

# Student Handbook

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Academic policies and procedures are located in the Institute Catalog  
Policies contained herein may be changed as necessary  
Questions about the Student Handbook should be directed to the Dean of Student Affairs

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## SECTION 1: INTRODUCTION TO THE INSTITUTE AND RESOURCES

**Learn**  
**Create**  
**Lead**  
**Change**

### I. The Core of the Institute

#### A. Vision

To advance culture, community, and global quality of life.

#### B. Mission

To nurture the intellectual, artistic, and professional development of students and community members through rigorous visual arts and design education.

#### C. Institutional Statement

The Cleveland Institute of Art strives to nurture the intellectual, artistic, and professional development of students and community members, through rigorous visual arts and design education, and in so doing to advance culture, community, and global quality of life. Our success is derived from a pursuit of excellence, the fostering of community, a holistic approach to education, a culture of accountability, and freedom of inquiry.

#### D. Values

- **Excellence:** To pursue academic rigor and leadership.
- **Community:** To foster internal and external collaboration, cooperation, and communication.
- **Holism:** To offer a comprehensive personal academic experience.
- **Accountability:** To follow best practices in the management of human, financial, and the earth's resources.
- **Freedom of Inquiry:** To respect and encourage open dialogue and diversity of artistic and intellectual expression.

#### E. Brief History

The Cleveland Institute of Art (CIA) was established in 1882. Over the years it has earned a reputation for being among the top professional colleges of art and design in the country. The range and quality of its programs are evidenced by the number of graduates who have become

successful artists, product and transportation designers, graphic designers, photographers, contemporary craftspeople, and educators. CIA is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HCA) and the National Association of Schools of Art and Design (NASAD). It is also a member of the Association of Independent Colleges of Art and Design (AICAD). CIA is part of a remarkable constellation of internationally acclaimed arts, cultural, and higher education institutions concentrated within the University Circle area of Cleveland (<http://www.universitycircle.org/about/overview>).

## II. STATEMENT ON FREEDOM OF ARTISTIC EXPRESSION

The Institute believes in freedom of artistic expression. Artistic freedom is vital to both the cultural and political health of our society. It is essential in a democracy that values and protects the rights of the individual to espouse his or her beliefs.

The Institute's responsibility for and dedication to securing the conditions in which freedom of artistic expression can flourish extends to all forms of artistic expression, including fine arts, design, literature, and performance. The opportunity to display or perform works of art at the Institute is made available through several academic processes and procedures in which faculty members, students, and other duly appointed individuals exercise their best professional judgment. Among these procedures are selection of gallery shows by the Gallery Committee, selection of artwork for student shows by selected appointed outside jurors, or performances/displays as part of an approved curriculum. Such authorized displays or performances, no matter how unpopular the work might be, must be unhindered and free from coercion. Members of the Institute community and guests must reflect in their actions a respect for the right to communicated ideas artistically, and must refrain from any act that would cause that right to be abridged. At the same time, the Institute recognizes that the right of artists to exhibit or perform does not preclude the right of others to take exception to particular works of art. However, this later right must be exercised in ways that do not prevent a work of art from being seen and must not involve any form of intimidation, defacement, or physical violence. The Institute rejects the claim of any outside individual or agency of the right to dictate the appropriateness or acceptability of the display or performance of any work of art in its facilities or as part of its educational programs.

## III. NON-DISCRIMINATION 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 or gender identification, age or disabilities, in employment practices, administration of educational policies, admission, scholarship and loan programs, and other college-administered programs and activities.

## IV. CONSENSUAL RELATIONSHIPS

CIA believes that group socializing or friendships among students, faculty, and staff foster the spirit of community within our organization. However, the learning and work environments must be free from intimate, romantic, dating, or other similar relationships between students and faculty or staff members. This includes any classroom or project-based relationship, or work relationship, in which one employee directly supervises or manages another employee and/or makes decisions concerning another employee's terms, conditions, or privileges of employment (including student supervisors). Such relationships have a potential for adversely affecting morale, productivity and

the operation of the Institute because of real or perceived favoritism, bias, or unfair treatment. Accordingly, all such relationships are prohibited. A staff or faculty member may not in any way use his or her status to intimidate a student or advance a personal or sexual relationship. This policy is in addition to general prohibitions against sexual misconduct, sexual harassment and other forms of harassment of any type among members of the CIA community.

If a student has any doubt or question about whether his or her relationship with a member of the faculty or staff violates this policy, the student should refrain from further interaction with the faculty or staff member and contact either the Dean of Student Affairs or the Vice President for Human Resources and Inclusion for advice.

#### V. PHYSICAL CHALLENGES

The Institute's buildings and facilities are equipped to accommodate students, faculty, staff, and visitors with physical handicaps, however the Institute is not a barrier-free campus. Students with special needs or concerns should contact the Office of Academic Services ([academicservices@cia.edu](mailto:academicservices@cia.edu)). Visitors should contact the Facilities Management and Safety Office at 216-421-7950.

#### VI. SERVICE AND EMOTIONAL SUPPORT ANIMALS

Service Animals are permitted on campus and must be registered with the Office of Learning Support /services (LSS) in the Academic Services Office. Requests for Emotional Support Animals will be considered according to the written policy. CIA follows all federal and state laws concerning the use of service and emotional support animals in academic and residential facilities.

#### VII. USE OF STUDENT IMAGES AND CREATIVE WORK

As a condition of enrollment, students give permission for photos of themselves to be used by CIA for marketing, publicity, or other related purposes.

Any original work(s) of art or other forms of intellectual property shall belong to the student(s) who created them. The Institute reserves the right to photograph, reproduce, and use for display the works of art produced by students during their college enrollment when used for non-commercial purposes. When employed by CIA to create work(s) for the Institute, CIA holds the copyright to such work(s) and gives students the right to reuse the work(s).

The Institute does not insure student work, nor is it responsible for work stored or exhibited in CIA-owned or rented facilities.

#### VIII. CURRENT ACADEMIC CALENDAR

<http://www.cia.edu/registrar/academic-calendar>

#### IX. CAMPUS COMMUNICATION

All official correspondence to students from CIA faculty and staff will use the student's official CIA email address ([xxxxxx@student.cia.edu](mailto:xxxxxx@student.cia.edu)). Offices and staff on campus will not use any other email account, and students are responsible for notifications sent to them on their CIA account. There are no mailboxes on campus, so correspondence will be by email. Students are responsible for knowing the content of emails sent by any faculty or staff member at CIA. The username on email accounts is also used as a sign-on for other systems at the Institute. It is against policy to share login information.

Users who have problems accessing their email account should contact the Help Desk staff (first floor).

Emergency communications will go out through the *e2Campus* system. All students, faculty, and staff with CIA email accounts have been added to the e2Campus system and should go to <https://my.cia.edu/ics/> for instructions on reviewing and editing their personal profiles.

