2.20 Refunds**
  - 2.21 Dress Code**
  - 2.22 Student Art work**
  
- 3. Student Organizations and Activities**
  - 3.1 Student Activities**
  - 3.2 Athletic Activities**
  - 3.3 Kulas Ticket Program**
  - 3.4 Student Leadership Council**
  - 3.5 The Student Newspaper**
  - 3.6 Community Service Opportunities**
  - 3.7 The Tuesday Night Special**
  - 3.8 GLBT and Friends**
  - 3.9 Student Artists Association**
  - 3.10 Artists for Christ**
  - 3.11 Glass Club**
  - 3.12 Amnesty International**
  - 3.13 Fiber Club**
  - 3.14 Photo Club**
  - 3.15 Community Service Club**
  - 3.16 Student Gallery**
  - 3.17 Student Independent Exhibition**
  
- 4. Career Services**
  - 4.1 Internships**
  - 4.2 Career Advice, Resume Critiques**
  
- 5. Personal Counseling and Advising Services**
  - 5.1 Personal Advising**
  - 5.2 Health Services**
  - 5.3 International Student Advising**
  - 5.4 Legal Services**
  
- 6. Other Student Services**
  - 6.1 Campus Housing**
  - 6.2 Off-Campus Housing**

- 6.3 Recreational Facilities
- 6.4 Financial Aid
- 6.5 Federal Work Study
- 6.6 Eligibility for Financial Aid/Standards of Satisfactory Academic Progress
- 6.7 Disbursement of Financial Aid into the Student's Account and Bill Payment
- 6.8 Part-Time Employment
- 6.9 Student Ombudsman

- 7. Student Rights and Responsibilities
  - 7.1 Rules of Conduct
  - 7.2 Disciplinary Sanctions
  - 7.3 Disciplinary Hearing Process
  - 7.4 Non-Academic Grievances
  - 7.5 Housing and Residence Life
  - 7.6 Jurisdiction of the Institute
  - 7.7 Sexual Assault Policy
  - 7.8 Sexual Harassment
  - 7.9 Policy on Alcohol and other Drug Abuse
  - 7.10 CIA Acceptable Computer Use Policy
  - 7.11 Public Posting Policy
  - 7.12 Student Property

- 8. Other Programs and Areas of Interest
  - 8.1 Institutional Advancement
  - 8.2 Cinematheque
  - 8.3 Area Galleries
  - 8.4 Area Museums
  - 8.5 Recreational Activities
  - 8.6 The Great Outdoors
  - 8.7 Performing Arts
  - 8.8 Shopping
  - 8.9 Sports
  - 8.10 Libraries and Visitor Information
  - 8.11 Religious Organizations
  - 8.12 Transportation
  - 8.13 Banks
  - 8.14 Health Services
  - 8.15 Clinics
  - 8.16 Crisis Lines
  - 8.17 Places of Interest around CIA's campus
    - a. Severance Town Center
    - b. Coventry Shopping District
    - c. Cedar Lee Theater (how to get there)
    - d. University Circle
    - e. Downtown Cleveland

## **CIA MISSION**

**The Cleveland Institute of Art is an independent college of art and design committed to leadership and vision in all forms of visual arts education. The Institute's mission is to make an enduring contribution through education, research, and service to diverse communities both immediate and global. We recognize the importance of the visual arts in culture and the potential for artists to contribute to the needs of society.**

**Toward these ideals, we are dedicated to learning through the advancement of innovative practice and theoretical knowledge. In our educational programs, problem solving, intuitive decision-making, and integrative critical thinking are essential to the creative process. We foster vibrant cross-disciplinary environments where practical skills are mastered and personal vision is discovered.**

**In today's complex world, artists and designers are faced with ethical as well as practical challenges. Through a comprehensive range of programs, the Cleveland Institute of Art cultivates individuals with both a strong sense of social awareness and professional responsibility.**

## **CORE VALUES**

**The Cleveland Institute of Art holds certain Core Values that direct the pursuit of our Mission, serve as the basis for reflection and dialogue, and help us strive for positive change.**

### ***Learning First***

- We recognize students as integral to everything we do.
- We value our ability to be flexible and responsive to the diverse needs of our close-knit community.
- **We are committed to offering the time, space, and conditions necessary for members of our community to develop fully as leaders in their fields.**
- **We advance the creative potential of our students through physical, spatial and experiential models of learning, and by fostering critical, conceptual and intellectual thinking.**
- We are committed to an intensive studio practice where experience and risk converge to challenge perception, imagination and know how.
- We value the liberal arts as essential to a comprehensive arts education.
- We embrace new and established technologies and provide information literacy skills necessary to use them in an appropriate and responsible manner.

### ***Respectful Community***

- We seek, support, and respect the diversity of all people.
- We foster and vigorously defend artistic, academic, and intellectual freedom.
- We believe artistic pluralism is essential to the foundation of an informed creative community.
- We strive to create an atmosphere of shared endeavor and to cultivate the individual's sense of responsibility to the community.
- We are committed to a decision-making process that includes an open exchange of information and acknowledges multiple viewpoints.

- We make it a priority to provide a safe work environment for our students, faculty and staff.

***Outreach***

- We perpetuate a vibrant arts environment where education intersects with culture and society. Our public outreach engages intellectual curiosity, supports individuals in their dedication to life-long learning, and advocates for the significant role the arts play in enhancing civic life.
- We sustain the spirit of cooperation by seeking mutually beneficial collaborations.
- We value the vital role of the artist and scholar in shaping the quality and character of the culture. We are committed to professional excellence. We recognize and support it.

**LETTER FROM THE EXECUTIVE VICE PRESIDENT  
AND PROVOST**

Dear Student:

Like any vital organization your school is changing and growing with the times. This fall we welcome the inaugural class of freshmen into a new four year curriculum. Their foundation experience will not be identical to the past but it will involve the same dedicated faculty members who have spent the past year designing a learning experience that shares the rigor and discipline of the old two year Foundation program. In addition, freshman electives have been added to the curriculum to allow for exploration prior to choosing a major.

Changes always foster questions if not conundrums. Please know that your faculty, the Student Services staff, and the Office of Academic Affairs are ready and available to help you understand the changes and answer all your questions. We are excited by the potential a four year curriculum has for the Institute: new graduate programs, post-baccalaureate opportunities, and exchange programs are now in the planning stage.

Another welcome change is our relationship with the Career Center at Case Western Reserve University. Through special arrangement services are available to you as you prepare for an internship, job search or graduate school. Services include one on one career counseling, job listing databases, specially designed workshops, networking, and mock interview opportunities. You can access complete information on the Case Career Center website at <http://studentaffairs.case.edu/careers/>. The Career Center is located in room 206 at 10900 Euclid Avenue in the Sears Building. See your advisor for more information or call the center directly for an appointment at 216-368-4446.

I hope you enjoy the new look of our original Gund Building. The renovation is one small step to heighten the Institute's visibility as we work toward a successful capital campaign toward our vision for a unified campus and a vibrant center of urban life.

As always, my door is open and you are always welcome to drop in or make an appointment. Have a wonderful year!

**Nancy M. Stuart**  
***Executive Vice President and Provost***

### ***Emergency Numbers***

Fire, Emergency, Rescue, and Ambulance service	9-911
Emergency Police	2222
University Hospital of Cleveland	844-3835

### ***Non-Emergency Numbers***

University Circle Police	791-2444
University Health Service on Call	368-2450
University Escort Service	368-3333

### ***Minor Emergencies:***

General first aid supplies are available in each studio department and at the Receptionist in the Gund Building. Medications (including aspirin) cannot be dispensed.

### ***Major Emergencies:***

Determine if 911 should be called immediately or, time permitting, call the Receptionist at ext. 7400 to summon emergency medical care. When calling for help, clearly state name, location and nature of emergency. Be sure to inform the Receptionist and security so the paramedics can be directed to the location of injured person.

Please keep in mind the following guidelines until emergency care arrives.

- Do not move the injured/ill person.
- Do not offer to drive the ill or injured person anywhere.
- Cover the person with a coat or blanket, if available.
- Inform injured person that help is coming.
- Clear bystanders.
- Remove obstacles from path for paramedic access.

An injury and accident report must be completed for all injuries and accidents occurring at the Institute. The report is available from the Receptionist, Security Officer, Director of Safety and Facilities Management or the Director of Personnel. If the injured person is unable to complete the report, it may be completed by a witness.

Institute Directory	G=Gund	M=McCullough	
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Administrative Staff

		<u>Room</u>	<u>Number</u>
President's Office	David Deming	G-202	421-7410
Provost	Nancy Stuart	G-200	421-7455

Academic Affairs

Dean of Academic Affairs	Joyce Kessler	G-207	421-7411
Gallery	Bruce Checefsky	G-219	421-7407
Library	Cristine Rom	G-300	421-7440

Business Affairs

Vice President	Al Zvosec	M-102	421-7447
Controller	Sally Zawatski	M-102	421-7311
Facilities	Sandra Ferencik	M-201F	421-7950
General Accounts	Sheila Martinis	M-102	421-7317
Human Resources	Ray Scragg	M-102	421-7312
Information Services	Tom Horn	M-102	421-7384
Payroll	Brenda Paschal	M-102	421-7316
Student Accounts	Stacy Fitchette	M-102	421-7318

Institutional Advancement

Vice President	R. Michael Cole	G-202	421-7413
Corp. Fnd/Gov't Grants	Richard Konisiewicz	G-204	421-7359
Annual Giving/ Alumni Relations/ Planned Giving	Amy Bartter	G-205	421-7412

Student Affairs

Dean ESA	Nancy Neville	G-221	421-7423
Acad. & Int'l Services	Rachel Browner	M-200	421-7463
Admissions	Catherine Redhead	G-206	421-7418
Financial Aid	Michael Warinner	G-206	421-7425
Housing	Matt Smith	M-200	421-7495
Registrar	Karen Hudy	M-202	421-7320
Student Life	Matt Smith	M-200	421-7495
Student Ombudsman	Corey Thrush	G-206	421-7327

Marketing

Vice President	Linda Zeck	G-206	421-7417
Communications	Linda Zeck	G-204	421-7403
Web Services	Kesha Boyce-Williams	G-122	421-7937
Photo Services	Rob Muller	G-212	421-7433
Cinematheque	John Ewing	G-302	421-7450

## Environment Chairs, Department Chairs, Heads, and Coordinators

Fall 2006

### Environment Chairs

<u>Chair</u>	<u>Environment</u>	<u>Ext.</u>	<u>Room</u>	
Rita Goodman		Liberal Arts	7376	G311
Gretchen Goss		Design and Material Culture (Ceramics, Enameling, Glass, Industrial Design, Interior Design, Jewelry and Metals,)	7470, 7469	G112
Saul Ostrow		Visual Arts and Technologies (Fiber and Material Studies, Painting, Sculpture, Film, Video, and Photographic Arts)	7355	M401
Petra Soesemann		Foundation	7930	G302
Charles Tucker		Integrated Media (T.I.M.E.-Digital Arts, Drawing, Printmaking, <b>Biomedical Art, Communication Design, Illustration</b> )	7931	M110

### Department Chairpersons

Amanda Almon	Biomedical Art	7454	M307
Kristen Baumlier	T.I.M.E.-Digital Arts	7938	M101
Dan Cuffaro	Industrial Design	7929	G106
Michael Gollini	Interior Design	7000	G106
Mari Hulick	Communication Design (Graphic Design and Illustration)	7326	M307
Amie McNeel	Sculpture	7335	M205
Barry Underwood	Film, Video, and Photographic Arts	7329	M305

### **Department Heads**

Deborah Carlson (co-head)	Fiber and Material Studies	7381	G214
Tina Cassara (co-head)	Fiber and Material Studies	7381	G214
Gretchen Goss	Enameling	7469	G112
Matthew Hollern	Jewelry and Metals	7470	G113
Judith Salomon	Ceramics	7353	M407
Brent Young	Glass	7352	M409

### **Department Coordinators**

Hyunsoo Byun	Foundation Digital Art & Design	7947	G110
Maggie Denk-Leigh	Printmaking	7480	G209
Troy Richards	Drawing	7000	M104

**Other Campus Locations**

Ceramics Studio	M-407	421-7353
Cinematheque Office	G-302	421-7450
Computer Lab, Foundations	G-110	421-7472
Computer Lab, I.D., SGI	G-119	421-7482
Drawing Studio	G-307	421-7328
Faculty Lounge (Gund)	G-207	421-7436
Faculty Lounge (McCullough)	M-403	421-7375
Fiber Studio	G-215	421-7435
Fiber Studio (Weaving)	G-309	421-7452
Foundation Studio	G-111	421-7484
Enameling Studio	G-112	421-7469
Glass Studio	M-409	421-7352
Graphic Design Studio	M-307	421-7328
Industrial Design Shop	G-120	421-7477
Industrial Design Studio	G-121	421-7478
Liberal Arts Offices	G-311	421-7451
Mail Room	G-208	421-7431
Medical Illustration Studio	G-308	421-7454
Metals/Jewelry	G-115	421-7470
Painting Studio	M-401	421-7354
Photo Studio	M-306	421-7329
Printmaking Studio	G-209	421-7432
Receptionist	G-Lobby	421-7400
Residence Hall (Taplín)	RLC Office	368-4393
Sculpture Studio	M-205	421-7325
Student Leadership Office	M-103	421-7309
Typography Studio	M-311	421-7339
Video Studio	M-302	421-7339
Wood Shop ( <b>FND</b> )	G-116	421-7471

## Questions . . . who to see for what . . . Quick Find

Questions about...	Who to see?	Where?	Phone
Academic Advising	Academic Services	M-200	421-7465
Course Selection	Registrar	M-202	421-7320
Add or Drop a Class	Registrar	M-202	421-7320
Withdraw from a Class	Registrar	M-202	421-7320
Withdraw from CIA	Academic Services	M-200	421-7465
Illness – 3 days or more	Academic Services	M-200	421-7465
Illness – less than 3 days	Receptionist	Lobby-Gund	421-7400
Missed Class(es)	Receptionist	Lobby-Gund	421-7400
Tutoring Services	Academic Services	M-200	421-7462
Employment (Work Study)	Financial Aid Office	G-206	421-7425
Personal Problems	Academic Services and/or Student Life	M-200	421-7465 421-7429
Career Opportunities	Student Life Office	M-200	421-7429
Paying Bills	Student Accounts	M-102	421-7318
Parking	Facilities	M-201F	421-7950
Student Exhibits	Student Life Office	M-200	421-7429
Housing	Student Life Office	M-200	421-7495
Scholarships/Fin. Aid	Financial Aid Office	G-206	421-7425
Internships	Student Services	M-200	421-7429
Graduation Requirements	Registrar	M-202	421-7320
Lockers	Receptionist	G-Lobby	421-7400
Lost Property	Receptionist	G-Lobby	421-7400
International Programs/Study Abroad/Mobility	Academic Services	M-200	421-7465
Everything Else	Student Ombudsman	G-206E	421-7327

## CLEVELAND INSTITUTE OF ART 2006-2007 ACADEMIC CALENDAR – DEGREE PROGRAM

### 2006

Aug. 4, Friday.....	Postmark deadline for mail registrations.
August 21-25.....	In-Person Tuition Payment/Registration for Fall semester.
Aug. 24, Thursday.....	Mini-START Program. New students move into residence hall.
Aug. 25 & 26, Fri & Sat.....	Mandatory orientation for all new students.
Aug. 27, Sunday.....	Returning students move into residence hall.
Aug. 28, Monday.....	Fall semester begins.
Aug. 28 – Sept. 1.....	Late Registration. \$350 late fee assessed. Schedule changes. Drop-Add period.
Sept. 4, Monday.....	Labor Day. Institute holiday. No classes.
Sept. 22, Friday.....	Incomplete grade revisions from Spring 2006 due in Registrar's Office.
Oct. 13, Friday.....	SPRING 2007 COURSE SCHEDULE INFORMATION DUE from department chairs to Registrar's Office.
Oct. 20, Friday.....	Mid-term grades due at 5:00 pm in Registrar's Office.
Nov. 3, Friday.....	Last day to withdraw from a course, Fall 2006.
Nov. 10, Friday.....	Course Selection Forms for Spring 2007 due in Registrar's Office.
Nov. 22, Wednesday.....	No classes. Offices open.
Nov. 23 - 24.....	Thanksgiving recess. Institute holiday. No classes. Offices closed.
Dec. 4 - 8.....	Academic Examination Week.
Dec. 11 - 15.....	Studio Critique Week.
Dec. 15, Friday.....	Final grades for weekday classes due by 5 pm in Registrar's Office.
Dec. 16, Saturday.....	Fall semester ends. Residence hall closes. Holiday recess begins.
Dec. 25, Monday.....	<b>Institute holiday. Buildings closed.</b>
Jan. 1, Monday.....	<b>Institute holiday. Buildings closed.</b>

### 2007

Jan. 10 - 12.....	In-Person Tuition Payment/Registration for Spring semester.
Jan. 14, Sunday.....	Returning students move into residence hall.
Jan. 15, Monday.....	Martin Luther King Day. Institute holiday. No classes.
Jan. 16, Tuesday.....	Spring semester begins.
Jan. 16 - 19.....	Late Registration. \$350 late fee assessed. Schedule changes. Drop-Add period.
Feb. 9, Friday.....	Incomplete grade revisions from Fall 2006 due in Registrar's Office.
March 9, Friday.....	Mid-term grades due at 5:00 pm, in Registrar's Office. Traveling Scholarship submissions due.
March 10, Saturday.....	Residence hall closes for spring break.
March 12 - 16.....	Spring Recess.
March 18, Sunday.....	Residence hall opens at noon.
March 23, Friday.....	FALL 2007 COURSE SCHEDULE INFORMATION DUE from department chairs to Registrar's Office.
March 23-29.....	Portfolio Review Week for Major Selection
March 30, Friday.....	Last day to withdraw from a course, Spring 2007.
March 27 – 30.....	Honorary Scholarship Competition.
April 20, Friday.....	Course reservation forms for Fall 2007 due in Registrar's Office.
<b>To be announced.....</b>	<b>Academic Exams and Studio Critiques.</b>
<b>To be announced.....</b>	<b>BFA Reviews.</b>
<b>To be announced.....</b>	<b>Grades for 5<sup>th</sup> year students due in Registrar's Office.</b>
<b>To be announced.....</b>	<b>Grades for weekday courses due by 5 pm in Registrar's Office.</b>
May 12, Saturday.....	Spring semester ends. Residence hall closes for summer.
May 18, Friday.....	Commencement rehearsal.
May 19, Saturday.....	Commencement.
May 28, Monday.....	Memorial Day. Institute holiday.

## STUDENT HANDBOOK

### 1. Academic Services and Policies

#### 1.1 Assessment



The Cleveland Institute of Art, like other colleges and universities, is required by its accrediting association to evaluate the success of its curriculum on a regular basis; this process is called “assessment.” During your career here at the Institute you will participate in a variety of assessment activities. You will probably encounter your first assessment activity during new student orientation, and your BFA exhibition will be your last assessment point as a student. There are other times in your college career (and as a CIA graduate) when you will be part of the Institute’s on-going assessment program.

Assessment looks at student work in an attempt to evaluate the Institute’s education program. *Assessment in no way affects your grades, and there is no way to prepare for assessment tests or reviews.* The faculty uses this information to evaluate the courses they teach and their departments and to make any changes indicated by the assessment information. Learning is a two way process. Through your academic and studio classes, you will learn from your faculty. Through the assessment process, the faculty will learn how well our curriculum is working and how it might be improved.

#### 1.2 Academic Advising

Academic advising is available by appointment, and on a walk-in basis in the Office of Academic Services. Information on all of the services and policies described in this section may be discussed during academic advising sessions.

All students have the opportunity to meet with an academic advisor about curriculum planning, course selection and other academic decisions. Students with several course or credit deficiencies at the end of a semester are scheduled for advising during the course selection process. Those students must have an academic advisor’s signature to register for courses.

Although all CIA students are urged to make full use of the help provided by academic advisors, they are expected to read and understand the academic policies explained in this handbook, and to accept ultimate responsibility for the decisions they make. In no case will a degree requirement be waived or an exception granted because students profess ignorance of regulations, or assert that the advisor or other authority did not inform them of academic policies or procedures.

#### 1.3 Foundation Program

The Institute’s Foundation Program is designed as a basis for advanced study in every major. Our program features studio and liberal arts courses, and should be completed before acceptance into a major is granted.

For students entering a major with foundation studio deficiencies, the following will apply:

All foundation studio credits must be completed by the end of the second year.

If a student enters his/her major with a foundation studio deficiency, that student will be placed on "Foundation Warning" which will be stated in a formal letter from Academic Services. (This letter will formalize this process and be an indicator to advisors to keep tabs on this student).

If foundation studio classes are not completed by the end of the third year, the student will be placed on "Foundation Probation." Students on Foundation Probation may not enroll in third-year courses until Foundation requirements are complete.

**A student may appeal Foundation Probation sanctions to the Academic Review Committee (consisting of the Director of Academic Services, the Vice President of Enrollment and Student Affairs, the Vice President of Academic Affairs and the Director of Admissions) if the student believes extenuating circumstances exist. Appeals must be made in written form and be received by the Director of Academic Services at least one week prior to the first day of classes of the following semester. A meeting with the Director of Academic Services is recommended prior to submitting an appeal.**

There may be special circumstances for transfer and returning students (such as conditions of admission). Such students will be evaluated and notified of any deficiencies, and a timeline will be set for completion of all foundation requirements.

Academic electives can be taken at another accredited institution. Transfer credit will be granted after the student submits an official transcript to the registrar. A final grade of at least a "c" must be achieved for academic credit to transfer. For studio courses, the student must submit a portfolio of coursework to the appropriate chair for faculty review and transfer credit approval if the studio is taken outside of the AICAD system.

#### **1.4 Course Credit**

Most studio and liberal arts courses at the Institute carry three semester hours of credit. One semester hour of studio credit is normally earned for a minimum of two studio clock hours. One semester hour of liberal arts credit is earned for a minimum of one clock hour in the classroom and 20 minutes in preparation outside the classroom. Twelve to 15 credit hours per semester constitutes full-time enrollment. Part-time enrollment includes anything below 12 credits. Completion of the Institute's degree requirements in five years assumes that a student consistently carries the normal load of 15 credits per semester (16.5 credits in one semester of the freshman year and one semester of the sophomore year). Students carrying a 2.5 GPA may take up to 18 credit hours. Students carrying 3.5 and above can schedule for above 18 credit hours at no additional tuition charges. Individuals in the process of meeting admissions requirements, and students whose objective is not a degree, are classified as special students. Credit requirements are evaluated regularly by the Registrar's Office. Students showing credit deficiencies on their records are informed in writing prior to course selection for the following semester. It is the Student's responsibility to maintain standard progress.

#### **1.5 Academic Status**

Semester and cumulative grade point averages are reviewed by the Director of Academic Services to determine each student's academic status. Minimum requirements are as follows:

The minimum acceptable grade point average (GPA) for a single semester is 2.0. A 2.0 cumulative GPA is required for graduation.

#### **1.6 Academic Warning**

**Any student whose semester GPA falls below 2.0 will be placed on Academic Warning.**

A first year or transfer student may be admitted on academic warning, but will be reviewed by the Director of Academic Services at the end of his or her first semester. If the standards outlined above have been achieved, the student will then be considered in good standing. Academic warning status is noted on the student's transcript.

Upon receipt of a letter of academic warning, students will be expected to arrange a meeting with the Director of Academic Services or an academic advisor to discuss ways of improving their academic standing.

### **1.7 Academic Probation**

Any student whose cumulative GPA falls below 2.0 will be placed on Academic Probation. Academic Probation is noted on the student's transcript.

For students who are on academic probation, any incompletes received will be calculated as F's when determining academic status.

Upon receipt of a letter of academic probation, students are required to arrange a meeting with the Director of Academic Services or an academic advisor to discuss ways of improving their academic standing.

### **1.8 Academic Dismissal**

Any student on academic probation who does not achieve a cumulative GPA of 2.0 or above the next semester that he/she is enrolled will be dismissed from the Institute.

A student may appeal an academic dismissal to the Academic Review Committee (consisting of the Director of Academic Services, the Dean of Enrollment and Student Affairs, the V.P. for Academic Affairs and the Director of Admissions) if the student believes extenuating circumstances exist. Appeals must be made in written form and be received by the Director of Academic Services at least one week prior to the first day of classes of the following semester. A meeting with the Director of Academic Services is recommended prior to submitting an appeal.

Any newly admitted student placed at first year level of the Foundation program, whose first semester GPA is 0.00, will be dismissed from the Institute without prior academic sanction. In the case of extenuating circumstances, the Institute may delay dismissal until the Director of Academic Services can review the student's situation and make a final decision.

Students dismissed from the Institute can be considered for reinstatement after completing twelve credits, earning a 2.0 GPA or better, at an accredited degree granting institution. No grade in any course can be lower than a C.

### **1.9 Academic Variance**

In rare instances, a student may request a change or substitution in his or her required program of study. Such requests must be submitted in writing to the Director of Academic Services for consideration by the department chairperson and faculty.

### **1.10 Selecting a Major**

Students will participate in the major selection process after they have completed between 36 and 51 credits in the Foundation program, depending on their preferred major area. To prepare for selecting a major, students are encouraged to meet with the department chairperson, faculty and students in their preferred major(s). Department open houses offer students this opportunity.

Advising is available to students who desire assistance in selecting a major. Acceptance into the major will be determined by portfolio review, and may require a personal interview. Notification of the department's decision will be made to the student in writing from the Office of Academic Services.

Completion of the Foundation program does not guarantee acceptance into a major. Students not accepted into a major, or accepted on probation, should contact the Office of Academic Services for specific instructions.

### **1.11 Tutoring**

The tutoring program assists students with liberal arts courses, specifically course content, improving study skills, writing papers and reviewing for exams. Mid-term and final exam study groups are conducted by the learning support services coordinator, faculty or peer tutors. Additional services are available for learning-disabled students, as well as international students. Most tutoring services are free.

### **1.12 Learning Disabled Students**

Students who are diagnosed with a learning disability may qualify for academic adjustments to meet the essential requirements of the class. Judgments regarding academic adjustments are made on a case-by-case basis, as circumstances, conditions and academic situations constantly change. Academic adjustments will be made through consultation with the appropriate faculty and the Office of Academic Services.

### **1.13 Change of Major**

Students wishing to change their major are required to file a change of major form with the Registrar and submit a portfolio to the chairperson of their desired department for consideration. See the Office of Academic Services to obtain Change of Major form.

### **1.14 Independent Study**

Outstanding fourth and fifth year students may propose a semester-long independent study course, equivalent to three credits of liberal arts or studio elective. In general, the purpose of independent study is to pursue a topic of interest not available in the curriculum. Students are limited to one independent study per semester and to a total of six credits of liberal arts, or studio independent study.

Proposals for independent study must be submitted to the Office of Academic Services, with approval from a faculty sponsor, the department chairperson and the Director of Academic Services. Approved proposals must be submitted to the Registrar for proper credit. Independent study is graded and cannot be taken on a pass/fail basis.

### **1.15 Campus Study Programs (Mobility)**

Cleveland Institute of Art participates in a consortium through which selected B.F.A. students may spend a semester or year at another A.I.C.A.D. (Association of Independent Colleges of Art & Design) institution. Catalogs for the participating colleges are available for review in the CIA library. Further information and applications are available from the Office of Academic Services.

### **1.16 International Study Opportunities**

Students are able to study at art schools throughout the world and earn credit toward their degree. Arrangements can be made for students to spend one or two semesters abroad. For more information, contact the Coordinator of International Programs and Students.

### **1.17 Summer Study Options**

Summer study opportunities are available at the Skowhegan School for Painting and Sculpture in Maine, Oxbow Summer Program in Michigan, and many other programs throughout the United States. Many programs offer scholarships. Information and application deadlines on Oxbow and Skowhegan are available from the Office of Academic Services. Additional information on other summer study programs is available in the Library, and through the Coordinator of International Programs and Students.

### **1.18 Liberal Arts Honors Program**

The Liberal Arts honors program is available to third, fourth, and fifth year students. In order to participate in the program, students must have a minimum 3.3 GPA in Liberal Arts foundation courses at the conclusion of their second year. The requirements for completion of the honors program are as follows: By the completion of their fifth year, students participating in the honors program will have selected and completed six courses (out of their larger total number of elective courses in Liberal Arts) for honors, with a minimum final grade of B+ in each course. Any Liberal Arts elective course may be taken for honors assignment/project in addition to the regular course requirements and assignments. Students must maintain a minimum B+ grade in each course taken for honors. (There are no Independent Study courses nor any optional thesis projects offered for honors.) Although no extra credits are awarded for participation in the honors program, students who complete the requirements will graduate with honors in Liberal Arts.

### **1.19 Credit by Portfolio Review**

*Note: The intent of the Credit by Portfolio Review Process is to allow students an opportunity to have a body of work, completed outside of scheduled course requirements, reviewed for possible credit. It was NOT designed to exempt students from taking a required CIA course that they have failed or chosen to avoid.*

A continuing student may occasionally complete a body of work outside of scheduled course requirements (such as during a summer study program), and wish to submit a portfolio of that work to be considered for required or elective studio credit. To arrange a portfolio review, a student should contact the Office of Academic Services by the end of the second week of the semester following completion of the work. Academic Services will distribute the Credit by Portfolio Review form and direct students to the appropriate Chair who will arrange the review. The Chair will then notify the student of the decision and return the signed form to Academic Services where it will become part of the student's permanent record. If credit is to be awarded, Academic Services will notify the Registrar.

Students are required to submit credit by portfolio review requests in accordance with predetermined departmental schedules. Please check with Academic Services for a listing of departmental portfolio review dates.

Since students are notified by the Registrar **each semester** of deficient foundation credits, there will be no consideration given to last minute requests by 4<sup>th</sup> and 5<sup>th</sup> year students (who have been continuously enrolled). For all enrolled, degree-seeking students, **all credit by portfolio reviews for foundation courses must be completed by the second semester of the 3<sup>rd</sup> year.**

A student cannot request a credit by portfolio review for a course that he/she has failed, or for a course in which an incomplete grade has turned to an F.

A student may not apply for credit by portfolio review for the same course more than once.

Students will be charged a \$100 per credit fee for CIA credit awarded through the Portfolio Review process.

## **1.20 Attendance**

It is the best interest of every student to attend all sessions of the classes in which he or she is registered and to attend the appropriate lecture programs and convocations. The student's progress as an artist depends not only on completion of assignments but also on full participation in the dialogue within studio and academic classes. Each faculty member has discretion in taking attendance and penalizing habitual absence or tardiness, and will advise the class what will be considered unacceptable for the purpose of grading.

Generally, studio faculty observe the following guidelines: three unexcused absences in a course justify an unsatisfactory effort grade; the fourth unexcused absence will be cause for course failure. Personal illness and sickness or emergency in the immediate family are regarded as excusable absences, and must be reported to the Receptionist (421-7000) on the day of absence. Absences of three or more consecutive days should be reported to the Office of Academic Services (421-7465). Students are responsible for make-up of assignments due to absence.

However, an excess of four absences in a liberal arts class (either excused and/or unexcused), results in a lowering of the effectiveness of the teaching/learning process. Liberal arts faculty, therefore, have instituted the following policy to be used at the discretion of the instructor; Each absence in excess of four class periods will result in a reduction of the course grade. Reasons for absence may include illness, family or other emergencies, school trips, etc. Additionally, students who are more than ten minutes late to class will be counted absent for the day. If a given course meets for two hours once a week, the instructor can opt to permit only two absences before reducing the grade.

Individual faculty members may require written documentation of a student's illness or injury from CWRU Health Services or the attending physician. When treated, request a written diagnosis and length of illness statement and present this information to the appropriate faculty or the Director of Academic Services. Faculty or the Director of Academic Services may also require written verification of family or other emergencies. In the event of a long-term illness or other problem, the attendance policy may be amended. The student should contact the instructor as soon as possible after unavoidable absences. An unexcused absence from a final critique or exam will result in automatic failure of the course. Students are required to notify Academic Services prior to missing a final exam or critique.

## **1.21 Course Repeat**

Students who receive a failure may repeat the same course at the Institute. The original F will remain on the student's record for the semester in which it was given. The repeated course and new grade will be recorded for the semester in which it was repeated. Students also have the option to repeat a course that they may have passed in order to improve their grade. The recording procedure outlined above will apply. Provided the grade earned for repeating the course was a D or higher, the new grade will be used in tabulating the student's cumulative grade point average.