#### X. DATA FOR EDUCATIONAL RESEARCH

As needed, CIA conducts research about the academic programs, student experiences, and other factors that support the continuing evaluation and improvement of the Institute and support provided to students. Information that results from this research will be treated in such a way that student names and other identifiers will not be connected to individual responses in any published analyses.

#### XI. SMOKING, ALCOHOL, AND ILLEGAL SUBSTANCES

##### A. Smoking

CIA is a non-smoking environment in every academic and residential area. The Institute prohibits all tobacco products, including cigarettes, electronic cigarettes, cigars and cigarillos, hookah-smoked products, pipes, oral tobacco and nasal tobacco, as well as any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

Smoking is prohibited in all CIA facilities and, by Ohio law, is prohibited within 50 feet of any entrance or window in all buildings, including CIA-operated residences. Those who smoke or use products included above in prohibited areas will be considered in violation of Institute regulations (see section V. in the Student Handbook) and can be cited by Cleveland, UCI, or CWRU Police. Anyone can report smoking within this perimeter, with the result being issuance of a citation and accompanying fine to both the individual and the Institute.

##### B. Use or Distribution of Alcohol

Alcohol may not be served or consumed on campus except during sanctioned events and never by those under the age of 21. Any event during which students are the primary audience or participants and the serving of wine or beer is desired (other alcoholic beverages are prohibited) must be approved through the office of the Dean of Student Affairs at least two weeks in advance of the event (see the form on the next page).

##### C. Illegal Substances

The use of illegal substances in the residence hall, CIA-operated apartments, or any academic facility is strictly prohibited and considered a violation of the Student Code of Conduct (see section V.) and will be punishable through the Student Code of Conduct process, and can be referred to local law enforcement officials. Illegal activity will not be tolerated.

#### XII. RECYCLING AND ENVIRONMENTAL SENSITIVITY

The Institute has positioned recycling bins located throughout the buildings for disposal of paper, plastic, can, and glass waste. In addition, CIA strives to use media, solvents, and other materials in the studios that will have minimal impact on the environment.

### XIII. VISITORS AND GUESTS

Visitors are welcome in the Institute's facilities when accompanied by a current student, faculty, or staff member who holds a valid CIA ID card. Anyone escorting a visitor on campus is responsible for ensuring that all Institute policies and procedures are respected. Visitors are not permitted to use Institute equipment due to liability issues.

Hosting guests in the residence hall requires notification of the floor Resident Assistant (RA) and involves a time limit. Consult the Residence Hall Handbook (available from Student Life + Housing) for the guidelines regarding guests in campus housing.

## SECTION 2: SUPPORT SERVICES

### I. ACADEMIC SUPPORT SERVICES

#### A. Academic Advising

The Office of Academic Services, located in Suite 120, provides academic advising on a walk-in basis and by appointment.

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 will be scheduled for advising during the course selection process, and will need an academic advisor's signature to register for courses.

Students are expected to read and understand the academic policies explained in the Institute Catalog, and to accept ultimate responsibility for the decisions they make concerning course selection or withdrawal. In no case will a degree requirement be waived or an exception granted due to ignorance of regulations, or assertion that the advisor or another authority did not inform the student of academic policies or procedures. Students are encouraged to meet with an academic advisor whenever they have a question about any processes or concerns at CIA, and to review the materials sent or posted each semester about course registration or other policies.

Students who are out of sequence in degree requirements, on academic probation, or are otherwise considered to be in academic *peril*, will be required to meet with their academic advisor before registering for the next semester.

#### B. Learning Support Services

Located in Suite 120, the Learning Support Services (LSS) Office provides on-going course advising, study skills and time management workshops, and tutoring for all CIA students. Students who are seeking tutoring will contact LSS. Tutors can will assist with understanding content, writing papers, and preparing for tests in liberal arts courses.

Students with documented physical, learning, or mental health challenges should contact the LSS as early as during the admission process. There is a special orientation for new students with these challenges before the start of each fall semester.

Any request for services or accommodations due to a learning, mental health, or physical challenge must be accompanied by documentation before services can be provided or accommodations arranged. The LSS staff works with students and their faculty members to determine what accommodations can be provided for each individual's needs.

Accommodations are reviewed each semester. The request form can be obtained from the Learning Support Services office.

Students with a documented need for services are accommodated by specialized support services including on-campus access to the following:

- text-to-speech software <http://www.synapseadaptive.com/wynn/wynn.htm>
- voice recognition software
- brain-mapping software <http://www.inspiration.com/>
- books on CD <http://www.rfbd.org/about.htm/>

Students supported by the office can also receive, as needed:

- extended testing time
- oral exams or exams administered in controlled surroundings
- note-taking assistance
- management assistance for executive functioning

The Office also assists in the management and staffing of the Center for Writing and Learning. This facility is available to students who need assistance with writing and serves as the main hub for specialized software for students with a documented need for learning support.

#### C. Center for Writing and Learning

Staff of the Center, located on the first floor, can assist with the following:

- Generating ideas and developing brainstorming strategies to get you started on an assignment
- Organizing ideas, crafting a thesis statement, restructuring an essay, clarifying and expanding key points, following citation guidelines, refining grammar and word choices, etc.

Students can use the Center's resources throughout their CIA career, from developing first essays to polishing the BFA thesis statement. Most sessions last about 30 minutes. The Center is staffed by second-, third-, and fourth-year students who have both experience with writing at the college level and training in various aspects of how to tutor writing. Faculty and staff supervise the student and work directly with students who need help. A member of the Learning Support Services Office also assists students in the Center. The Center also offers services in the Uptown residence hall. The schedule is advertised each semester.

#### D. The Career Center

The Career Center is dedicated to providing students and alumni with the necessary tools, resources, and strategies that will assist them in identifying and reaching their personal career goals. For a full description of the Career Center's services, go to

<http://www.cia.edu/student-life/career-center>

Services include:

- One-on-one career advising by appointment
- Assistance with resumé and cover letter writing
- Coaching on interview techniques and job search skills
- A variety of handouts on job search strategies, networking and interview techniques
- Connections to alumni for career exploration and information
- Assistance in obtaining a credit or non-credit-bearing internship
- On-campus recruiting program
- Lifelong access to services to assist in career transition
- Access to **College Central** (<http://www.collegecentral.com/cia>), a comprehensive on-line system offering listings of opportunities including internships, freelance, competitions and full-time career positions. The system allows students and alumni to upload a resume and portfolio so that potential employers view your work and contact you. Individual access codes are available through the Career Center.

Internships:

An internship is a work-related learning experience that provides students or recent graduates with an opportunity to gain important knowledge, experience, and skills in a particular career field. Internships can be paid or unpaid, part-time or full-time. Also,

internships can be credit-bearing or non-credit-bearing. Internships are highly recommended for juniors and seniors; sophomores may also participate. The Career Center can help you prepare and search for an internship. It's recommended that you start looking for an internship at least one semester before you would like to begin the experience. If you are an international student, you must meet with the International Student Advisor to obtain approval before you can work off-campus.

- A **credit-bearing internship** is part of your academic program, and must offer a learning component which advances your skills in your field. It is a formal collaboration among you, your employer, CIA faculty, and the Internship Coordinator. Particulars about how an experience qualifies for credit, the amount of credit possible, the charge for credit, and how to set up a credit-bearing internship can be found at [www.cia.edu/careercenter](http://www.cia.edu/careercenter).
- A **non-credit-bearing internship** is less formal, but the Career Center encourages interns and employers to follow the general credit-bearing internship guidelines to maximize the success of the experience. The Internship Coordinator is available to address concerns or issues during the internship period.

The Career Center exercises reasonable precautions to qualify all opportunities and strongly advises students to also research and screen potential companies carefully. You are welcome to check with the Career Center staff about any employer with whom you are not familiar.

Looking into freelancing? The Career Center advises using a contract when engaging in freelance work. Guidance on creating a contract is available.

The Career Center lists work/study jobs on College Central, and assists students in completing the forms required to qualify for employment.

#### E. Jessica R. Gund Memorial Library

The Jessica R. Gund Memorial Library (located on the first floor) is a special library for visual artists. Its collections include over 45,000 books, exhibition catalogs, and CD-ROMs; 130 current periodical subscriptions; 120,000 slides and access to over one million digital images; 1,700 sound recordings; 670 video tapes and DVDs; a picture file; access to online databases and resources; 1,400 artists' books; AV and digital equipment; and computers, scanners, printers, and color and black and white photocopiers.

The library staff is available to:

- answer your questions
- explain how to do research, search databases, and cite your sources
- guide you through finding images and information
- help you find materials in our library and other area libraries
- show you how to request materials from other Ohio libraries
- provide the materials that your studio and liberal arts faculty have put on course reserve
- and instruct you in equipment use

Through CIA's partnership with the libraries of CWRU, the Cleveland Institute of Music, and the Siegal College of Judaic Studies, you may borrow items from these libraries. Gund Library materials are identified as "CIArt" in the shared online catalog. Your CIA ID is your library card and is required to borrow library materials. You are responsible for following library policies and for returning materials to the library from which you borrowed them.

The Institute is also a member of OhioLINK, a statewide association of college and university libraries. You may request materials from other OhioLINK libraries to be delivered to the Gund Library for you. There is no cost, and requested materials arrive in about one week. For more information, ask the library staff.

Courtesy and overdue notices are sent to your CIA email account, and you responsible for any fines and bills you incur. All library materials must be returned or paid for by the end of the semester, or grades and transcripts will be held. Candidates for graduation are required to have cleared their library account before they can participate in Commencement or receive a degree.

To ensure a comfortable atmosphere for all, please silence your cell phone ringer and talk quietly. The library is a no-eating zone; liquids with lidded, spill-proof containers are permitted.

The library is generally open daily during the semester. When classes are not in session, the library has shorter hours. The hours are posted on the library's door and on the library website. The library's online catalog and digital resources are available, anytime, anywhere, and on any computer. Visit the library's website at: <http://www.cia.edu/library>. The phone numbers are 216-421-7440 and 216-421-7441.

#### F. Information Technology Support

The Office of Information Technology, located on the fourth floor of the JMC Building, supports computing needs related to the academic programs. Contact the Technology Asset Manager (at x7941) if you are interested in purchasing a specific piece of software, or the Academic Computing Coordinator (at x7472) if you are having technical difficulties within the CIA environment. You can also email [support@cia.edu](mailto:support@cia.edu)

All full-time and part-time students receive a CIA email account. You are expected to use your CIA email account (for example: [lastname@student.cia.edu](mailto:lastname@student.cia.edu)) in all correspondence with administrative staff and faculty, and to retrieve broadcasts and notifications about events, activities, and emergencies on campus. Messages from CIA will not be sent to other email addresses. Failure to read a message in a timely manner does not absolve you from being responsible for knowing the content or following the instructions or timelines indicated in a message.

The Help Desk is located on the first floor. Send your questions to <http://www.cia.edu/contact/user/it-help-desk> and you will be contacted with assistance.

Go to <https://my.cia.edu/ics/> to find links that will help you set up your accounts for email and Schoology, register or edit your contacts for the *e2Campus* notification system, and get information on how to use the many technical resources available on campus.

You are responsible for using the technology resources on campus in an appropriate manner. The rules and regulations concerning use of computing facilities on campus and the consequences of misuse, including illegal file-sharing, are detailed in the "Student Rights and Responsibilities" section later in this document.

#### G. Digital Output Center

The Digital Output Center (on the first floor) specializes in fine art reproduction and display graphics for artists and designers. It was created by artists for artists and is dedicated to producing the work that matches your creative vision. You can be assured that your work is being printed according to standards and methods used by artists and museums to produce their own work. Archival prints produced at up to 2400 dpi provide stunning color and image

quality on a wide variety of papers, films, canvas and fabrics. This service is provided at the cost of production to the students, faculty and staff here at the Institute and is a wonderful tool for producing and presenting digital work of all types. For forms, prices, and more information, check <http://www.cia.edu/student-life/student-services/digital-output-center> .

#### H. Fabrication Studios

The Fabrication Studios consist of wood, metal, clay, spray, and plaster rooms with the following equipment for use by students and faculty. The information below is not exhaustive. See materials posted in the Studios for regulations, hours of operation, and updates on equipment and other notices. The Studios are located on the second floor of the academic building.

Instruction on the proper, safe use of equipment occurs during the first semester of enrollment, and a series of skills tests must be passed before access to the equipment is permitted.

Equipment available includes:

- Drill press
- Band saw
- Table saw
- Panel saw
- Miter saw
- Limited handheld power tools, hand tools, and pneumatic tools

Technical specialists are available to validate students' skill sets to be able to work with the equipment, and to assist students in using the equipment and facilities.

To use the items in the Studios, students and faculty must have appropriate personal protection equipment (PPE). PPE includes safety glasses, hearing protection up to 23dB, a minimum N95 mask or respirator. See signage in the Studios for changes or additional requirements.

To avoid accidents, proper apparel guidelines must be followed:

- Long pants or shorts that extend to at least the knee are required (long pants are preferred)  
i.e. no skirts, dresses, or kilts
- No scarves, dangling ties, or hoodies permitted
- No open-toed, flip flops, slip-ons, or shoes with heels more than 1" high permitted; shoes must be slip-resistant
- No dangling jewelry (earrings or necklaces) permitted
- All long hair must be tied back; no extra hair ties permitted on wrists
- No hand, finger, or wrist jewelry (rings and watches/bracelets) permitted

## II. PERSONAL SUPPORT SERVICES

### A. Personal Advising and Counseling Services

The college years mark a time when you might face new challenges and undergo significant personal and social changes that can affect your academic performance, career plans, personal life or relationships. Understanding and adjusting to these challenges and changes is not always easy, and students often seek help from others. If you are experiencing concerns that are affecting your ability to keep up with classes or maintain a good social balance, help is available from the Director of Student Life and Housing and/or the Director of Academic

Services. You are welcome to stop by and discuss your concerns or just talk. New students are especially invited to stop by as adjusting to a new environment often means uncertainty and personal challenges. If you need additional assistance or these professionals feel that they don't have the expertise to help you, they will refer you to University Counseling Services (UCS) at Case Western Reserve University (CWRU). If you wish or if it looks like you might need assistance, a CIA counselor will accompany you to UCS.