## **1.22 Academic Grievances**

A student who wishes to register a complaint about course instruction or evaluation should first discuss his or her concern with the professor or instructor involved. If the matter is not resolved, the student should discuss his her concern with the Director of Academic Services. In the case of a dispute over a course

evaluation, the Director may seek the assistance of the department chairperson or the Dean of Enrollment and Student Affairs in resolving the dispute.

### **1.23 Registration**

Registration at CIA consists of two components: course reservation and tuition payment. Both of these components must be completed each semester before a student is considered enrolled at CIA. Students who have not completed course reservation and tuition payment by the end of the late registration period (the first week of classes) **will not be permitted to enroll for that semester**. All students must register regardless of the financial aid they may be receiving. You are highly encouraged to use the mail-in registration method, as it is the most convenient and hassle-free method of registering.

Students who do not complete all registration requirements are not permitted on the CIA campus.

### **1.24 Course Reservation**

Currently enrolled students have the opportunity to reserve their courses through the Registrar's Office each semester. Course reservation for the fall semester normally occurs in late April; for the spring semester in mid-November. Course reservation consists of consulting with an advisor on planning a course schedule for the upcoming semester and processing the course schedule through the Registrar's Office. Course reservation gives students the opportunity to pay tuition by mail. **Students must pay tuition on the courses they reserve before they are considered registered and allowed to attend classes.** Students not paid and registered by the first day of classes for the semester will have their course reservations **cancelled**. All students who plan to return the following semester are advised to participate in early course reservation. Students who complete the course reservation process and who will be in the Cleveland area may use their library card between semesters.

### **1.25 Enrollment Status**

Students may enroll as full-time (minimum of 12 credit hours per semester), part-time (less than 12 credit hours), or on a special non-degree basis. Students wishing to change their status should consult with the Office of Academic Services. Changing from full-time to part-time or non-degree status will affect financial aid eligibility.

### **1.26 Cross Registration**

Subjects not offered at the Institute or not scheduled at a suitable time may be available at another local institution. Through the coordination of the Northeast Ohio Council on Higher Education, to which CIA belongs, a full-time student in good standing may take one course per semester during the academic year at any other of the colleges or universities. Admission is granted on a space-available basis. There is no additional tuition charge until your credits exceed 15 for the semester. There may be lab or other fees charged by the host institution. Credit and grades from the host school are transferable, provided they meet curriculum requirements. See the Registrar for the cross-registration brochure and the current course schedule of the other institutions.

### **1.27 Course Withdrawal**

A student may withdraw from a course through the tenth week of the semester. Course withdrawal forms are available from the Registrar's Office or the Office of Academic Services. Forms must be signed by the course instructor and the Registrar. Withdrawal after the tenth week of the semester will not be permitted without extenuating circumstances. If a student withdraws from a course after mid-term grades are issued, a "W" will appear as the final grade but the mid-term grade will be recorded. Students should be aware that withdrawn courses must be repeated (if a required course) or another course taken for equal credit

during a future semester. Withdrawing from a course may affect current or future financial aid eligibility. Please see the Director of Financial Aid for details.

### **1.28 Course Failure**

**Foundation Liberal Arts requirements, if failed, may be repeated at the Institute or at another accredited college or university. Permission to register for an acceptable substitute course must first be granted by the Registrar, and a minimum grade of “C” must be earned to transfer credit.**

Liberal arts electives, if failed, may also be taken at another accredited institution and will transfer with a minimum final grade of “C”. Studio courses taken at another accredited institution can only be transferred through a portfolio review of the work by Institute faculty. Studio work completed at an Alliance of Independent Colleges of Art and Design (AICAD) member school (or in a program approved by the Institute) will transfer provided that a final grade of at least “C” is achieved.

### **1.29 Course Audits**

**Students who wish to audit a course for no credit will be charged tuition at the same rate as if the course were taken for credit.**

### **1.30 Add/Drop Courses**

Students may drop and add courses, or change their schedules in any way, through the Registrar's Office during the Drop-Add Period which is always the first week of classes. Please refer to the Academic Year Calendar for specific dates. Course drop-add forms are available from the Registrar's Office (McCullough Ctr., Rm. 202) or the Academic Services Office (McCullough Ctr., Rm. 200). Any additional tuition incurred will be added to the student's tuition balance. There is no additional fee to drop and add courses during the Drop-Add Period. Full-time students who drop to part-time status during the drop-add period will receive a revised tuition bill reflecting the change in cost. Students should keep in mind that a drop to part-time status during the drop-add period may affect his/her financial aid package.

After the drop-add period, no tuition adjustments will be made for full-time students reducing their course load to part-time unless the course reduction results in a complete institutional withdrawal.

Following the Drop-Add Period, a student may withdraw from a course through the tenth week of the semester. Please refer to the Academic Year Calendar for specific dates. All course withdrawals must be processed through the Registrar's Office. Course withdrawal forms are available from the Registrar's Office (McCullough Ctr, Rm. 202) or from the Academic Services Office (McCullough Ctr, Rm. 200). A non-punitive grade of "W" will be issued for withdrawn courses. New courses may not be added during the course withdrawal period.

### **1.31 Withdrawal from the Institute/Refund Policy**

**Students officially withdrawing from the Cleveland Institute of Art (withdrawing from ALL courses and Residence Hall) will receive:**

- **90% REFUND** on tuition, applicable fees and room charges (board charges will be calculated by CWRU) if the **OFFICIAL** withdrawal is **during the 1<sup>st</sup> and 2<sup>nd</sup> week of the semester.**
- **50% REFUND** on tuition, fees and room charges (board charges will be calculated by CWRU) if the **OFFICIAL** withdrawal is **during the 3<sup>rd</sup> and 4<sup>th</sup> week of the semester.**
- **25% REFUND** on tuition, fees and room charges (board charges will be calculated by CWRU) if the **OFFICIAL** withdrawal is during the **5<sup>th</sup> through 8<sup>th</sup> week of the semester.** (Note: federal law requires a portion of financial aid to be returned to the various programs through the 9<sup>th</sup> week of the semester – this will result in a higher bill for most students if the withdrawal occurs in the 9<sup>th</sup> week versus the 8<sup>th</sup> week of the semester).

All withdrawals from the Institute are charged a \$100 withdrawal fee.

How to Withdraw from the Institute:

OFFICIAL withdrawal is defined as the date the student began the withdrawal process by completing a Request for Institutional Withdrawal or Leave of Absence Form from the Office of Academic Services. The Request for Institutional Withdrawal or Leave of Absence Form will require the signatures of:

- Director of Academic Services
- Dean of Admissions
- Director of Financial Aid
- Library Director
- Director of Student Life
- Student Accounts Administrator
- Registrar

The **OFFICIAL** date of withdrawal can also be the date the student contacted the Office of Academic Services of the intent to withdraw or the student's last date of attendance at a documented **academic activity**.

UNOFFICIAL withdrawal: If the student stops attending class **without OFFICIAL notification to the Office of Academic Services** the student will be charged **100%** of tuition, fees, room and board regardless of when the student stopped attending class.

Students in good standing who are granted a Leave of Absence are not required to repeat the application process before returning to the Institute to resume classes. However, they must complete an Application for Returning Student form available through the Admissions Office. Students who are granted a Leave of Absence for medical reasons may be required to submit a written statement from their physician before application for readmission can be considered. A portfolio review is not required for readmission. Readmitted students wishing to be considered for advanced placement can arrange for a portfolio review of their work through the Admissions Office.

### **Financial Aid Withdrawal Refund Policy**

Financial aid will be returned to the Federal programs when a student withdraws completely from the Institute according to the following Federal regulations called R2T4 (Return of Title IV Funds):

During the first 60% of the semester (first 9 weeks), a student \"earns\" financial aid in direct proportion to the length of time he or she remains enrolled. A student who remains enrolled beyond the 60% point (9th week) earns all financial aid for that semester.

The Institute will return unearned financial aid to the proper federal program. Unearned aid is the amount of aid that was disbursed (posted to the student account) that exceeds the amount earned up until the point of withdrawal.

To determine the percentage of earned aid, the number of days a student attended (before the official withdrawal) will be divided by the number of days in the semester. Both numbers will include weekends and any breaks in attendance less than 5 days.

**Financial Aid will be returned in the following order:**

- **Unsubsidized FFEL (Stafford) Loan**
- **Subsidized FFEL (Stafford) Loan**

- **Federal Perkins Loan**
- **FFEL Plus Loan**
- **Federal Pell Grant**
- **Federal SEOG grant**

State funds, CIA grants & scholarships and private funds will be calculated in accordance with the Institute's Refund calculation if the student withdraws from all classes. For example, if the student withdraws completely (down to 0 credit hours) during the 90% Refund period (1st or 2nd week) the Financial Aid Office will return 90% of the state fund, 90% of the CIA grant or scholarship. The return of private funds from outside sources will be determined by the Financial Aid Office and will be based on the guidelines specific to each individual award.

The Institute must return its share of unearned financial aid (as calculated and charged to the student account) no later than 30 days after the student's official withdrawal date. A student must return his or her share of unearned aid to the Institute within 30 days after the official withdrawal date or according to the terms of any promissory note if the unearned aid is attributed only to a loan.

Students can add/drop classes during the first week of classes each semester. If a student drops below full-time after this date, and does not withdraw from the Institute completely, they will still owe 100% of tuition and fees and will be able to retain all financial aid at full-time enrollment levels.

Please contact the Financial Aid Office for a calculation of the student refund and of the returns required to financial aid programs in order to determine the net effect to the student account. Students may wish to make this request BEFORE officially withdrawing from The Cleveland Institute of Art.

### **1.32 Student Records**

**In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), students may inspect and challenge school educational records maintained in their name. The Cleveland Institute of Art's FERPA policy defines a student as any person who attends or has attended the Institute. Educational records are defined as any record in any media maintained by the Institute which is directly related to a student except for the following: personal records kept by a staff member not accessible to other persons, records created and maintained by the Institute's operations or security for law enforcement purposes, employment records where employment is not contingent on the fact the individual is a student, records maintained by a physician, psychiatrist, psychologist or other recognized professional used only for treatment of a student, and alumni records containing information after the student is no longer in attendance which does not relate to the person as a student.**

Students may inspect and review their educational records upon written request to the Registrar or appropriate records custodian. There will be no fee charged for photocopying a reasonable amount of records. The Institute has the right to refuse a student access to their records under the following circumstances: The student has an unpaid financial obligation to any Institute office or department, the student owes overdue materials or equipment to the library or other Institute office or department, there is an unresolved disciplinary action against the student, or the educational record requested is an exam or set of standardized test questions.

The Institute reserves the right to release a student's educational records without the student's written consent to school officials who have a legitimate educational interest in the records, and to parents of an eligible student who is claimed as dependent for income tax purposes. At the discretion of the Institute, information regarding student abuse of alcohol or drugs not prescribed by a physician may be reported to the parents of students 21 years of age or younger. Information considered as "directory" information may also be released without the student's prior written consent unless the student notifies the Institute in writing, by the end of the fourth week of classes, that they do not wish to have the information released.

The Institute's complete FERPA policy is available from the Registrar's Office. The policy is distributed annually to all enrolled students.

### **1.33 Transcripts**

Transcripts must be requested in writing with a signature by the student whose record is being copied. Written requests may be mailed or faxed to the Registrar's Office. Email requests will not be accepted. Transcripts will be issued only if the student's account is clear with all Institute administrative offices and institutional departments. Transcripts for currently enrolled degree-seeking students will be free-of-charge. Transcripts for former students and continuing education students will carry a fee of \$5 per transcript. Transcripts take one week for processing. Rush transcripts (within 24 hours) will carry an additional fee of \$15. Transcript fees will apply whether the transcript requested is official or unofficial.

### **1.34 Change of Address or Name**

**Students must inform the Registrar of a change in permanent and/or college address or phone number. Receipt of grades and financial aid materials depends on accurate mailing information. The student will bear full responsibility for any consequences resulting from his/her failure to promptly report a new address or change in name.**

### **1.35 Grades**

Letter grades are a means by which the faculty member communicates his or her professional assessment of each student's performance. The primary purpose in assigning grades is to provide students with a realistic standard of reference by which they can measure progress while enrolled in the Institute.

Grades are reported twice each semester: mid-term grades after the first eight weeks and final grades at the close of the term. The mid-term grade is a preliminary indication of the student's progress to date. Only the final grade is entered onto the student's official record. A dual grading system permits faculty to measure student accomplishment and effort separately. Letter grades are computed on the following grade scale:

Work of consistently outstanding quality, which displays originality, and often goes beyond the course requirements: A (4.0), A- (3.7).

Work of consistently good quality, demonstrating a high level of proficiency, knowledge and skills in all aspects of the course: B+ (3.3), B (3.0), B- (2.7).

Satisfactory work that meets the requirements of the course and conforms to standards for graduation: C+ (2.3), C (2.0), C- (1.7).

Work deficient in concept or execution, but acceptable for course credit: D+ (1.3), D (1.0), D- (0.7). Work unacceptable for course credit; does not meet standards for graduation: F (0.0).

The Instructor also may give a grade to indicate his or her perception of a student's commitment as displayed in effort toward achievement. An unsatisfactory effort grade indicates that the student's attitudes and work habits (regardless of the quality of work) do not meet professional standards. The possibility of receiving a revision to an effort grade is at the discretion of the faculty member. Effort grades are assigned as follows: Excellent (E), Satisfactory (S), or Unsatisfactory (U).

Students found guilty of cheating may be given an F in the course with an effort grade of "U" and appropriate record made of the finding. Appeal of a cheating penalty action will be made through

the Director of Academic Services, who will appoint a hearing committee. Students may also have a disciplinary hearing.

### **1.36 Degree Requirements**

Candidates for graduation under the five-year BFA program from the Cleveland Institute of Art are required to have earned a total of 150-153 credits depending on their major field of study: generally, 102-105 credits in studio and 48 credits in liberal arts. Of the 102-105 studio credits, 39 credits are required in Foundation with the remaining required in major and studio electives. Of the 48 liberal arts credits, 24 credits are required in Foundation courses and 24 credits in advanced electives. Individual departments may have specific course requirements among the liberal arts or studio electives. Transfer students are required to complete a minimum of 21 credits of fifth-year studio courses at the Institute. All students must study on campus during the last semester of their fifth year. Candidates for graduation under the four-year BFA program are required to have earned a total of 129 credits: 87 credits in Studio and 42 credits in Liberal Arts.

In addition to meeting credit and curriculum requirements, degree candidates are also required to present a B.F.A. review exhibition for evaluation by their faculty and peers. Students are eligible to present their B.F.A. if they have nine or fewer credits outstanding. Part-time students must complete their degree requirements within 24 semesters. A 2.0 cumulative grade point average is required for graduation.

Students are informed of their credit standings regularly throughout their program of study. Students who have nine credits or less outstanding for their degree at the end of their fifth year will be scheduled for a B.F.A. review. These students are ineligible, however, for traveling scholarship consideration or for participation in graduation ceremonies with their class.

Students with credit deficiencies may opt to postpone their B.F.A. review until deficiencies are completed to permit participation in the traveling scholarship competition and graduation ceremonies. Students may submit an appeal in writing to the Director of Academic Services (Room M-200) to seek permission to participate in graduation ceremonies in spite of credit deficiencies. A committee made up of the Director of Academic Services, the department chairperson and the Registrar will certify each degree candidate's eligibility to participate in graduation ceremonies and receipt of his or her diploma after final semester grades are submitted.

### **1.37 Errors in Grading**

Grade revisions are only allowed to correct errors; they cannot be given for additional work. To correct an error, an instructor must fill out an Error in Grading Form, which needs to be signed by the department chair. This form must be completed by the end of the semester following the semester in which the grade was incurred.

### **1.38 Incomplete**

The "incomplete" grade should be the only deterrent to receiving an actual letter grade.

Incompletes must be student initiated requests, and should be assigned in cases of personal illness, death in family, or other such mitigating circumstances. An incomplete grade will not be granted for simple failure to submit work on time.

To receive an incomplete for a course, students must request an incomplete grade form from the Registrar's Office or the Academic Services Office and return the completed form, signed by the course instructor, prior to the last day of the semester.

The deadline for submitting revised grades for an incomplete is the Friday of the fourth week of classes in the following semester. Remaining course work should be presented no later than the end of the third week of that semester to the instructor to allow him/her sufficient time to evaluate the work and submit a revised grade to the Registrar by the deadline. Individual instructors can use discretion in setting an earlier incomplete deadline if they so choose.

If a student has extenuating circumstances and cannot complete an incomplete by the fourth week deadline, he/she may formally request an extension, by filling out an incomplete extension form, which must be signed by both the faculty member and Academic Services. The incomplete must be completed by the last day of the semester in which the extension is requested.

If the revised grade for the course is not submitted by the deadline, the incomplete grade will be changed to an F and will be recorded in the student's permanent record. No further extensions will be granted and the grade cannot be revised. If the course taken is a requirement, the student must repeat it. It is suggested that the student confirm with the Registrar that his/her grade revision has been submitted and recorded correctly.

### **1.39 Graduation Information**

Students eligible for graduation are charged a graduation fee that is included as part of their tuition and fees. This fee is added to their final semester of study. The fee covers various commencement expenses, including, but not limited to, cap and gown purchase, printing of materials (diplomas, tickets, announcements, and programs). Measurements for caps and gowns, and names for diplomas, are taken by the Registrar's Office during course selection for the spring semester. Caps and gowns are distributed during the commencement rehearsal, which occurs the day before graduation.

Graduation announcements and tickets to the commencement ceremonies are distributed by the Registrar's office approximately one month before graduation. A ticket is required for admission to the ceremonies. Any student with an outstanding account with any Institute office or department will not receive his or her diploma until all obligations to the school have been satisfied. Graduates owing tuition or unreturned library materials may not participate in commencement ceremonies.

### **1.40 Leave of Absence**

Students in good standing may request a leave of absence from the Institute by completing a Request for Withdrawal Form, available in the Office of Academic Services. Students on leave should contact the Office of Academic Services to discuss readmission and to secure course registration.

### **1.41 Readmission**

A student in good standing who withdraws from the Institute may be readmitted by completing an Application for Returning Students, available from the Office of Admissions. Students wishing to be considered for advanced studio placement upon their return, or students who withdrew after 2<sup>nd</sup> semester 2<sup>nd</sup> year, should contact the Office of Admissions to arrange for a portfolio review. Credits for liberal arts courses also may be transferred upon submission of an official transcript to the Registrar's Office.

Reinstatement to the Institute after academic dismissal is granted to students who complete at least four three-credit courses (required in the student's major curriculum) at another four-year accredited college or university. A grade of at least C must be earned for each course. Students applying for reinstatement should contact the Director of Academic Services, and submit an official transcript to the Registrar's Office.

## **1.42 Identification Cards**

All students will be issued a photo ID card that they must carry at all times throughout their enrollment at the Institute. The Institute's security personnel and the University Circle police are authorized to confiscate the ID card from any student who is participating in a public disturbance or unlawful act on campus or in the Circle. Institute ID cards are issued through the Access Services Department in Crawford Hall of Case Western Reserve University. The first ID card is issued free-of-charge. Replacement ID's will carry a \$25 fee each time the card must be replaced. For a replacement ID, students are required to obtain a yellow ID permit card from the Institute's Registrar's Office which must be presented to CWRU Access Services along with the \$25 fee. Questions regarding ID cards may be directed to the Registrar's Office.

## **1.43 Gund Library**

The Jessica R. Gund Memorial Library (located in room G-300 on the top floor of the Gund Building) is a special art library for visual artists. Its collections include over 42,000 books, exhibition catalogs, and CD-ROMs; 145 current periodical subscriptions; 100,000 art and architecture slides as well as access to a broad range of digital images; 2,000 sound recordings; 480 video tapes, DVDs, and films; a visual reference file; access to online databases and full text resources; 1,250 artists' books (books made by artists); AV equipment (ranging from boom boxes and extension cords to digital cameras, and laptops); and color as well as black and white photocopiers.

The Gund Library's catalog is part of the EuclidPLUS online catalog, which includes the libraries of Case Western Reserve University, the Cleveland Institute of Music, and the Siegal College of Judaic Studies. Gund Library materials are identified as "CIArt" in the EuclidPLUS online catalog.

The Institute is also a member of OhioLINK, a statewide association of public and private colleges and universities. You may request materials from other OhioLINK libraries to be delivered here for you to check out. There is no cost for this service, and requested materials usually arrive in a about one week. For more details, ask the staff.

The library staff is available to help you! We can help you find images and information in the Gund Library and are available to answer your questions. We would be glad to show you how to use the EuclidPLUS and OhioLINK online catalogs and how to request OhioLINK materials. We also provide copier and AV equipment instruction. The staff also maintains course reserve materials for studio and academic classes. You can even ask your reference questions online using a form on the library's web page.

Your CIA ID is your library card, is required to borrow library materials, and may be used at any EuclidPLUS library. You are responsible for following the policies of EuclidPLUS libraries and for returning all library materials to the library from which you borrowed them.

Courtesy and overdue notices are sent to your CIA email account. These notices cannot be sent to any other email account, so you will want to check your CIA email on a regular basis to avoid fines and bills. All library materials must be returned or paid for by the end of the semester, or grades and transcripts will be held. Graduates must have a clear library record to graduate and to participate in commencement. No eating, drinking, or smoking in the library. Please turn off or turn down the ringer on your cell phone and step out of the library if you receive a cell phone call.

The library is generally open daily during the semester, with extended hours during academic exams. The slide collection hours are more limited. When classes are not in session, the library has shorter hours. Library hours are posted at the entrance and on the library web site. The telephone numbers are (216) 421-7440 and (216) 421-7441.

For more information about the Gund Library's hours, collections, services, specialized resources, policies, and to use the EuclidPLUS online catalog, please check the library's web site ([www.cia.edu/library](http://www.cia.edu/library)).

#### **1.44 Class Trips**

Instruction-related trips or tours requiring students to travel away from the Institute and to be absent from scheduled class times other than that course(s) for which the excursion is intended are to be reported in advance to the V.P. for Academic Affairs and to those faculty whose classes will be missed.

Faculty in charge of a trip must enforce the Institute's requirement that all students participating sign in advance an approved release agreement declaring they will not make claim against the Institute or its personnel for injury or damage sustained while on the class trip. Release forms should be obtained from the Office of Academic Affairs or Academic Services offices.

Each original completed form, signed by every participating student shall be returned to file in the Office of Academic Affairs. The employee responsible for the travel shall carry a full set of copies and enforce the stated policies for the duration of the trip.

#### **1.45 \*Course work and assignments:\***

Course work (including in-class projects, home work and written assignments) is assigned by instructors in relation to the requirements and learning objectives for each specific course. Course work completed for one instructor's class may not be turned in for credit from another instructor's class, unless approval has been granted in advance and in writing by all instructors involved. Instructors may approve such a written request based on the following considerations:

- 1) The proposed project is interdisciplinary in nature and concept, and actively seeks to work across instructional areas in order to integrate a range of media, forms and/or techniques.
- 2) The scope of the proposed project is ambitious and will satisfy learning objectives and requirements in different but complementary ways for each class.
- 3) The objectives and requirements must be clarified in writing by student and all instructors involved.
- 4) The student understands that such a project will be evaluated separately by each instructor involved
- 5) The student must also define how and where the different and complementary aspects of their proposed project fulfill separate requirements for each class. This will define the grading criteria for individual instructors to assign separate grades for the larger project.

## **2. Business Office Services and Institute Policies**

### **2.1 Security**

**The University Circle Police Department patrols the CIA campus. The UCPD patrols on a 24 hour-a-day, year-round basis. Responses to calls are usually within 5 minutes. In addition, the Case Western Reserve University security force patrols the area surrounding Taplin Residence Hall on a 24 hours a day year round basis. In addition to basic patrol, security personnel respond to all criminal incidents and alarms and provide escorts and emergency assistance. The CWRU Central Dispatch Center can be reached by calling 368-3333.**

There is a Code Blue emergency telephone system used in University Circle. By touching a push button on any of the Code Blue telephone poles located throughout the Circle area, a highly visible bright blue strobe light starts flashing to identify that someone is in need of emergency assistance. The system automatically advises the UCPD which Code Blue phone has been activated and dispatches a patrol car to the scene within one to two minutes.

The Institute's Director of Safety and Facilities Management oversees security issues in each CIA building. During class hours report any incident to the Receptionist/Security Officer in the Gund Building and the lobby Security Officer in the McCullough Center. For evening and weekend security coverage, students should immediately report any incident or suspicious person to the security official on duty.

Personal property is not insured by the Institute so students should keep all personal belongings locked or in a safe place at all times. Only students, faculty and staff presenting a valid Institute identification card are permitted in the buildings after scheduled class hours.

### **2.2 Health and Safety Policy: Goals of the Students**

**All students, full- or part-time, degree or non-degree, special or continuing education, regular and summer sessions are to adhere to:**

1. Support the direction of the President, and the faculty and staff in health and safety matters.
2. Be familiar with and observe all CIA health and safety policies and regulations.
3. Be familiar with the CIA Student Handbook and its policies and regulations.
4. Comply with regulations and support safe studio practices. (See sections in the CIA Student Handbook on Rules of Conduct, Disciplinary Sanctions, Safety, Non-Academic Grievances, and other Health and Safety related policies).
5. Use only materials and procedures approved by faculty. New materials should be approved before being introduced to the studio. (refer to faculty list of approved materials).
6. Students will be responsible for providing some items of protective equipment. Instructors will provide all students with a list of what is needed.
7. Participate in any emergency drills.
8. Participate in required health and safety training.
9. Maintain their studios in accordance with CIA Health and Safety policy.

All emergencies, including accidents, assault, fire, vandalism, and theft or attempted theft should be reported to the Receptionist at X7400 or (421-7000) immediately, (a police report must be filed). After scheduled class hours, emergencies should be reported to the security officer, x7434 or (421-7434) in the Gund Building, or x7331 or (421-7331) in the McCullough Center. The Receptionist or security officer will call an ambulance if needed.

### **2.3 Parking**

Student parking is located in assigned parking lots in the University Circle area. Parking lots require an access card and parking “hang tag,” which can be purchased through the Business Office and issued by the Facilities Office. Purchase of a parking permit does not guarantee availability of a parking space; parking is limited and on a first-come, first-served basis. Any car without a current “hang tag” is subject to ticketing and/or tow at the owner’s expense.

The “hang tag” should be hung on the rear view mirror and can be transferred from one car to another should the need arise. Anyone using an Institute parking lot is subject to the college’s parking policies issued at the time of permit pick-up.

For motorist assistance please call University Circle Inc. parking and Transportation at 791-6226. Assistance can be provided for battery boosts, flat tire inflation, keys locked in car, and gasoline at cost.

## **2.4 Pets**

Animals are not permitted in Institute buildings, with the exception of guide dogs.

## **2.5 Food Service**

Vending machines are located in the student lounges, on the second floor of the Gund Building and in the Coffeehouse of the McCullough Center. Eating should be restricted to those areas. Food and beverages are not permitted in the library, galleries, auditoriums or classrooms. Please keep the Institute clean by properly disposing of trash.

## **2.6 Lockers**

Student lockers are available only in the Gund Building. Lockers may be secured at the reception desk in the facilities office in the JMC. Foundation students will receive priority in assignment of lockers. Locker assignments are for the academic year. All lockers are provided with a combination lock that is the property of the Cleveland Institute of Art. Loss of this lock will result in a \$15.00 replacement fee. No other locks are permitted. Illegal locks will be cut off and the locker contents removed. There is a non-refundable rental fee of \$5.00.

Lockers must be cleared of all contents by the end of the spring term. By requesting a locker, students agree to maintain the locker in good condition and abide by the procedures, policies, and guidelines. The Institute is not responsible for contents of the lockers.

## **2.7 Lost/Found**

Found items should be turned in to the Receptionist, where they will be kept until the end of the academic year. Lost items should be reported to the Receptionist. To avoid loss of personal belongings, the Institute advises marking all possessions with name or other identification. Items of value should not be left unattended. The Institute is not responsible for student personal property brought onto campus.

## **2.8 Non-Discriminatory Policy**

It is the policy of the Cleveland Institute of Art, in accordance with the provisions set forth by Title IX of the 1972 Education Amendment Act and Section 504 of the Rehabilitation Act of 1973 and other federal regulations, not to discriminate on the basis of race, color, creed, national or ethnic origin, gender, sexual orientation, age or disabilities, in employment practices, administration of educational policies, admissions, scholarship and loan programs, and other school-administered programs and activities.

## **2.9 Building Hours**

Building hours are posted and are subject to change. Students may make use of the Institute's facilities beyond scheduled class hours and on weekends by presenting their valid identification card to security personnel and observing the sign-in/sign-out procedure. The Institute reserves the right to close the facilities at any time at its own discretion.

## **2.10 Insurance**

Although every effort will be made to protect and preserve student property and art work, the Institute cannot accept responsibility for damage or loss. Student work exhibited in the Reinberger Galleries will be insured during installation, throughout the exhibition, and while dismantling in accordance with the Gallery insurance policy (but not if placed in storage). Damage to, or theft of, any artwork in the building should be reported to the Director of Safety and Facilities Management. The Institute is not responsible for student personal property brought onto campus.

## **2.11 Facilities Access/Studio Access Policy**

Access to facilities and equipment is granted first to departmental majors, then to students enrolled in electives. Foundation students are encouraged to take advantage of the departmental facilities with permission and supervision of the faculty member(s) teaching in each area.

Studio Access Policy:

1. Studio use is restricted to students who are currently enrolled in that studio with the following exceptions:
  - a) Students with a grade of incomplete, who need additional time to finish class work from a previous semester
  - b) Students with written permission from an instructor or department chairperson (A standard form will be provided for this and be used for all studio facilities.)
  - c) Continuing Education students in regularly scheduled classes
  - d) Special project work that is collaborative between studio areas or is a special CIA project
  - e) Studio areas defined as general use and used by the general CIA population
2. Studio access policy should be posted in each studio area. It should also be explained to students within those areas. The explanation should be in written form and be a part of the regular introductory information.
3. Each studio area should provide specific studio policy that defines student access to that studio areas and the equipment and facilities contained within it. Individual studio policy should conform to CIA studio access guidelines.
4. Lending Policy for CIA studio equipment. CIA should have an equipment loan form that states the conditions of the loan. Those conditions might include some of the following:
  - a) A disclaimer that states the liabilities of the student and the CIA
  - b) A statement that covers loss or damage of the loaned equipment
  - c) A provision for stating the length of the loan
  - d) A provision for description of the item to be loaned

Students should receive the proper training to be able to use certain equipment and to insure that they are familiar with CIA emergency policy.

5. Small appliances will not be permitted in individual studio areas. This includes, but is not limited to, coffee makers, hot plates, toaster ovens, toasters, crock pots, refrigerators, microwaves and other similar appliances. These items are safety risks for fire. A microwave oven is located in the Student Lounge in the Gund Building, and we are in the process of adding a microwave oven in the third floor vending area of McCullough. If requested by departmental chairs, we will work with them to set up a departmental refrigerator, or other special needs.

Furthermore, with the fire risk involved with upholstered furniture (easy chairs, sofas, mattresses, etc.), they are not permitted in student studio areas as well.

## **2.12 Restricted Facilities**

Some studio areas are restricted, such as typography or photography shoot studios and darkroom areas. Written authorization for access to and use of restricted studios must be obtained in advance from the department chairperson. Authorization forms are submitted to the studio technician and security officer on duty.

## **2.13 Student-Supplied Equipment Policy**

The studios and facilities of the Institute are places for hard work with complex equipment and difficult techniques. We encourage all students to make as much use of them as they can. We expect that they will learn how to use equipment and materials in ways that will benefit their vision and safeguard their health.