You can go to CWRU Counseling Services directly at 201 Sears Building (<http://studentaffairs.case.edu/counseling/>). Walk-in counseling is available without an appointment. Urgent counseling and consultation for emergency situations are available without an appointment. Call 216-368-5872 or stop by for information on how to use this service. An on-call counselor is available for emergencies 24/7 (after hours, on weekends and holidays). Counseling Services is staffed with licensed psychologists, psychiatrists, social workers, counselors and doctoral level counseling trainees who specialize in helping students adjust to these changes and to college life in general. The cost of services is included in your mandatory health services fee.

Free workshops, seminars and groups are also offered each semester by CWRU Counseling Services 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 cost.

## B. Health Services

All full-time students are required to pay the current Health Services fee (see <http://www.cia.edu/admissions/tuition-fees> ). This fee entitles you to both health care and professional counseling services through Case Western Reserve University.

The Case Western Reserve University Health Service at 2145 Adelbert Road (<http://studentaffairs.case.edu/health>) provides comprehensive health care for Institute students. Brochures describing the services provided by CWRU Health Services and the CWRU Student Medical Plan are available in the Student Affairs Office and at the CIA Student Accounts Office. A full description of the CWRU Health Plan is at <http://studentaffairs.case.edu/medicalplan/student>.

All new students are required to complete medical and immunization histories. The link to the online form is provided to students during orientation. The records are maintained by the CWRU Student Health Center, and are accessible to University Hospitals in case of emergency.

University Health Service (UHS) provides general medical and specialty women's health care to CIA students. Office visits are FREE regardless of your insurer.

You can schedule an appointment by calling 216-368-2450 or by going on line to <https://myhealthconnect.case.edu/>. The office is located at 2145 Adelbert Road, across the street from 1-2-1 Fitness and next to the Rainbow Babies Children's Hospital parking garage.

Services include:

- Illness/injury care
- Depression screening throughout primary care
- Screening for unprotected sex and sexually transmitted infections
- Treatment for STIs, unintended pregnancy, other women's issues
- Immunization compliance for students in healthcare related fields (for personal health)

- Immunization compliance for students living in Institute housing
- Pre-travel visits for students studying abroad
- Allergy clinic availability for students
- Orientation sessions for new students (how to access care)
- On-call service (nurse and physician)
- Collaboration with Counseling for eating disorders, depression care, students at risk
- Collaboration with Women's Health Advocate (counseling in Women's Clinic for sexual assault, intimate partner violence, etc.)
- Dietitian visits (nutrition counseling)

Web address to link to 'University Health Service (UHS)' above  
<http://students.case.edu/health/>

Web link for 'myhealthconnect.case.edu'  
[https://myhealthconnect.case.edu/login\\_directory.aspx](https://myhealthconnect.case.edu/login_directory.aspx)

Weblink for '2145 Adelbert Road'  
<http://students.case.edu/health/about/contact.html>

#### C. International Students

The Institute is approved by the US Department of State to issue documentation that will enable non-immigrant students to secure an F-1 student visa. Questions and problems regarding immigration matters or other international student concerns should be directed to the International Student Advisor or the Dean of Student Affairs, both located in suite 120.

F-1 students are responsible for ensuring that they maintain valid status while enrolled at CIA. Advising concerning academic course load, travel outside the US, employment during and after enrollment, and other visa issues are available from the International Student Advisor or the Dean of Student Affairs. All students on an F-1 visa must report to the International Student Advisor or Dean of Student Affairs at the start of each semester.

#### D. Veterans' Benefits

CIA's BFA program is approved for VA educational benefits, and CIA is a "Yellow Ribbon" school. VA certifications for benefits are processed through the Registrar's Office. Students must be accepted and enrolled in a degree program before enrollment certifications are forwarded to the VA. VA certifications for new students are processed during the first week of the semester. Veterans should receive their first benefits check 4-6 weeks following certification. Returning students may request advance payment of their first benefits check during the summer. Advance payments are sent directly to the CIA Student Accounts Office and are applied directly to the student's tuition account. Advance payment covers the first two months of benefits payments. All subsequent benefits checks are sent directly to the student. Students must be certified by the Registrar's Office for VA benefits every year in which they are enrolled. Questions regarding VA benefits should be directed to the Registrar by phone (216-421-7321) or by email ([registrar@cia.edu](mailto:registrar@cia.edu)).

#### E. Legal Services

The CWRU Milton A. Kramer Law Clinic Center is located at the CWRU Law School building at 11075 East Boulevard (<http://law.case.edu/clinic/>). 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 civil and criminal problems. The Center is open weekdays from 8:30am – 5:00pm. For an appointment call 216-368-2766.

## SECTION 3: EMERGENCIES, SECURITY, FACILITIES, SAFETY, AND EQUIPMENT

### I. EMERGENCIES

Emergencies and campus closings will be announced on the CIA website [www.cia.edu](http://www.cia.edu), on local television stations, on the CIA Facebook page <https://www.facebook.com/ciacollege>, through Twitter <https://twitter.com/cleininstituteart> and through the *e2Campus* emergency alert system (below).

#### A. *e2Campus* Emergency Alert System

An emergency messaging system, ***e2Campus***, is now in effect. Each member of the CIA community will be notified, by email, of any emergency situations on campus. In addition, community members may enter up to 5 different contact points (a cell phone number for text messages, another email address, alternate phone, etc.) that will receive a text, email, or voice message in the event of a campus emergency. Your CIA email account has already been entered. To edit or add more contact points, go to <http://www.cia.edu/alerts/>. Follow these instructions:

- Enter your CIA email username (do not include @student.cia.edu)
- Enter your CIA email account password. If your password does not work, click “forgot password” and go to your CIA email to pick up the system-assigned password. Cut and paste into the password box in the login page. Keep note of the assigned password so you can change it on the “Account” screen later if you wish (remember...it’s in the email from *e2Campus*)
- At the Dashboard, choose “Services” and add your cell number, service provider, and click “Add SMS”
- Your cell phone will receive a message with your 4 digit code
- Enter the code into the verification box on the *e2Campus* screen
- You should receive verification that your cell number has been activated

If you have any problems with this process, contact IT Services at [support@cia.edu](mailto:support@cia.edu).

#### B. Emergency Assistance

The following information is provided by Facilities Management and Safety and Student Affairs to identify CIA, CWRU, and community resources that are available for your assistance.

For all emergencies, use the contacts in the section below this introduction. Questions about emergency procedures or unsafe conditions at CIA should be addressed to Facilities Management (216-421-7950).

### Health or Environmental Emergency – LIFE THREATENING

<p>Police, Fire, Rescue, Ambulance Emergency          Academic Building: 11610 Euclid Avenue          Uptown Residence: 11421 Euclid Avenue          Euclid 115 Apartments: 11607 Euclid Avenue          Noble Apartments: 1720 E 116<sup>th</sup> Place</p>	<p><b>University Circle Police at          216-791-1234 OR          9-1-1, identify your location,          and notify Security in your          building at 216-421-7330</b></p>
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University Circle Police Department – 24/7	216-791-1234 emergency x 2222 from on-campus phone 216-791-2444 non-emergency
CIA Security – direct line to Security in both buildings whenever the campus is open (M-Sa: 7:30am-2am; Su: 12pm-2am)	216-421-7330 x 7330 from on-campus phone

### Other Security Services

CWRU Security Will transport students to/from Student Health, Counseling Services or University Hospitals for non-life threatening emergencies. Responds to any emergency calls.	216-368-3333 x 3333 from on-campus phone
Safe Ride Escort Service ( <a href="http://police.case.edu/saferide.html">http://police.case.edu/saferide.html</a> ) Will transport students around campus and to home within the University Circle area (see map of service area at site above). Operates 7pm-3am.	216-368-3000 x 3333 from on-campus phone
Blue Light Phones – located around CWRU campus and outside Constantino’s near the JMC	Just press the button and CWRU Police will respond

### Campus Health Services for Students

CWRU Student Health Services*	All CIA students have access to these services. Call for advice on what to do in a non-life-threatening health situation, or get diagnosis/treatment of a health situation at the office. Office Hours M-F: 8:30-4:30. Someone is on call 24/7.	2145 Adelbert Rd (off Euclid, just south of Rainbow Babies Hospital, across from 1-2-1 Fitness and parking garage) 216-368-2450 appointments/emergencies <a href="http://studentaffairs.case.edu/health">studentaffairs.case.edu/health</a>
CWRU Counseling Services	All CIA students have access to these services. Mental health concerns, substance abuse, alcohol dependency and many other situations. If in danger of hurting self or others, call 911 and notify CIA Security. If the situation is not life-threatening during CIA office hours, call Anne Gates (216-421-7463) in Academic Services or Matt Smith (216-421-7495) in Student Life. Encourage student to see one of these advisors or go directly to Counseling Services. Advisors will also escort student to Counseling. Walk-ins: 9-5 weekdays. Someone is on call 24/7.	201 Sears Building (CWRU quad off Adelbert) 216-368-5872 for appointments and emergencies <a href="http://studentaffairs.case.edu/counseling">studentaffairs.case.edu/counseling</a>
Emergency Room at CWRU University Hospitals	11100 Euclid Avenue Emergency room entrance is on the south side of Euclid Avenue.	216-844-1000 216-844-3835

*\* Student Health Services (SHS) Class Excuse Policy*

*When a student must be absent from a class, a studio, or an examination for medical reasons, it is the student's responsibility to discuss this directly with the faculty member involved. SHS does not issue class excuses per se. Under certain circumstances, SHS will give students written verification of the date of their visit to the SHS. In the case of students who are hospitalized or who have a prolonged illness such as mononucleosis, the student should give permission for CIA's Academic Services office to communicate with Health Services and the hospital regarding the illness. Without this permission, no communication can occur.*

## Clinics, Hot Lines, Services

24 Hour Pharmacy: CVS	Closest to campus with 24 hour service 2160 Lee Road (corner of Cedar)	216-932-4808
Closest pharmacy to campus:	Rite Aid, 10090 Chester Avenue	216-721-2020
AIDS Information Hotline		800-332-AIDS (2437)
Alcoholics Anonymous		216-621-1381
American Red Cross	For emergency assistance with housing, etc.	216-431-3010 x 2111
Cocaine Hotline		800-262-2463
Dental Clinic (CWRU Dentistry)	<a href="http://dental.case.edu/clinics">http://dental.case.edu/clinics</a>	216-368-8730 appointments 216-368-3200 emergencies
Free Clinic (medical, abuse, psychiatric, legal services)	12201 Euclid Ave (just east of JMC beyond the train trestle) <a href="http://www.thefreeclinic.org">www.thefreeclinic.org</a>	216-721-4010
Helpline (substance abuse)		800-821-4357
LGBT Center	Lesbian, Gay, Bisexual, Transgender support <a href="http://www.lgbtcleveland.org">www.lgbtcleveland.org</a>	216-619-6192
LGBTQ Center at CWRU	Tinkham Veale Center Room 179	216-368-5428
Planned Parenthood	11811 Shaker Blvd. Suite 210	216-707-6907
Poison Control	University Hospitals, 11100 Euclid Ave.	800-222-1222
Rape Crisis Center		216-619-6192
STD Hotline		800-227-8922
Suicide Hotlines Mental Health referral Free Clinic 8pm-midnight National Prevention Hotline United Way "First Call for Help"		216-623-6888 (Cleveland) 216-721-1115  800-723-8255 211 (Cuyahoga, Medina, Geauga Counties)

### C. In the Event of an Emergency

#### 1. Minor emergency

General first aid supplies are available in each studio department and at the reception/security stations in each building. Medications (including aspirin or other over-the-counter medicines) cannot be dispensed by faculty or staff.

There are MSDS: Material Safety Data Sheet handbooks in each studio area, listing dangerous materials and appropriate actions to take in case of a spill or accident.

File an incident report with the security post in the building where the incident took place.

#### 2. Major emergency

- Determine if 911 should be called immediately or, time permitting, call CIA Security (216-421-7330).
- When calling for help, state the location, nature of the emergency, and your name. If you call 911, be sure to call the appropriate CIA reception/security station so emergency help can be directed to the right location.
- Until emergency care arrives:
  - Do not move the person at all
  - Clear bystanders away from the injured person

- Cover the person with a coat or blanket to keep them warm
- Inform the injured person that help is on the way
- Remove obstacles from path for emergency help access

File an incident report with the security post in the building where the incident took place.

### 3. Requirement to report injuries and accidents

An injury and accident report must be completed for all injuries and accidents occurring on Institute property. The report is available from either security station, a security officer, or the offices of Facilities Management and Safety, or Human Resources. If the injured person is unable to complete the report, it may be completed by a witness.

## II. SECURITY

### A. Security Patrols and Obtaining Help

CIA buildings and grounds (including the residence hall area) are patrolled by three security forces: University Circle Police Department (UCPD), Cleveland Police Department (CPD), and Case Western Reserve University Security force (CWRU) on a 24/7 basis. In addition, CIA's security personnel manage security and safety within the academic building and immediate surrounding areas. Emergency calls are responded to very quickly.

Security needs in the campus residences are provided by CWRU Police. Call 216-368-3333.

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 216-368-3333.**

University Circle has a **BLUE LIGHT** emergency telephone system. When a button is pushed on any blue light pole, a blue strobe light is activated and an emergency signal causes a patrol car to be sent to the location of the activated light.

The Director of Facilities Management and Safety oversees all issues concerning security issues in CIA facilities. Put the security number 216-421-7330 in your phone so you have easy access if needed.