Students and faculty at the Cleveland Institute of Art may use privately owned tools and equipment in Institute studios and buildings if that equipment or tool(s), meets the following guidelines:

1. Before bringing in equipment students must have the approval of the department or major chairperson.
2. Each department should have a list of tools and equipment that are approved for use within their facilities. All other tools or equipment must be approved by the respective department's faculty.
3. The department and major chairpersons should inspect the equipment and insure that it meets CIA health and safety guidelines.
4. Students must inform instructors when unapproved tools and equipment are brought into the studio.
5. All use of equipment should comply with studio policies and regulation on equipment use, to include specific policy on use outside of scheduled hours.
6. Use of student supplied equipment outside of scheduled class hours may be subject to the approval of the instructor.
7. All tools and equipment are to be used with the original guards and safety devices supplied by the manufacturer.
8. All tools and equipment should be used according to the manufacturer's instruction and with proper equipment for the handling of any dusts, fumes, byproducts or noise created by its use.
9. All equipment should be used with proper protective clothing and safety devices such as special glasses or ear protection.
10. All equipment should be secured when not in use and not be available for the use of others.
11. Students who supply their own tools or equipment must sign a statement agreeing to comply with CIA regulations concerning equipment use and regulations concerning equipment use and condition.
12. Equipment policies should be explained to students who have studio access. Policies should be posted in the studio along with health and safety information.

## **2.14 Visitors/Guests**

Visitors are welcome in the Institute's buildings, when accompanied by a student, employee or other guest holding a valid CIA identification card. Anyone escorting a visitor on campus is responsible for ensuring that all school policies and procedures are respected.

## **2.15 Physically Challenged Students**

The Institute's buildings and facilities are equipped to accommodate students with physical handicaps. However, the Institute is not a barrier-free campus. Students with special needs or concerns should contact the Dean of Enrollment and Student Affairs.

## **2.16 Smoking**

Cleveland Institute of Art is a non-smoking environment. For health and safety reasons, smoking is prohibited in all areas of the school facilities.

## **2.17 Telephones**

Public telephones are located in the Gund Building on the second floor across from the student lounge, and at the bottom of the stairwell at the north entrance. In the McCullough Center, public telephones are located on the second floor elevator lobby north, and on the fourth floor near the Painting department.

## **2.18 Student Accounts**

Records of student accounts are maintained by the Business Office. Payment of tuition and fees is due at the time of registration. Students may opt for Academic Management Services (AMS) payment plan, which enables them to pay academic year's costs in eight, nine or ten monthly installments. A hold on the release of grades or transcripts is placed on student accounts which show unpaid tuition balances or unpaid debts to departments remaining at the end of the semester. For detailed information on tuition and fee payment or questions about your account, please see the Student Accounts Administrator.

## **2.19 Tuition Payments**

Currently enrolled students who have completed the course selection process are mailed tuition bills and other registration information in July (November for the spring semester). Students are offered two payment options; 1) Payment in full, or 2) Installment payments through the Academic Management Service (AMS) plan. Students who pay their tuition by mail-in registration deadline are then mailed a class schedule which authorizes them to attend classes. Those students who do not pay their tuition by the mail-in deadline retain their classes, but must pay their tuition in person during in-person tuition payment week. All students who fail to pay tuition by the mail-in deadline will be assessed a \$275 in-person registration fee. Students who have scheduled courses, but fail to register and pay tuition prior to the first day of the semester, will have their courses deleted and will be assessed a \$350 late fee. For more information contact the Student Accounts Administrator.

## **2.20 Refunds**

Students withdrawing from CIA should refer to the withdrawal/refund policy in the current Bulletin or contact the Financial Aid Office in Room G206. **NOTE: A student who withdraws may owe the CIA for charges no longer covered by returned Federal Aid.**

Students due a refund for any other reasons should contact the Student Accounts Administrator in Room M102.

If you are anticipating a refund check due to financial aid in excess of your tuition and fees, please visit the Student Accounts Office.

## **2.21 Dress Code**

Due to the nature of the work at the Institute, a liberal dress code is acceptable. Appropriate dress is best determined by the kind of work involved. For health and safety reasons shirts, pants and footwear are required.

## **2.22 Student Art Work**

The Institute reserves the right to retain selected examples of student work for reproduction or exhibition purposes and for permanent collection. Work selected for permanent collection will be mutually agreed upon by the faculty member or the administrator and the student.

### **3. Student Organizations and Activities**

#### **3.1 Student Activities**

A variety of student activities, events, and programs are planned each week by the Student Activities Staff with assistance from the Student Programming Board, (a group of students who serve as advisors to the staff). Examples of past activities are Local sporting events, Coffeehouse music concerts, national comedian shows, community service, various workshops, the annual Halloween party and the annual “Pink Pig” picnic.

#### **3.2 Athletic Activities**

Athletic activities such as Intramural Flag Football, Soccer, and Basketball are offered through the Department of Student Life in conjunction with the CWRU Intramural Office. Student Life and Housing organize and advertise all sport activities. CIA students are welcome to use the CWRU athletic facilities for an annual fee.

#### **3.3 Kulas Ticket Fund**

The Kulas Ticket Fund, supported through a grant from the Kulas Foundation, allows the Institute to purchase tickets for live entertainment, and distribute them free of charge to full-time students. Performances include orchestra, ballet, opera and drama. Announcements of ticket availability are posted throughout campus, and tickets are distributed by a lottery drawing every week. For more information contact the Department of Student Life at 421-7429.

#### **3.4 Student Leadership Council**

Student Leadership Council is the student governing organization composed of first through fifth year class representatives of the full-time student body. The council plans and coordinates annual events and officially presents the views of the student body to the faculty and administration. Student Leadership council sponsors student organizations, weekly exhibitions in the Student Gallery and the annual Student Independent Exhibition. Other sponsored activities include a Spring trip to cities such as New York, Chicago and Washington DC. All students are urged to serve as representatives or attend open meetings which are held in the Coffeehouse area of the J.M. McCullough Center.

#### **3.5 The Student Newspaper**

CIA’s official student newspaper is funded by advertisements and school funds. All students are welcome to join the staff, submit articles and/or artwork. The newspaper is advised by the Office of Student Life and Housing.

#### **3.6 Community Services Opportunities**

There are several opportunities for CIA students to provide service for the local community. The Office of Student Life and Housing is always looking for opportunities for students to not only serve their community at CIA, but the greater Cleveland Community. Some of the past activities are MS Fest, Greater Cleveland AIDS walk, and making dinner for the residents of the Hope Lodge.

#### **3.7 Tuesday Night Special**

This Club works with the Office of Student Life and Housing and sponsors comedians, illusionists, musicians, the Halloween Party, and the Pink Pig.

#### **3.8 GLBT and Friends**

Plans and organizes activities in support of the gay student population and promotes awareness of gay issues in a college context.

### **3.9 Student Artists Association**

Provides students with practical experience in organizing exhibits and/or sales of artwork. Although activities vary depending on the ideas of current members, the Association usually sponsors a holiday art sale. Annual membership fee is \$10.

### **3.10 Artists for Christ**

A student group that gathers weekly to bring together Christian art students. The purpose of Artists for Christ is to promote the spiritual life of Cleveland Institute of Art students by providing opportunities for Christian spiritual growth through worship, fellowship, training and servant outreach. AFC is a local gathering of the Campus Crusade for Christ.

### **3.11 Glass Club**

Known for their pot lucks, this group brings in guest artists to talk to student (majored or not) about different techniques in glass blowing

### **3.12 Amnesty International**

Amnesty's global mission is rooted in a fundamental commitment to the rights, dignity, and well-being of every person. Recipient of the Nobel Peace Prize, Amnesty's more than 1.8 million members worldwide fight to uphold the ideals enshrined in the Universal Declaration of Human Rights.

### **3.13 Fiber Club**

This group is know for the annual fiber prom in the spring. This group brings in guest artists to talk to student (majored or not) about different techniques in fiber.

### **3.14 Photo club**

This group brings in guest artists to talk to student (majored or not) about different techniques in photography, as well as sponsors trips to see shows I the area.

### **3.15 Community Service Club**

Dedicated to bringing opportunities to serve the greater Cleveland community. Past activities include a toiletry drive, and Hope Lodge dinner.

### **3.16 Student Gallery**

Student groups or departments of the Institute can exhibit current work in the Student Gallery located in the McCullough Center and in designated display cases in the Gund Building and JMC (available for individual student shows). Student Gallery Shows are hung weekly, on exhibit Monday through Friday, and end with a closing reception on Friday evening. The Student Leadership Council provides funds for the closing reception. If interested, please go to the Department of Student Life and reserve a week on a first come, first serve basis.

Other opportunities for students to exhibit their work include local, regional and national competitive exhibitions, which are posted on bulletin boards in the Gund Building.

### **3.17 Student Independent Exhibition**

The annual Student Independent Exhibition is one of the major shows featured in the Institute's Reinberger Galleries each year. The Exhibition is sponsored by the Student Leadership Council and offers students the opportunity to introduce their work to the public. Show rules, jury selection, publicity, catalogs, exhibit design and installation and the opening reception are organized and coordinated by students. Students in all majors are encouraged to submit work for jury consideration.

## **4. Career Services**

### **4.1 Internships**

An internship provides students with a chance to establish careers in the arts while earning course credit towards their degree. Internship students can work part-time or full-time in a wide variety of art-related positions throughout the Cleveland area as well as in other U.S. cities. Successful internships allow students to develop confidence and interpersonal skills, gain an understanding of the workplace culture, and determine work-related options while receiving visual arts on-the-job training.

#### ***ELIGIBILITY***

Internships for credit at the Cleveland Institute of Art are available to full time and part time degree seeking 4<sup>th</sup> and 5<sup>th</sup> year students as well as 3<sup>rd</sup> year students who meet an employer's requirements. 1<sup>st</sup> and 2<sup>nd</sup> year students can participate in non-credit internships provided they meet the employer's requirements.

#### ***CREDITS***

**A student must work 120 hours during the semester/summer (approximately 8 hours a week for 15 weeks) in order to get 3 credits. 3 credits are the minimum amount of credits a student can earn. Students have earned 6 credits (240 hours of work) 9 credits (360 hours of work) and 12 credits (480 hours of work) in a semester/summer, depending on the amount of work done. Students can earn a total of 15 internship credits while at CIA. The student's department Chair and the Office of Academic Services make all final decisions on the number of credits a student can receive for an internship.**

**There is no additional charge for internships during the fall and spring semester. The fee for summer internship credit is \$100 per credit hour. Students who participate in a summer internship, but who fail to pay tuition, will not receive credit toward their degree requirements. The internship will not appear on the student's transcript.**

#### ***COMPENSATION***

Many internships offer an hourly compensation or monthly stipend. The employer solely determines compensation and the Office of Academic Services does not take part in any compensation negotiations.

#### ***INTERNSHIP CONTRACT***

When an employer hires a student as an intern, it is the student's responsibility to obtain an Internship Contract from the Office of Academic Services. The Internship Contract specifies the duties, hours and expectations of the internship. Signatures must be obtained from the employer, the student's faculty sponsor and department chair, an advisor from the Academic Services Office, and in the case of summer semester, the Business Office. Summer tuition must be paid at the time of registration, before the internship begins.

#### ***EVALUATION***

Students will work closely with their Faculty Sponsor and the Internship Coordinator to make sure that their internship provides a positive learning experience and that they are meeting their employer's expectations and their department's program requirements. At the end of the internship, the student and the

employer complete an internship evaluation form. A copy of this evaluation will be sent to the student's faculty sponsor, who will assign a pass/fail grade. The internship counselor is always available to address any issues or concerns which might arise during the course of an internship.

### **STEPS FOR COMPLETING THE INTERNSHIP LEARNING CONTRACT**

1. Meet with your Department Chair to determine how an Internship can benefit your course of study, what and where it should be, and who the Faculty Sponsor will be.
2. Work with your Faculty Sponsor and the Internship Employer to complete all sections of the attached Internship Learning Contract, including the Learning Goals statement. You should review your "Learning Goals" with your Faculty Sponsor, as well as the evaluation procedure and requirements.
3. Meet with the Academic Advisor/Internship Counselor to complete the Office of Academic Services section of the contract.
4. If you are an International Student with an F-1 visa, you must get the approval of the International Student Advisor.
5. **Tuition for summer internship credit is \$100 per credit hour.** After obtaining the required signatures, take the form, with the required tuition, to the Student Accounts Administrator in the Office of Business Affairs (JMC, first floor). The Student Accounts Administrator will sign the form as proof that tuition has been paid in full. Students will NOT be billed for summer internship tuition. Tuition must be paid at the time of registration. Please Note: Students who participate in a summer internship, but who fail to pay tuition, will not receive credit toward their degree requirements. The internship will NOT appear on the student's transcript.
6. Please return the completed form (WITH ALL SIGNATURES) to the Registrar's Office prior to the start date of your internship. *Please note that internship hours only accumulate AFTER the completed internship learning contract and learning goals have been submitted to Academic Services and the Registrar. No contracts will be back dated. We are unable to make any exceptions to this rule.*
7. The Registrar's Office will review the form and make sure it is complete before entering the Internship onto your course schedule.
8. Both the student and the supervisor will complete a final evaluation form at the end of the internship. The Faculty Sponsor will review these evaluations before a pass/fail grade is assigned and credit is awarded. It is very important that you work out in advance with your Faculty Sponsor and your Internship Employer any additional evaluation or documentation that will be required for your specific internship.

## **5. Personal Counseling and Advising Services**

### **5.1 Personal Advising**

**Counseling and referral regarding personal concerns or grievances are available to all full and part-time students who are experiencing significant personal and social change that affects their academic performance, career plans, personal lives, or relationships. Counseling services are provided by the Director of Student Life and/or the Director of Academic and International Services. However, if they feel that the scope of the issue is out of their expertise, they will refer students to University Counseling Services. First-year and transfer students are especially urged to visit this office for help in adjusting to college life at the Institute. Professional counseling is available by appointment at the CWRU Health Services at 2145 Adelbert Road (368-2450), or the CWRU University Counseling Service at 201 Sears Building (368-5872). Walk-in counseling is available without appointment on weekdays 3:00PM to 4:30PM.**

Free workshops, seminars and groups are also offered each semester on topics including test anxiety management, drug/alcohol education, women's issues, stress reduction, students with children, and eating disorders. Workshop, consultation, counseling, and educational resources are available upon request and without additional costs.

### **5.2 Health Services**

**All full-time students are required to pay the current health services fee. This fee entitles students to both health care and professional counseling services. In addition, the Case Western Reserve University Medical Plan for Students fee is billed to all full-time students. This Insurance Plan fee can be waived if the student has other coverage. Waiver forms must be turned in by September for fall and January for the spring semester.**

The Case Western Reserve University Health Service at 2145 Adelbert Road provides comprehensive health care for Institute students. Brochures describing the services provided by CWRU Health Services and the CWRU Medical Plan for Students are available in the Student Services Office and the Business Office.

All new students are required to complete medical and immunization histories and to return them directly to CWRU Health Services. Student medical histories are placed on file as a basis for meeting future medical needs. Fulfilling the requirements listed on the medical and immunization histories prior to enrollment is necessary in order to file claims against insurance. For more information about CWRU Health Services, please call (216) 368-2450.

### **5.3 International Student Advising**

The Institute is approved by the Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) to accept F-1 non-immigrant students. Questions and problems regarding immigration matters or other international student concerns should be directed to the Coordinator of International Programs & Students (421-7428). The Coordinator of International Programs & Students, Director of Academic and International Services, Dean of Enrollment and Student Affairs, and the Registrar are the only school officials authorized to represent the school and to sign immigration documents related to F-1 student issues.

### **5.4 Legal Services**

The CWRU Law Clinic is located on 11075 East Boulevard, next to the Institute's Gund Building. The center, staffed by law students and supervised by practicing lawyers, offers free legal advice to students in

such matters as landlord-tenant relationships and conflicts as well as in civil and criminal problems. The center is open weekdays from 8:30AM – 5:00PM. For an appointment call 368-2766.

## **6. Other Student Services**

### **6.1 Campus Housing**

The residence hall (Taplin) is located in University Circle, just two blocks from the Institute. All unmarried, first time college students who are under 20 years of age are required to live in the residence hall for the first full academic year. Students living with their parents or guardians within Cuyahoga County are considered to be within commutable distance to the college. Students new to the Institute and who are 20 years of age or older are not given first priority to on-campus housing. If students in either of these categories desire to live on campus, they will be put on a waiting list according to the date of their housing deposit. After mid-July those on the waiting list will begin to be housed according to space availability. All students housed in the residence hall are required to join the Case Western Reserve University meal plan and take their meals in CWRU dining halls and cafeterias. Students who have completed their first year of studies are free to choose their living arrangements, either in the residence hall, pending space availability or off-campus.