### B. Identification Cards

When you first register at CIA, you will be issued a photo identification card. This card must be carried at all times on campus during your enrollment at the Institute. CIA ID cards are issued through Access Services on the lower level of Crawford Hall of Case Western Reserve University (<http://www.case.edu/maps>). The first ID card is issued free; replacement ID cards cost \$25 for each replacement. If you do lose your card, obtain a yellow ID permit card from the CIA Registrar's office and present it to Access Services along with the \$25 fee. Questions regarding ID cards should be directed to the Registrar's office.

The CIA ID card is also used to access CIA-operated residences and academic/studio spaces. In addition, you must swipe your CIA ID card to use CaseCash.

Security personnel at CIA and within University Circle are authorized to request that you show your ID card when entering facilities, and will confiscate your ID card if you are participating in a public disturbance or unlawful act on campus or in University Circle.

Only students, faculty and staff with valid CIA ID cards are permitted in the buildings after 4pm or on weekends except for special events. You must sign in your guests and accompany them on campus. You are responsible for their activities.

#### C. Visitors and 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.

### III. FACILITIES

#### A. Building Hours

Building hours are posted at <http://www.cia.edu/files/resources/fall2014buildinghours.pdf> and are subject to change depending on the academic schedule. Students may use the facilities when the buildings are open beyond scheduled class hours and on weekends by presenting their valid ID cards to security personnel. The Institute reserves the right to close the facilities at any time at its own discretion, and deny entry to persons without a valid ID card.

#### B. Health and Safety Guidelines

Health and Safety guidelines are distributed in all studios at the beginning of each course each semester. Contact your faculty member if you have any questions.

#### C. Studio Access

The studio access policy is posted in each studio area and those students enrolled in classes using that studio area are told about access restrictions at the beginning of each year. Each studio should provide a specific studio policy that defines access to the areas, equipment, and facilities contained. Studio use is restricted to students who are currently enrolled in a course that uses that studio, with the following exceptions:

- A student with a grade of "I" who need additional time to finish class work from a previous semester
- Students with written permission from an instructor or department head indicating that permission is granted to use the studio
- Continuing Education students during their regularly scheduled classes
- Students involved in special project work or work that is collaborative between studio areas
- Studios defined as general use which can be used by any student enrolled at CIA

### IV. SAFETY AND EQUIPMENT

#### A. Responsibilities of Community Members

All persons enrolled in classes at the Institute, regardless of status, must adhere to the following:

- Support directions issued by the Institute President, faculty, and staff in all health and safety matters
- Be familiar with and observe all CIA health and safety policies and regulations
- Be familiar with the CIA Student Handbook and the policies and procedures contained within

- Comply with regulations concerning the maintenance of safe studio spaces and practices (see sections of this Handbook on Expected Conduct, the Judicial System, and other Health and Safety related policies)
- Use only materials and procedures approved by faculty. New materials must be approved by faculty before they can be introduced into the studio (see list of materials approved by faculty)
- Be responsible for providing some items of protective equipment. Instructors will provide all students with a list of what is needed
- Participate in any emergency drills
- Participate in required health and safety training
- Maintain their studio in accordance with CIA Health and Safety policy

#### B. Student-furnished Accessories in Studios

Your studio is provided to enable you to work within your own environment on campus. For safety's sake, the following items are not permitted in your studio or in areas adjacent to your studio unless they are provided by CIA:

- Small appliances including coffee makers, hot plates, toaster ovens, crockpots, refrigerators, and other similar items
- Microwaves (public use microwaves are available in the Student Lounge in Gund and on the third floor in the JMC Building)
- Upholstered furniture of any sort (easy chairs, sofas, mattresses, etc.)
- Halogen lamps

The Institute will work with department heads who wish to have a refrigerator set up in a common area for use by their majors.

If your prohibited item(s) is confiscated, you have 30 days to take the form left in its place to the Facilities Management and Safety Office to get your item and take it home. After that time, the item will be either thrown away or donated to charity. Repeat offenders will be documented and handled through the Institute Student Conduct process. If you have questions, contact the Facilities Management and Safety Office at 216-421-7950.

#### C. Use of CIA-owned or Personal Equipment

##### 1. CIA Equipment

Students may use CIA studio equipment on a loan basis. The equipment loan form will state the condition of the equipment at the initiation of the loan and other information concerning the circumstances of the loan. Students must receive the proper training to be able to use certain equipment and to insure that they are familiar with the emergency procedure policy.

The loan form includes:

- Detailed description of the item to be loaned
- Length of the equipment loan
- A statement explaining the liabilities of the student and CIA
- A statement that explains the implications of loss or damage of the loaned equipment
- Detail on the fine imposed for lost or late equipment

## 2. Personal Equipment

If you bring your own equipment into the studio areas, you must be “cleared” on the operational safety of that equipment as well as your ability to use that equipment safely.

The faculty member or TS responsible for that studio area must approve the equipment and ensure that you can safely use the equipment before it can be operated in the studio.

### D. Insurance, Personal Property, and Exhibited Work

The Institute does not insure personal belongings. Members of the CIA community should be mindful of their property and aware of people in their surroundings. Suspicious activity or persons should be reported to Security personnel immediately. CWRU Police offer a bike registration process and provide bicycle locks.

Although every effort will be made to protect and preserve student property and creative work, the Institute cannot accept responsibility for damage or loss. Student work exhibited in Reinberger Galleries locations will be insured during installation, throughout the exhibition, and during 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 Facilities Management and Safety. The Institute is not responsible for student personal property brought onto campus.

### E. Parking your Car

Parking for student vehicles is located in assigned parking lots adjacent to the two academic buildings. Use of the parking lots requires purchase of a parking permit at the Student Accounts Office, and display of the parking hang tag at all times. Bring your receipt to the Facilities Management and Safety Office to have access added to your CIA ID card and receive your hang tag. Purchasing a parking permit does not guarantee a parking space; parking is limited and on a first-come, first-served basis. Any vehicle without a valid hang tag is subject to ticketing and towing at the owner’s expense. Hang tags should be hung so they are visible behind the rear view mirror and can be transferred from one car to another. Anyone using an Institute parking lot is subject to the parking policies in effect at the time the permit is issued. CIA parking lots are managed by Standard Parking (216-522-0700) and this company monitors lots and tickets cars without permits and those parked illegally. Overnight parking is not permitted in any CIA lot.

First year students who live in the residence hall are not eligible for a parking permit that can be used in CIA-owned lots.

Fair warning: There are very few free parking spaces in the University Circle area. Limited metered parking is available, and ticketing is a frequent activity by the local police force. Look at the area signs before you park. Think twice before you decide to bring a car to campus. Remember that you can get a free RTA pass each semester for rail and bus transportation.