### **6.2 Off-Campus Housing**

To assist students who desire to live off-campus the Department of Student Life maintains a housing list of available apartments near the campus and provides a roommate wanted board to assist students in finding CIA roommates. In addition, Student Life holds several workshops to assist students in the transition from living on-campus to moving off-campus.

### **6.3 Recreational Facilities**

Payment of an annual fee entitles Institute students to use the physical fitness facilities of Case Western Reserve University. The Sam Emerson Physical Education Building, located at 10900 Euclid Avenue, includes a swimming pool, two weight rooms, squash and racquetball courts, fencing and wrestling rooms, a rifle range, a large gymnasium and the Athletic Office. Facilities for track, basketball, baseball, volleyball, tennis and intramural sports are also available. For more information on fee payment and facility hours, contact the CWRU Athletic Department 368-2867.

### **6.4 Financial Aid**

All applications for federal, state, and institutional aid should be filed by March 15th, prior to the expected Fall enrollment. All students should file the Free Application For Federal Student Aid (FAFSA) early enough for it to be processed and received by the financial aid office prior to the March 15<sup>th</sup> priority deadline. The financial aid process is an annual one. Funding priority will be given to students whose financial aid applications are processed by the March 15 deadline. Students must complete the FAFSA and the Institutional CIA Financial Aid Application for full consideration. Awards can't be posted to the student's account until all forms, signatures, verifications, and certifications are complete. Be attentive to deadlines and papers that need your signature and return them to the Financial Aid Office on time. Please view the Financial Aid Office web site for the most current financial aid information available at: [www.cia.edu/financialaid](http://www.cia.edu/financialaid).

### **6.5 Federal Work Study**

Is a campus based federally funded program awarded to students who have demonstrated need based on the results of the FAFSA. This award must be earned through employment at a work study job on campus or an approved work study job off-campus, and is payable by monthly direct deposit or paycheck. The work study award cannot be deducted from the student account billing statement. Students are responsible for finding their own job. Job opportunities are listed on the bulletin board outside of the Financial Aid Office, or discovered at the annual campus job fair held in September.

## **6.6 Eligibility for Financial Aid/Standards of Satisfactory Academic Progress**

In order to be eligible to receive financial aid from federal, state and institutional aid programs at The Cleveland Institute of Art, students must make reasonable academic progress toward their degree. This includes maintaining at least a 2.0 cumulative undergraduate GPA, completing 70% of the classes attempted each year, and a cut-off after exceeding a certain number of attempted hours without earning a degree. You may view this policy from the Financial Aid Office web site at: [www.cia.edu/financialaid](http://www.cia.edu/financialaid).

## **6.7 Disbursement of Financial Aid into the Student's Account and Bill Payment**

All awards that a student receives (including awards to non-financial aid applicants) are administered and processed by the Financial Aid Office. Disbursement of aid to your student account will be made after the start of each semester when the student's financial aid file is considered to be complete, meaning that all required forms have been returned, and you are considered registered for classes. Loan proceeds do not show up on your student account billing statement as pending aid and will appear on your statement only after the funds are received from the lender and posted to your student account. Billing statements are created and mailed to you by the Office of Student Accounts. Questions about your billing statement, making payments, setting up the Tuition Pay payment plan, or pertaining to how the awards on your financial aid award letter are used to pay your bill, should be directed to the Office of Student Accounts located in room M102 of the Joseph McCullough Center, phone number (216) 421-7318.

## **6.8 Part-time Employment**

In addition to work-study jobs, part-time and freelance jobs are posted daily through the gate2 email and are sent out of the Student Services Office. You may also find opportunities posted on the Bulletin Board located next to the Registrar's office.

## **6.9 Student Ombudsman**

**The Student Ombudsman helps open channels of communication between students and the Institute community.**

- The Ombudsman informs students about Institute policy and practices, as well as where to go for help.
- Facilitates communication between students and the Institute community.
- Investigates grievances and attempts to objectively make recommendations on how best to resolve the issues raised.
- Communicates patterns of problems to students, faculty, and administrators.
- Serves as an advocate for students who feel they have experienced a disservice from CIA.

The Student Ombudsman is not a quick fix to all situations, does not get involved in judicial matters, does not get involved in faculty/staff issues, and does not make administrative decisions. The Ombudsman uses persuasion and makes recommendations that assist the Institute community in informal resolution of student disputes and grievances. The Student Ombudsman is located in G-206E.

## **7. Student Rights and Responsibilities**

### **7.1 Rules of Conduct**

**The Institute regards its students as adults who are responsible for their actions, conduct and any resulting consequences. Students are expected to maintain high standards of conduct and professionalism in their work, and are expected to respect the property of the college and fellow students, faculty and staff. Students may be subject to disciplinary actions for the following:**

1. Academic dishonesty, including plagiarism (presenting the works, ideas, theories or images of another as one's own without proper credit or documentation) and cheating (using notes or crib sheets not permitted by the instructor when taking a quiz or exam, or giving or receiving help while taking a quiz or exam), or submitting the same studio or academic work to more than one class in any given semester.
2. Furnishing false information to the college, including forgery, alteration or misuse of college documents, records or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities, including its public service events or other authorized activities of the college.
4. Verbal abuses, physical abuse, or conduct which threatens or endangers the health or safety of any person on college-owned or college-controlled property, or at college-sponsored or college-supervised events.
5. Theft of, damage to, or unauthorized use of college property, or the property of a campus visitor.
6. Unauthorized entry to, or use of, college facilities.
7. Failure to comply with directions of college officials acting in performance of their duties.
8. Violation of any Institute, state or federal drug or alcohol laws or policies, or improper actions resulting from the use of alcoholic beverages or drugs.
9. Possession of any firearms, weapons, fireworks, explosives or ammunition, or abuse of flammable substances, on Institute property.
10. Behavior that is self-destructive or threatening to the safety of the individual or other members of the Institute community.

### **7.2 Disciplinary Sanctions**

**Students who violate the rules of conduct will receive one or more of the following sanctions depending on the nature of the misconduct.**

#### Disciplinary Warning

Oral warning to the student that identifies the violation of specified conduct rules and notifies the student of the consequences of any repeated occurrence.

#### Disciplinary Probation

Written statement to the student that identifies his or her violation of specified conduct rules and notifies the student that he or she will be placed on probationary status for a specified period of time to demonstrate acceptable behavior.

#### Suspension

Written notice excluding the student from classes or other Institute privileges and activities for a specified period of time.

#### Disciplinary Expulsion

Written notice to the student terminating his or her status at the Institute for a specified period of time. The conditions of readmission, if permitted, will be stated in the expulsion letter.

### Restitution

Reimbursement for damage to or misappropriation of property. Reimbursement also may take the form of appropriate service or repair.

## **7.3 Disciplinary Hearing Process**

**Any Institute administrator, faculty member or student may file charges for misconduct against any student enrolled in the Cleveland Institute of Art. Charges should be filed with the Dean of Enrollment and Student Affairs, and the following procedures will occur.**

1. The Dean of Enrollment and Student Affairs (or at his/her direction, the DSL) will investigate the charges to determine whether or not the alleged misconduct can be resolved informally.
2. If it is determined that the charges can be resolved informally, the Dean of Enrollment and Student Affairs will apply the appropriate sanctions and, if warranted, assign a relevant penalty or restitution (such as repair, reimbursement or service).
3. If the preliminary investigation of the charges warrants, the Dean of Enrollment and Student Affairs will convene a Disciplinary Committee consisting of two faculty members, one management-level administrator, and two students. The committee will conduct a hearing for consideration of the alleged charges and issue a decision regarding appropriate disciplinary action.
4. A written copy of the charges and a notice of the hearing date and time will be delivered to the accused, as well as to each member of the Disciplinary Committee. The hearing will be convened within 15 days of notifying the accused, unless an extension is granted.
5. The hearing will be private.
6. Hearings involving more than one student will be held jointly and in private.
7. The burden of proof lies with the person(s) bringing the charges.
8. Both the accused student(s) and the person(s) bringing the charges will have the opportunity to testify, to question witnesses, to present evidence and to be aided by an advisor.
9. All information or evidence upon which the decision may be based must be introduced during the hearing.
10. After hearing all testimony, reviewing all evidence and questioning those attending the hearing as needed for clarification, the committee will, in closed session, review the case, levy the appropriate sanction and, if warranted, assign a relevant penalty or restitution. The accused student(s) will again appear before the committee to hear the decision.
11. The proceedings will be documented in a written summary and, on occasion, on tape. All documentation is confidential and will remain on file in the Dean of Enrollment and Student Affairs office for three years, or until the student graduates. Access to the disciplinary records will be limited to the Dean of Enrollment and Student Affairs, or other administrators authorized by the President of the Institute. A student has the right to examine his or her disciplinary record upon written request to the Dean of Enrollment and Student Affairs.
12. The hearing committee will provide written notification of the decision to the accused student and the person bringing the charges. A copy of the notification will be retained in the office of the Dean of Enrollment and Student Affairs.
13. The decision of the hearing committee is final, subject only to appeal to the President of the Institute.

## **7.4 Non-Academic Grievances**

Students may express grievances against the actions of other students, faculty or staff by submitting a written statement to the Dean of Enrollment and Student Affairs that describes the nature of the complaint, the name(s) of the individual(s) involved, and the previous efforts made to resolve the problem. The Dean of Enrollment and Student Affairs will then contact the individual(s) named in the statement and attempt to resolve the matter informally. If the problem is not resolved informally, the Dean of Enrollment and Student Affairs can commence the disciplinary hearing process, or if this is not appropriate do to the type

of grievances the Dean of Enrollment and Student Affairs will work with the Executive V.P. and C.O.O. to resolve the grievances.

## **7.5 Housing and Residence Life**

**Disciplinary sanctions which result from violations of residence hall policy may include, but are not limited to, written warnings, probation, community service, restitution, suspension and/or expulsion from the residence hall or the Institute. Any student placed on probation will not be permitted to stay in the residence hall during Thanksgiving or Spring Break. Parent(s) of a student may be contacted if the judicial situation warrants.**

The typical manner in which the institute administers judicial action in Taplin is as follows:

1. Verbal warning from an RA or the CRL. Disciplinary procedures may differ based on the grievances and weight of the charges filed.
2. Written incident report from an RA or the CRL, which result in either
  - a) a meeting with the Assistant Director of Student Life and Housing.
  - b) a meeting with the Director of Student Life and Housing, or
  - c) a combination of the above
3. The severity of the charges may also result in a referral with the Dean of Enrollment and Student Affairs. If a student is found responsible, a disciplinary sanction will be administered.

## **7.6 Jurisdiction of the Institute**

**CIA reserves the right to review student misconduct, which occurs on- or off-campus when such behavior reflects upon the integrity of the Institute. Students are reminded that they serve as representatives of the Cleveland Institute of Art and both positive and inappropriate behavior affects the campus image and reputation.**

When the behavior of the student poses a clear and present threat to the safety of that individual or others or violates the mission of CIA, the Institute may, through its Dean+++++ of Enrollment and Student Affairs, Director of Student Life, or Director of Academic Services impose an interim suspension and/or removal from the residence halls pending a hearing on the incident, using the appropriate university disciplinary procedures for the particular behavior exhibited.

Under certain circumstances, Case Western Reserve University Counseling Center may recommend to the Director of Student Life or Academic Services that a student not be allowed to attend classes and/or live in the residence halls. In case of mental or physical health, the Director of Student Life or the Director of Academic Services makes the final decision based on the circumstances and evidence found.

## **7.7 Sexual Assault Policy**

### What is sexual assault?

Sexual Assault is knowingly engaging in physical contact of a sexual nature with any person without the consent of that person. Sexual Assault includes, but is not limited to, rape, sodomy, acquaintance rape, or use of foreign object in sexual contact. Persons under the influence of substances such as alcohol or drugs may not be able to give consent. Therefore, such cases should be considered non-consensual. Age and mental capacity may also render consent impossible. Sexual Assault is a crime and as such will not be tolerated at the Cleveland Institute of Art.

### Why should I report an assault?

Persons who have been sexually assaulted often fear they will be blamed or disbelieved, or they may know the assailant and fear the consequences to themselves. However, the Institute strongly encourages reporting sexual assault for the following reasons:

- Medical attention may be required for internal injuries, pregnancy, or sexually transmitted diseases.
- Delayed reporting will diminish the possibility of collecting valuable evidence that could lead to prosecution.
- Reporting the crime does not obligate you to prosecute but gives you options to prosecute.
- Reporting the crime gives the police valuable information that could be helpful in prosecuting assailants.
- Rapists are often repeat offenders; reporting may help authorities spot patterns of behavior that could lead to arrest.
- Reporting the crime is an active way of fighting back and gaining control of the situation.
- **Filing a police report is necessary to be eligible for any crime victim compensation that might be applicable.**

### Reporting sexual assault

Students may report to any Institute official including but not limited to University Circle Police, residence hall personnel, student affairs personnel and academic affairs personnel. Students who choose to report an assault will receive any and all assistance requested in notifying the necessary authorities. Additional consideration will be given to students who request to have class schedules and or living accommodations changes. Persons who have been sexually assaulted may go directly to the CWRU University Hospital Emergency Room or the university Health Service for medical attention. Psychological counseling is available through the CWRU University Counseling Service (368-5872 weekdays and 844-8892 after 5 p.m. on weekends and holidays).

### Disciplinary Sanctions

**The investigation of assault will assure that both the complainant and the accused will receive due process in accordance with established disciplinary procedures stated in student, faculty and staff employee handbooks, and that each will receive prompt notification of the determination of the proceedings. Any student or employee found guilty of sexual assault will be subject to immediate and appropriate disciplinary action, up to and including dismissal, termination and criminal prosecution.**

## **7.8 Sexual Harassment**

**The Cleveland Institute of Art is committed to creating and maintaining a learning environment free of discrimination. Sexual harassment is a form of discrimination. The Institute prohibits and will not tolerate sexual harassment toward or by members of the college community. It is a violation of the college's code of conduct, and it is against the law, as outlined in Title IX of the Education Amendments Act of 1972. All members of the Institute are responsible for ensuring adherence to this policy, discouraging sexual harassment, and cooperating in any investigation which might result from a complaint of sexual harassment. Unwelcome sexual advances, requests for sexual favors, off-color joking and other verbal or physical conduct of a sexual nature can be defined as sexual harassment when:**

1. submission to such conduct is either an explicit or implicit term or condition of the student's educational opportunities;
2. submission or rejection is used as a basis for an educational decision;
3. the conduct substantially interferes with the student's ability to perform academically;
4. the conduct creates an environment that the student finds intimidating, offensive or hostile.

There is a risk in remaining silent regarding sexual harassment. Any student who believes he or she is or has been sexually harassed, or is aware of the occurrence of sexual harassment, should immediately contact the Director of Academic and International Services or the Director of Student Life or the Dean of Enrollment and Student Affairs. Due to the sensitive nature of sexual harassment issues, the Institute will investigate the matter quickly, and in a manner which protects the privacy and rights of all parties concerned, but the Institute cannot guarantee confidentiality because of the need to investigate witnesses and receive testimony.

#### Investigation

**Once an accused person or group is identified, the designated Institute official conducts an initial investigation. This investigation will include interviews with the person(s) reporting harassment and person(s) accused of harassment and may include interviews of other potential witnesses. The complainant and the accused may have an advisor present during interviews. Certain factors will be considered in determining whether the alleged incident violates this policy, including, but not limited to, the surrounding circumstances, the nature of the alleged sexual conduct, documentation presented in support of the allegation, the relationship between the parties involved, the context in which the alleged incident occurred and whether the behavior was unwelcome.**

#### Informal Complaint Procedure

Persons who believe they are being sexually harassed have a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the person(s) claiming harassment, informal resolution may involve one or more of the following:

1. Advising the person(s) regarding the appropriate communication of the unwelcome nature of the behavior to the alleged harasser.
2. With the approval of both parties, arranging and facilitating a meeting between the person(s) claiming harassment and the person(s) accused of harassment to work out a mutual resolution.

Information about all student informal complaints and resolutions will be kept on file in the office of the Dean of Enrollment and Student Affairs.