### F. Bicycles, Skateboards, Rollerblades, Mechanized Vehicles, Hoverboards

For safety reasons, bicycles, skateboards, rollerblades, hoverboards, and mechanized vehicles may not be ridden or used while in the hallways or gallery areas of any Institute building. There are racks for bike parking outside the academic building. If you have a bicycle, invest in a serious lock, lock your bike to a rack when not in use, and register your bike with the CWRU Police Department (1689 E 115 St. (216) 368-6811). The Institute is not responsible for damage to or loss of personal items.

#### G. Lockers

Student lockers are available in the academic building and are assigned for the full academic year. Lockers may be rented at the Facilities Management and Safety Office on the first floor.

First year students receive priority in assignment of lockers. 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 per year.

Lockers must be cleared of all contents by the end of the Spring term, typically the week after finals are over. By requesting a locker, you 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.

#### H. Lost and Found

Found items should be turned in to either security station, where they will be kept until the end of the academic year. Lost items should be reported to the either security station. To avoid loss of personal belongings, the Institute advises that you mark all your possessions with your name or other identification. Valuable items should not be left unattended at any time. The Institute is not responsible for personal property brought onto campus.

#### I. Food Service

Vending machines are located on the third floor. Food and beverages are not permitted in the Library, galleries, or auditoriums. Please restrict eating to food service areas and help keep the Institute clean and pest-free by properly disposing of trash.

#### J. Room Reservations

Classroom reservations are made through the Registrar in the JMC Building.

Meeting rooms and other spaces on campus (not classrooms) for CIA events are reserved by using the Astra software. Log into [my.cia.edu](https://my.cia.edu) and go to Facilities, room reservations: [https://my.cia.edu/ICS/Facilities/Room\\_Reservations.jnz](https://my.cia.edu/ICS/Facilities/Room_Reservations.jnz) . This process also allows the request of supporting equipment and services.

Meeting room requests for events that are primarily for non-CIA groups are made through the Events Coordinator. Contact Facilities Management and Safety at 216-421-7950.

Note that alcohol may not be served or consumed on campus except during sanctioned events and never by those under the age of 21. Any event serving alcohol (spirits, beer, wine) must be approved by the Events Coordinator at 216-421-7950. The lead time is at least 6 weeks and purchase of a permit may be required.

#### K. Bulletin Boards and Posting Policy

Bulletin boards and other areas designated as posting locations may be used to put up notices and advertisements. All materials for posting other than those generated by faculty must be approved by the Office of Student Life and Housing. There are limitations on the number of posters that can be posted and the length of time that they can remain up. Unauthorized posters will be removed by Facilities staff. To view the more detailed policy, see the section on Posting Policies in the "Student Organizations and Activities" section.

## V. MISSING STUDENT POLICY AND PROCEDURES

The purpose of this policy is to establish procedures for the Institute's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing, including off-campus apartment units leased by the Institute for student residents.

### A. Definition of a Missing Student

For purposes of this policy, a student may be considered to be a *"missing person"* if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence.

Such circumstances could include, but not be limited to

1. a report or suspicion that the missing person may be the victim of foul play
2. the student has expressed suicidal thoughts
3. the student is drug dependent
4. the student is in a life-threatening situation
5. the student has been with persons who may endanger the student's welfare

### B. Procedures for Designation of Emergency Contact Person

1. Students age 18 and above and emancipated minors  
Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the Institute no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
2. Students under the age of 18  
In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the Institute is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### C. Official Notification Procedures for Missing Students

1. Any individual on campus who has information that a residential student may be a missing person must notify the Office of Facilities Management and Safety as soon as possible.  
Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Office of Facilities Management and Safety will assist external authorities with these investigations as requested.
2. The Office of Facilities Management and Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (e.g. description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.).
3. The Office of Facilities Management and Safety will notify appropriate campus staff to aid in the search for the student.
4. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Office of Facilities and Safety will contact the appropriate local law enforcement agency

- to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
5. No later than 24 hours after determining that a residential student is missing, the Dean of Student Affairs will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

D. Campus Communications about Missing Students

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the Institute's Office of Marketing and Communications. All inquiries to the college regarding missing students, or information provided to any individual at the Institute about a missing student, shall be referred to the Office of Facilities Management and Safety, which will refer such inquiries and information to law enforcement authorities.

Prior to providing the CIA community with any information about a missing student, the Office of Marketing and Communications shall consult with the Office of Facilities and Safety with local law enforcement authorities to ensure that communications do not hinder the investigation.

## SECTION 4: STUDENT LIFE

### I. HOUSING

#### A. On-Campus Housing

The Uptown Residence for first year students is located in University Circle, close to both of the Institute's academic buildings. The Uptown Residence consists of furnished single, two, and four person apartments with kitchens, apartment-specific bathrooms, and individual work areas. The common areas include free laundry, exercise equipment, study areas, and indoor and outdoor lounges. A resident assistant (RA) lives on each floor, and the facility is supervised by a hall director who is a graduate student. Uptown residents are not permitted to have cars on campus.

The Euclid 115 Apartments are located directly across the street from the JMC building and house upper class students, chosen by a lottery system. These furnished apartments include singles, two person, and three person units. Each apartment has a full kitchen and shared bathroom. Laundry facilities and a shared lounge are available. A graduate student serves as a resource for the upper-class students who reside in Euclid 115.

#### B. Off-Campus Housing

The Office of Student Life and Housing maintains a list of available apartments near the campus and provides a "roommate wanted" board to assist you in finding a CIA roommate(s). In addition, Student Life holds several workshops to assist students in the transition from living on-campus to moving off-campus.

Information and forms concerning on- and off-campus housing can be found at <http://www.cia.edu/student-life/housing/off-campus-housing>

### II. RECREATIONAL FACILITIES

Uptown residents have access to exercise machines in their residence hall. Other members of the CIA community must join a facility in the area for recreation.

You can purchase a semester or annual membership at CWRU's physical fitness facilities near campus. (<http://studentaffairs.case.edu/athletics/facilities/membership.html>). Facilities for track, basketball, baseball, volleyball, tennis and intramural sports are also available.

Another option popular with students (because it is a month-to-month membership) is 1-2-1 Fitness, located on Adelbert Street on the CWRU campus (<http://onetoone.case.edu/index.htm>).

### III. ACTIVITIES

#### A. Student Activities

Looking for something to do on campus? The Office of Student Life and Housing offers a variety of events and programs for you. Do you like Lazer Tag? We play alongside Star Wars characters. If you want to laugh, we host comedy nights, hypnotists, and Karaoke. If you are into tradition, we have that too. For over 60 years, CIA students have planned the Student Independent Exhibition (SIE) and the Student Halloween Party. Our end of the year event, the Pink Pig, is also something that you will not want to miss.

## B. Athletics

Need to get out of the studio and stretch those legs? Are you a high school athlete looking to relive the glory days? Stop by the Office of Student Life and Housing for information on how to play intramurals at CIA. In conjunction with CWRU, sports ranging from ultimate Frisbee to flag football are at your fingertips.

## C. Kulas Ticket Program

How about a little culture in your life? The Kulas Ticket Fund, supported through a grant from the Kulas Foundation, allows students to attend performances from the Cleveland Orchestra, ballet, Broadway plays, and opera for FREE. Look for the advertisements of when new tickets will be available that are posted throughout campus. You can submit to the online drawing for tickets at [www.cia.edu/kulas](http://www.cia.edu/kulas).