#### Formal Complaint Procedure

**If informal resolution is not agreed upon or fails to resolve a concern satisfactorily, formal disciplinary hearing processes as described on page (56) will be utilized.**

The Institute will take disciplinary action, as it deems necessary and appropriate in its sole discretion unless otherwise prescribed by law or Institute policy. This may include, but is not limited to, warning, suspension or immediate discharge.

#### Retaliation

**Submission of a complaint or a report of a violation of this policy that is made in good faith will not affect the individual's future educational endeavors, work assignments or academic career with the Institute.**

No retaliatory action will be taken against any person who makes a complaint of sexual harassment or who participates in an investigation regarding such offenses. Persons who believe they are being retaliated against for making a complaint or participating in an investigation should report immediately such retaliation to the Institute official responsible for investigating the initial complaint.

#### Support Services

The Institute provides confidential counseling and referral services by the Director of Academic and International Services and/or the Director of Student Life for students who feel they have been sexually harassed.

### Confidentiality

**The Institute recognizes the need for privacy on the part of both complainant and accused and will make all reasonable efforts to maintain the confidentiality of parties involved in a sexual harassment investigation. Confidentiality, however, cannot be guaranteed.**

## **7.9 Policy on Alcohol and Other Drug Abuse**

**Based on its commitment to assure the safety and health of its students and employees, The Cleveland Institute of Art seeks to maintain work and learning environments free of the unlawful manufacture, distribution, possession or use of a controlled substance or the abuse of alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching and learning, and, therefore, will not be tolerated.**

### Alcohol Policy

The Institute recognizes its obligation to provide student support services and information regarding the use and abuse of alcohol, and it affirms that the choice not to drink, exercised by students of legal drinking age, is as socially acceptable as the choice to drink, that excessive drinking or drunkenness is not condoned, and that being drunk is no excuse for misconduct or infringement upon the rights of others. Students are therefore required to observe Institute guidelines for responsible and legal consumption of alcoholic beverages. The Institute will conform to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal to sell, provide or serve beer, wine or liquor to anyone who is under the age of 21. Students who do not comply with local or state laws or Institute procedures will be subject to disciplinary action by the Institute. Institute sanctions include disciplinary warning for first-time underage offenders and disciplinary probation and referral for rehabilitation for repeat offenders and those whose behavior indicates the presence of an alcohol abuse problem. Students who continue to violate Institute alcohol policy will be subject to suspension.

1. The consumption of alcoholic beverages at the Cleveland Institute of Art is subject to the STATE OF OHIO LIQUOR LAW and certain provisions of the OHIO PENAL CODE. The legal age for beer, wine and alcohol serving and consumption is 21 years or older.
2. Alcohol is never permitted in student studios.
3. Alcoholic beverages are not served to persons under legal drinking age or to persons who appear intoxicated. Identification is required.
4. The serving and consumption of alcoholic beverages on the premises of the Institute is permitted only at approved registered events or events otherwise officially sponsored by the Institute. Major student events will require professional servers. Non-alcoholic beverages and food must also be available at all events where alcohol is served.
5. Alcohol is not permitted for smaller departmental events or parties that typically do not provide this level of student supervision.
6. The sale of alcoholic beverages is prohibited except at specific events for which a temporary license has been secured by the Cleveland Institute of Art.
7. Consumption of alcoholic beverages at an event is permitted only in the designated area on the approved event registration form.
8. Alcoholic beverages found in the possession of an underage individual will be confiscated and disposed of.
9. Underage students found in possession of, using or manufacturing illegal identification that alters their age or their identity will be subject to disciplinary action.
10. No social event shall include any form of "drinking contest" in its activities or promotion, nor should the presence/serving of alcohol be the main focus of advertising for an event.
11. The alcohol policy applies equally to all Institute students, faculty, staff and guests during the time that they are on the premises.
12. The alcohol policy must be posted at all registered events at which alcohol is served.
13. Students, faculty, and staff are encouraged to make appropriate decisions concerning consumption of alcohol at Institute events and while operating a vehicle.

### Drug Policy

In accordance with Ohio law, the Institute prohibits the use or possession of drugs or narcotics not prescribed by a physician. Depending on the nature of the offense, the Institute may impose any of the sanctions which are listed in the current Student Handbook. It should be noted that the illegal provision or sale of drugs not prescribed by a physician will ordinarily result in expulsion and or referral for prosecution. Drugs to which these statements and rules apply are currently defined as including: **Opiates** (such as morphine, heroin, codeine, opium, demerol, and paregoric), **Cocaine, Marijuana, Hallucinogens** (such as LSD, DMT, Mescaline, peyote and psilocybin), **Barbituates** (such as Nembutal and Seconal), **Tranquilizers** (such as librium, phenothiazine, and reserpine), and **Amphetamines** (such as Benzedrine, methadrine, and dexadrine).

### Personal Risks

Misuse of alcohol and other drugs can cause marked changes in behavior and can result in personal, relationship, physical or legal problems. Even low doses significantly impair judgement and coordination, making driving and the operation of machinery dangerous. Low to moderate doses can increase the incidence of a variety of aggressive acts. Moderate to high doses can cause marked impairment in higher mental functions, severely altering the ability to learn and remember information. Very high doses frequently cause respiratory depression and death.

Repeated use of alcohol and other drugs can lead to psychological and physical addiction. Withdrawal symptoms can include severe anxiety, tremors, hallucinations, paranoia, and coma. Withdrawal can be life threatening.

### Educational and Referral Services

The Institute is committed to educating members of the Institute community about alcohol and drug use through alcohol and drug educational activities, information resources and student support services. Sources of referral are provided to all students who are experiencing problems related to drugs and alcohol use and students who are concerned about someone they know who is in trouble or at risk because of substance use or abuse. Medical and psychological assistance and referral services are available to all CIA students through the Case Western Reserve University Counseling Services (**368-5872**) and the University Health Service (**368-2450**). Any student desiring information referral services or counseling in a confidential setting may call the above numbers directly for assistance.

Detailed information about federal and state and local laws, the use and effects of alcohol and other drugs, and drug counseling and rehabilitation resources are available through the office of the Director of Student Counseling.

## **7.10 CIA Acceptable Computer Use Policy**

The Cleveland Institute of Art makes available to authorized users computer facilities and services to support its mission of providing an environment which encourages innovative teaching, learning, and research.

### **Authorized Use**

An authorized user is any person granted authority by the Institute to access its computing and network systems and whose usage of these resources complies with this policy. Unauthorized use is strictly prohibited.

### **Rights and Responsibilities**

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Personal responsibility assumes that each user shall:

- Protect his/her passwords
- Report any observed or attempted breach of security by others

- Change his/her password as required or requested
- Make frequent and appropriate backups of their own work to guarantee protection against loss
- Clearly label personal works and opinions as his/her own before they are distributed to others
- Respect the rights of others, the integrity of the systems, and related physical resources
- Abide by applicable state and federal legislation
- Respect the confidentiality of records

### **Existing Legal Context and Enforcement**

All existing local, state, and federal laws; license agreements; and all Institute regulations and policies apply.

Complaints alleging misuse of campus computing and network resources will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

Misuse of computing, networking, or information resources may result in the restriction or discontinuation of computing privileges and may be prosecuted under applicable statutes. Further, users are accountable for following Institute policies and procedures. Those found in violation are subject to a full range of sanctions including, but not limited to, the loss of computer or network access privileges, disciplinary action, and dismissal from the Institute. Some violations of this policy may constitute criminal offenses, as defined by local, state, and federal laws and the Institute may, at its option, prosecute any such violations to the full extent of the law.

Students and employees may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems.

### **Authority**

While respecting the individual's right to privacy, the Institute and the Information Technology staff reserves the right to access the files of others for the maintenance of its computer, network and storage resources and to monitor the use of these resources for excessive or inappropriate use.

### **Examples of Misuse**

Examples of misuse include, but are not limited to, the activities in the following list.

- Using a computer account that for which you have no authorization.
- Obtaining a password for a computer account without the consent of the account owner.
- Using the Institute network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources.
- Using electronic mail and/or other computer applications to harass or intimidate others.
- Using electronic mail and/or other computer applications to disrupt the activities or safety of others
- Using electronic mail to send mass mailing without prior administrative and IT authorization.
- Masking the identity of an account or machine.

- Posting materials on electronic bulletin boards that violate existing laws or the Institutes codes of conduct.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Use of Institute computing facilities and resources for private business, commercial or political activities, fundraising, advertising on behalf of non-CIA organizations, unlawful activities or uses that violate other Institute policies.
- Installation or running of any Institute-unauthorized software

### **CLEVELAND INSTITUTE OF ART EMAIL POLICY**

Effective July 1, 2006, all Institute email correspondence will be handled through the student gate2 email accounts.

Student personal emails will no longer be used for Institute business. Also, as most of you know, there will no longer be student mailboxes available on campus.

Please note your Institute email address that appears on the Student Data/Confirmation of Enrollment Form included in your billing packet.

If you do not know how to access your Institute email, please see the aids in the computer labs, or Nancy Stemmer in IT.

### **PLEASE CHECK YOUR INSTITUTE EMAILS ON A REGULAR BASIS STARTING NOW!**

Activities will not be considered misuse when authorized by appropriate Institute officials for security or performance testing.

#### 7.11 Posting Policy

**With the number and diversity of events on campus growing every day, each organization should make the best effort to reach as many participants as possible to attend their event. Posting flyers and banners is one popular way to advertise at CIA. The purpose of the campus posting policy is two-fold; 1) to help campus departments, offices, and recognized organizations promote their events and programs in a fair and organized manner and, 2) to help keep the campus beautiful. The Office of Student Life and Housing must approve ALL materials for posting.**

The Office of Student Life and Housing to ensure that flyers are posted in a consistent manner campus wide has established the following guidelines.

- Each event has a limit of 20 flyers per building.
- All flyers must be brought to the Office of Student Life and Housing for approval. Approved flyers will receive a special stamp marking approval.
- All flyers will remain posted for no more than 12 days before the event or up to one day after the event occurs. Organizations or individuals responsible for posting the flyers are required to remove ALL flyers before the expiration time.
- No flyer will advertise or imply improper use of alcohol or drugs, or other inappropriate or illegal activities.
- For safety reasons, flyers are not permitted on glass, exit or stairwell doors.
- Flyers and banners must be hung with blue painter's tape if affixed to the walls, and either push pins or staples if affixed to bulletin boards.

- Individuals and groups posting signs are encouraged to be mindful of the implication of posting flyers in public areas. Flyers will be representing not only the person or organization that posted them, but the school. Individuals wishing to post flyers are encouraged to make responsible choices about content of their flyers. If they come to the Office of Student Life and Housing with an inappropriate posting, then they will be asked to redo the flyer.
- Flyers are not allowed to be posted on Bulletin Boards that have dedicated material on them already (ie.the student life and academic services bulletin board in the JMC).
- Advertisements that are posted without the approval stamp of the Student Life Office will be removed.
- Commercial material (those not associated with The Cleveland Institute of Art) must gain approval from the Director of Student Life and Housing. Those in violation will be removed.
- *Although Faculty and Staff need not get approval from the Office of Student Life, they need to abide by the following guidelines for posting.*

### **7.12 Student Property**

- Every effort is made to protect student artwork and other property. Work displayed in designated exhibitions in the Reinburger galleries are insured for the exhibition period. As described in The Cleveland Institute of Art “loan agreement”, the institute does not accept responsibility for damage or losses under the circumstances. The institute reserves the right to retain examples of student works for reproduction and exhibition, and to retain for its permanent collection any examples that it may select, with the consent of the student.

## **8. Other Programs and Areas of Interest**

### **8.1 Institutional Advancement**

The Office of Institutional Advancement is responsible for Fundraising, Alumni Relations, Marketing, Communications, and Web Services.

### **8.2 Cinematheque**

The Cleveland Cinematheque is a nationally recognized film program that presents high quality classic, independent, and foreign films every Thursday through Sunday in the school's Russell B. Aitken Auditorium. Discounted tickets are available at the box office to CIA students who present ID cards. Schedule available at [www.cia.edu/cinematheque](http://www.cia.edu/cinematheque).

### **8.3 Area Galleries**

**American Crafts Gallery**  
13010 Woodland, 231-2008

**Avante Gallery**  
2094 & 2062 Murray Hill Road, 791-1622

**Museum of Contemporary Art**  
8501 Carnegie Ave., 421-8671

**Earth Prayers**  
2078 Murray Hill Road, 231-0103

**Fiori-Omni Gallery**  
2072 Murray Hill Road, 791-5319

**FolkArte Gallery**  
2026 Murray Hill Road, 791-8833

**Mather Gallery**  
CWRU, Thwing Student Center, 368-2658

**Riley Hawk Glass Gallery**  
2026 Murray Hill Road, 421-1445

**SPACES Gallery**  
2220 Superior Viaduct, 621-2314

**Verne Collection**  
2207 Murray Hill Road, 231-8866

### **8.4 Area Museums**

**African-American Museum**

**1765 Crawford Road, 791-1700**

**Cleveland Health Edu. Museum  
8911 Euclid Ave., 231-5010**

**Cleveland Museum of Art  
11150 East Blvd-Univ. Circle, 421-7340**

**Cleveland Museum of Natural History  
Wade Oval, University Circle, 231-4600**

**Cleveland Children's Museum  
10730 Euclid Avenue, 791-KIDS**

**Great Lakes Science Center  
601 Erieside Avenue, 694-2000**

**Rock 'n Roll Hall Fame & Museum  
1 Key Plaza, 781-7625**

**Western Reserve Historical Society  
10825 East Blvd, 721-5755**

## **8.5 Recreational Activities**

**Boston Mills-Brandywine Ski Resort  
Riverview & Boston Mills Road, 467-2242**

**Edgewater Park Beach  
Goodtime Cruise Lines  
North Coast Harbor at East Ninth Street Pier, 861-5110**

**Holden Arboretum  
9500 Sperry Road, Kirtland, Ohio 440-949-4400  
Mentor Headland Beach Park**

## **8.6 The Great Outdoors**

**Cleve. Botanical Garden  
11030 E. Blvd., University Circle, 721-1600**

**Cleveland Cultural Gardens  
Martin Luther King, Jr. Dr., University Circle**

**Cleveland Metroparks Zoo  
Brookside Park, off Fulton Rd, 661-6500**

**Cleveland Metroparks  
Cleveland's "Emerald Necklace", 351-6300**

**Cuyahoga Valley National Recreation Area  
Rt. 303, West off Rt. 8 – 526-5256**

**Rockefeller Park Greenhouse  
750 East 88<sup>th</sup> Street, University Circle, 664-3103**

## **8.7 Performing Arts**

**Blossom Music Center**  
1145 Steels Corners Rd., Akron, 330-920-8040

**Cleveland Chamber Symphony**  
2001 Euclid Ave., 687-9243

**Cleveland Institute of Music**  
11021 E. Blvd. Univ. Circle, 791-5000  
**Cleveland Music School Settlement**  
11125 Magnolia Drive, University Circle, 421-5806

**Cleveland Opera**  
1422 Euclid Avenue, 575-0900

**Cleveland Orchestra**  
Severance Hall in University Circle, 231-1111

**The Cleveland Playhouse**  
8500 Euclid Avenue, 795-7000

**Cleveland Signstage Theater**  
8500 Euclid Avenue, 229-2838

**DanceCleveland**  
1148 Euclid Avenue, 861-2213

**Dobama Theater**  
1846 Coventry Road, 932-6838

**Eldred Theater**  
CWRU at 2070 Adelbert Road, 368-2858

**Great Lakes Theater Festival**  
1501 Euclid Avenue, 241-5490

**Hilarities at the Hanna**  
811 Prospect Avenue, 781-7733

**Karamu House**  
2355 East 89<sup>th</sup> Street, 795-7070

**Playhouse Square Center**  
1615 Euclid Avenue, 241-6000

## **8.8 Shopping**

**The Avenue at Tower City Center**  
50 Public Sq., 621-7981

**The Galleria at Erieview**  
1301 East 9<sup>th</sup> Street, 861-4343

**The West Side Market**

West 25<sup>th</sup> ST. & Lorain Rd., 664-3386

## **8.9 Sports**

**Baseball, Cleveland Indians**  
Jacob's Field at Gateway, 420-4200

**Basketball, Cleveland Cavaliers**  
Gund Arena at Gateway, 420-4200

**Football, Cleveland Browns**  
Cleveland Browns Stadium, 440-891-5000

**Hockey, Cleveland Barons**  
Gund Arena at Gateway, 696-0909

**Soccer, Cleveland Crunch**  
Cleveland State University Convocation Ctr., 349-2090

## **8.10 Libraries and Visitor Information**

**Cleveland Public Library (main branch)**  
325 Superior Ave., 623-2856

**Cleveland Public Library (close to campus)**  
1962 E. 107<sup>th</sup> St., 623-2800

For additional visitor information, call the Convention & Visitors Bureau of Greater Cleveland at 621-4110.

## **8.11 Religious Organizations**

**Cedar Hill Baptist Church**  
12601 Cedar Road, 371-3870

**Church of the Covenant (Presbyterian)**  
11205 Euclid Avenue, 421-0482

**Epworth – Euclid Church (Methodist)**  
107<sup>th</sup> & Chester Avenue, 421-1200

**Holy Rosary Roman Catholic Church**  
12021 Mayfield Road, 421-2995

**Mount Zion Congregational Church**  
10723 Magnolia Drive, 791-5760

## **8.12 Transportation**

**Regional Transit Authority (RTA)**  
Buss and rapid transit schedules and routes, 621-9500

**University Circle Link**  
Free shuttle services to Univ. Cir. destinations, 791-6226

### **8.13 Banks**

**Bank One**  
12388 Cedar Road,  
421-2800

**Charter One Bank**  
11302 Euclid Ave.  
368-9875

**Huntington National Bank**  
11417 Mayfield Road,  
515-0039

**Key Bank**  
1836 Coventry Road,  
321-7060

**National City Bank**  
10700 Euclid Avenue,  
791-9696

### **8.14 Health Services**

**Health Service, 368-2450**  
**Planned Parenthood, 851-1880**  
**Pre-Term, 991-4000**

### **8.15 Clinics**

**School of Dentistry (CWRU), 368-3200**  
**Free Clinic (medical, psychiatric, legal), 721-4010**  
**Legal Clinics: CWRU Law Clinic, 368-2766**  
**or Lawyer Referral, 1-800-342-8011**

### **8.16 Crisis Lines**

**Abuse-Physical, Free Clinic, 721-4010 or**  
**Health Services, 368-2450**  
**Abuse-Drug/Alcohol, Health Services, 368-2450 or**  
**Helpline, 800-821-4357**  
**Alcoholics Anonymous, 621-1381**  
**American Red Cross, 431-3010 X2111**  
**AIDS Info Hotline, 800-342-AIDS**  
**Cocaine Hotline, 800-262-2463**  
**Rape Crisis Center, 391-3914**  
**Sexually Transmitted Diseases Hotline, 800-227-8922**  
**Suicide Prevention Center, 229-2211**  
**Together Hotline, 721-1115**  
**Poison Center, 231-4455**

## 8.17 Places of Interest around The Cleveland Institute of Art's campus

### Severance Town Center Shopping Center

#### Stores:

- Wal-Mart  
216. 382.1657
- Home Depot  
216.297.1303
- Border's bookstore
- Office Max
- Marshall's
- 14-screen Regal Theater  
216.291.3942
- Top's Grocery Store  
216.291.2300
- Bally's Total Fitness
- Block Buster
- Radio Shack
- Subway
  
- Key Bank
  - 1836 Coventry Rd  
Cleveland Heights,  
OH 44118  
216-321-7060

#### How to get there:

Approx. 3.5 miles

#### Driving directions from Taplin

##### Hall:

Start out going SOUTHWEST on JUNIPER RD toward FORD DR.

0.1 mi

Turn LEFT onto FORD DR.

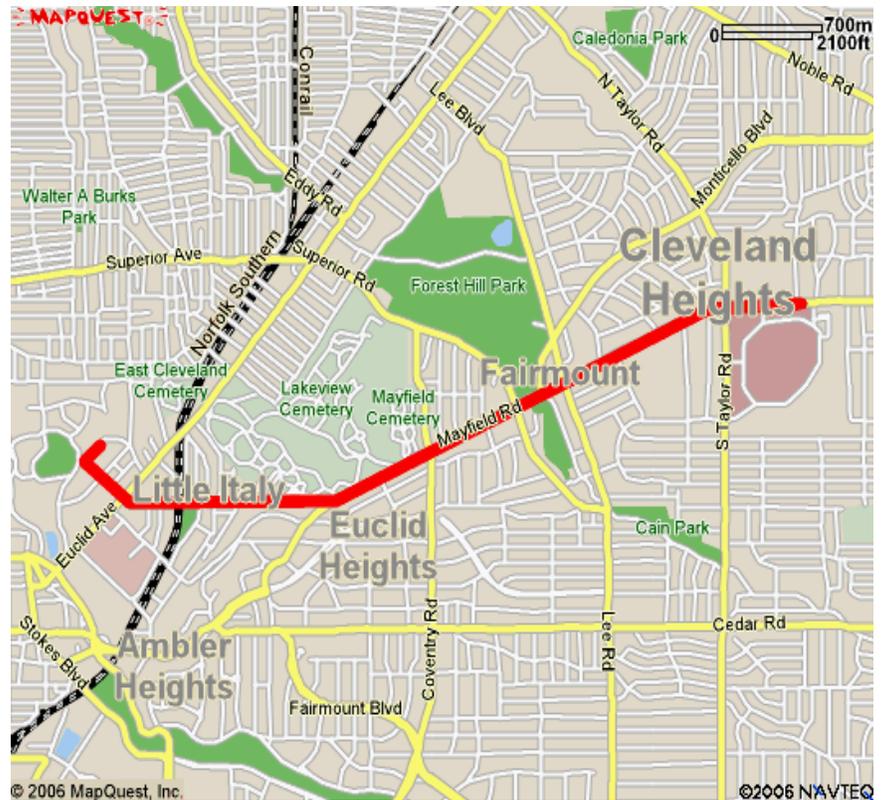
0.2 mi

FORD DR becomes MAYFIELD RD/US-322.

3.1 mi

#### Taking Public Transportation using your RTA pass:

Catch the 9X on the corner of Mayfield and Euclid heading East. Get off the bus at Mayfield and Taylor.



## COVENTRY SHOPPING DISTRICT

An eclectic place to shop and eat. Below are some of the places that Coventry has to offer.

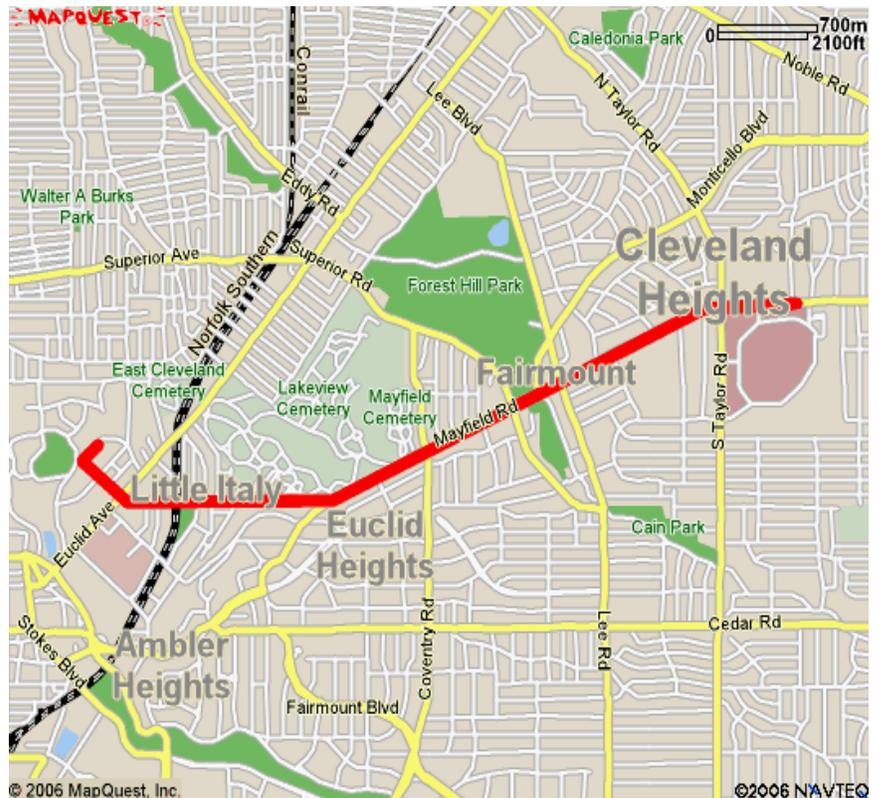
- Que tal
- Winking Lizard
- Johnny Malloy's
- Chipotle
- The Inn on Coventry
- The Hunan Coventry
- Grums subs
- Dave's cosmic subs
- Guy's pizza
- Fast Eddie's Barber
- Big fun
- Utrecht Art Supply Store
- Dobama Theater

### How to get there:

Approx. 1.5 miles

### Driving directions from Taplin Hall:

Start out going SOUTHWEST on JUNIPER RD toward FORD DR.  
0.1 mi  
Turn LEFT onto FORD DR.  
0.2 mi  
FORD DR becomes MAYFIELD RD/US-322.  
1.2 mi  
Turn RIGHT on Coventry



### Taking Public Transportation using your RTA pass:

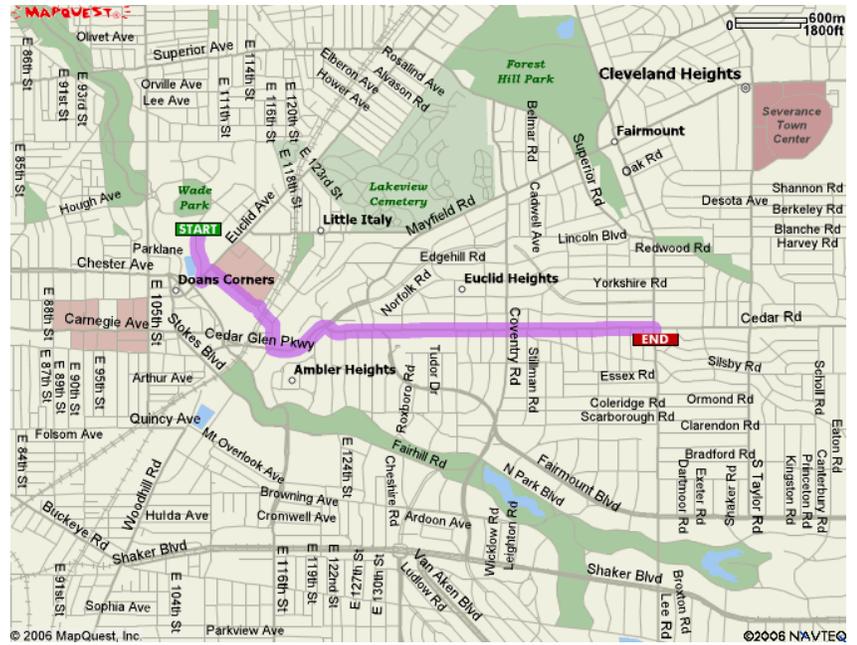
Catch the 9X on the corner of Mayfield and Euclid heading East. Get off the bus at Mayfield and Coventry.

## Cedar Lee Theater

A great theater that shows independent films as well as foreign films

Cedar Lee Theatre  
2163 Lee Road  
Cleveland Heights, OH 44118  
Showtime Information: 440-564-2030

1. Start out going South on East Blvd
  2. Toward Bellflower
  3. Turn Sharp LEFT on Euclid
  4. Turn RIGHT on Adelbert Rd
  5. Adelbert Rd becomes Murray Hill
  6. Turn LEFT on Cedar Glen PKWY
  7. Turn slight RIGHT onto Cedar Rd
  8. Turn RIGHT on Lee Rd.
- 8min. 2.94 miles



Website:  
<http://www.clevelandcinemas.com/cedarlee/index.asp>

University Circle  
Your Neighborhood (See Attached Map)

**Food:**

Quiznos	
Rascal House Pizza	216.791.4444
Mr. Hero	216.231-1244
McDonalds	
Mi Pueblo	216.791.8226
The Co-op grocery	216.7913890
The uptown Grill	216.229.9711
Starbucks at the Village	Sun-Sat 7:30-2am
That Place on Bellflower	
The Diner	216.368.0634
Arabica	216.791.0300

**Museums:**

The Cleveland Museum of Art  
The Cleveland Natural History Museum  
The Western Reserve Historical Society  
The Botanical Gardens  
The Cleveland Orchestra at Severance Hall

**Banks:**

**Charter One bank**

11302 Euclid Avenue, Cleveland, OH 44106  
Mon: 6AM-10PM, Tue: 6AM-10PM, Wed: 6AM-10PM, Thu: 6AM-10PM, Fri: 6AM-10PM, Sat: 7AM-10PM, Sun: 7AM-10PM  
(216) 368-9875

**Huntington bank**

11417 Mayfield Road, Cleveland, OH. 44106-0000  
(216) 515-0039  
Sunday: closed Monday: 9:00a.m. - 4:00p.m. Tuesday: 9:00a.m. - 4:00p.m. Wednesday:  
9:00a.m. - 4:00p.m.  
Thursday: 9:00a.m. - 4:00p.m. Friday: 9:00a.m. - 6:00p.m. Saturday: 9:00a.m. - 1:00p.m.

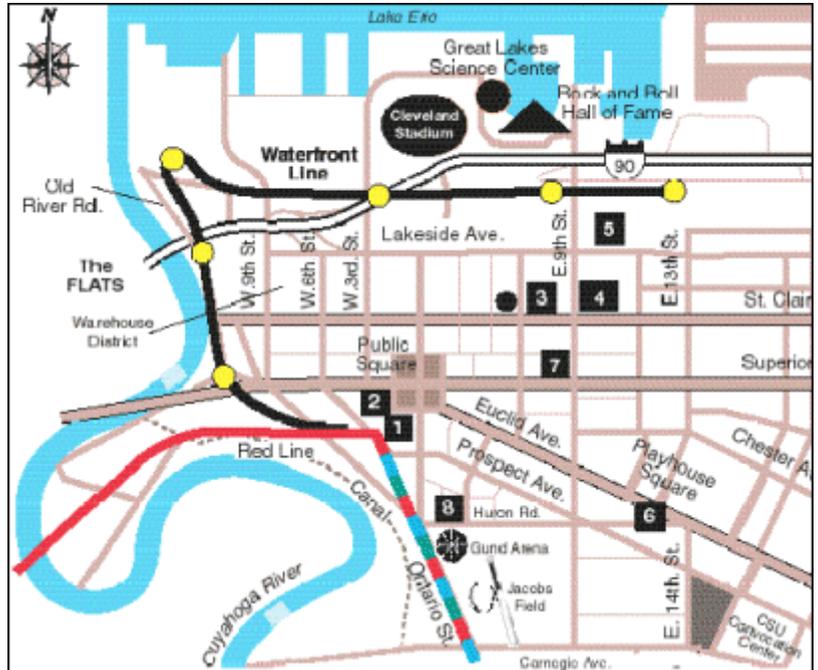
**National City Bank**

10700 Euclid Avenue  
Cleveland, OH 44106  
Phone: 216-791-9696  
Walk-in: Mon-Thu 9:30 am - 4 pm; Fri 9:30 am - 6 pm  
Drive-up: Mon-Thu 9:30 am - 4 pm; Fri 9:30 am - 6 pm

## Downtown Cleveland

Things to do right down the street

- Main Branch of the Library
- The Rock n Roll hall of fame
- The Cleveland Science Center
- Cleveland Browns Stadium
- Jacobs Field
- The Quicken Loans Arena
- The Worstein Center
- Cleveland State University
- The Goodtime III
- Edgewater Park and beach
- The Museum of Contemporary Art
- The Cleveland Playhouse
- The State Theater
- The Ohio Theater
- The House of Blues
- 1. Tower City Center-retail mall
- 6. Wyndham Hotel
- 2. Renaissance Cleveland Hotel
- 7. Hampton Inn
- 3. Sheraton City Centre
- 8. Radisson at Gateway
- 4. Galleria at Erieview-retail mall
- Cleveland Convention Center
- 5. Holiday Inn Lakeside



### **Getting downtown using your RTA bus pass:**

You can get on the rapid transit either on Cedar or E120th and Euclid.

Head Westbound and get off at TowerCity Center. From there you will be on Public Square as seen on the above map.