For more information contact the Department of Student Life at 421-7429.

## IV. STUDENT ORGANIZATIONS

Some of the clubs and organizations on campus are listed below. For full descriptions, go to <http://www.cia.edu/student-life/life-at-cia/student-activities> . Don't see something that interests you? You're welcome to start a new club. Just contact Student Life and Housing for guidance.

- Campus Activities Board (CAB)
- Community Service Club
- Gaffer/Glass Club
- Game Club
- Cultural Connections Club
- Life and Art Inspired by Faith
- Printmaking Club
- Student Independent Exhibition (SIE)
- Student Leadership Council (SLC)
- TOMS Club

## V. Voter Registration

If you wish to register to vote based on your "school" address go to the following website to determine your eligibility:

<http://boe.cuyahogacounty.us/en-US/voter-registration.aspx>

Participation in the governance of this country is an important responsibility of American citizens. Register to vote!

## SECTION 5: STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT

### I. STUDENT RIGHTS

The CIA Student Bill of Rights guarantees to all students:

- Retention of their rights as citizens of the community at large
- Protection in the classroom of freedom of expression and against improper academic evaluation
- Protection of their rights to privacy regarding access to and disclosure of student records (in accordance with the Buckley amendment and Family Educational Rights and Protections Act).
- Student Activities rights regarding freedom of association, inquiry, and expression, along with the right to participate in Institute governance and to maintain a student press free from censorship.
- The right to be free in their persons, living quarters, papers, and effects against unwarranted search and seizures.
- The right to remain silent and receive basic due process in disciplinary proceedings.

Students may be subject to disciplinary actions for conduct that violates Institute policies and regulations. Being found guilty of such conduct might result in Institute disciplinary action. The Director of Student Life and Housing supervises the Institute's disciplinary system. The procedures of criminal and civil courts shall not govern disciplinary proceedings at the Institute. In such proceedings, formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision, unless significant prejudice to an alleged violator or to the Institute may result.

### II. EXPECTED CONDUCT

The Institute regards its students as adults who are responsible for their actions, conduct and any resulting consequences. Students must maintain high standards of conduct and professionalism in their work, and respect the property of the college and fellow students, faculty and staff.

The issuance of threats of physical harm to other students or faculty will result in immediate suspension from the Institute and you will be locked out of all facilities until such time as an appropriate hearing (description below) may be convened. In most instances, you will be required to undergo a complete psychiatric evaluation and to obtain a letter from the evaluators that your return to the Institute does not represent a clear and present danger to others, including yourself. An unsatisfactory evaluation will lead to your dismissal.

The University Circle Police will be advised of your threats. Your doctor and your parents (provided they are providing a significant portion of your tuition) will be notified and, given the nature of your offense, all rights to confidentiality are deemed waived with respect to those parties.

### III. ACADEMIC INTEGRITY

The academic integrity policy applies to all undergraduate students enrolled at CIA in, including but not limited to those in, courses, practica, seminars, field placements and institutes as well as individuals participating in other educational experiences.

#### A. Defining Academic Integrity

Academic honesty and integrity is a core value of an academic community like CIA. The entire CIA community is responsible for fostering a healthy culture of academic honesty, and for maintaining CIA's integrity and academic reputation.

Students may demonstrate commitment to academic integrity in many ways. Members of the CIA community are obligated to honor and uphold the Institute's policies and procedures governing academic integrity as set forth below.

#### B. Prohibited Behavior

No CIA student shall knowingly perform, attempt to perform, or assist another in performing any act of academic dishonesty. The term "knowingly" means that the student submitting the work knows that it will be for academic credit or advancement. "Knowingly" does not mean that the student must have known that the particular act was a violation of the Institute's Academic Integrity Policy.

#### C. Acts of Academic Dishonesty

Academic dishonesty comes in many forms. Academic dishonesty includes, but is not limited to, a student taking or attempting to take any of the following actions. The following list is not exhaustive and a student may be charged and found guilty of violating the Institutes' Academic Integrity Policy for an offense that may not be listed below.

1. **Cheating:** Use and/or solicitation of use of unauthorized materials, information, notes, study aides or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

Examples: Copying from another's paper, or receiving unauthorized assistance during a quiz or examination; copying reports, laboratory work, computer programs or files; soliciting and/or sending a substitute to take an examination; unauthorized collaboration on a take-home exam.

2. **Plagiarism:** Presenting the work of another as one's own (i.e., without proper acknowledgment of the sources). Plagiarism can occur through written work, as well as, orally, visually, or conceptually.

Examples: Utilizing commercial writing services, obtaining and submitting work done by another as one's own, and not acknowledging the source when using facts, figures, graphs, images, charts or other information and examples. Lastly, copying artwork or copying work found on the internet and submitting it as one's own. Within the context of the studio environment, plagiarism involves using the imagery or ideas of someone else and submitting them as one's own. Submitting a project that uses someone else's plan, image, method or device without acknowledging the source is plagiarism.

3. **Fabrication and Falsification:** Falsification means altering information; fabrication is inventing or counterfeiting information.

Examples: Inventing or altering data or research results; fabricating research processes to make it appear that the results of one process are actually the results of several processes; false citation of a source; falsifying attendance records in class or at practicum or internship sites for the student at issue or for someone else; having another falsify attendance records on a student's behalf; falsifying material relating to course registration or grades; falsification, forgery, or misrepresentation of academic records or documents including

admissions materials, transcripts and/or practicum or internship documentation; communication of false or misleading statements to obtain an academic advantage or to avoid academic penalty.

4. Multiple Submissions: Submitting the same paper, oral presentation or piece of work for credit more than once without prior written authorization.
5. Complicity/Unauthorized Assistance: Intentionally or knowingly allowing another to commit and act of academic dishonesty. Giving or receiving assistance in connection with an examination or any other academic endeavor that a faculty member has not authorized.

Examples: Allowing a student to copy from a test, giving or receiving answers to an exam before the test; completing academic work for another or allowing another to complete an academic exercise for the student.

6. Lying/Tampering/Theft: Giving false information in connection with the performance of any academic work or in connection with any proceeding under this Policy.

#### D. Sanctions for Academic Dishonesty

All acts of academic dishonesty diminish the integrity of the Institute and are taken very seriously by the school. Students accused of academic dishonesty will participate in CIA's judicial process and if found responsible, will be subject to appropriate sanctions. Sanctions may include, but are not limited to, any one or a combination of the following:

- Formal warning/censure/academic alert
- Reduced grade including a failing grade for the assignment
- Reduced grade including a failing grade for the entire course
- Forfeiture of student leadership positions, and/or restrictions on participation in Institute activities
- Academic probation
- Suspension
- Expulsion from the Institute

Warning or censure is a written reprimand for violating the Institute's standards of academic conduct. This action will also serve as a warning against future incidents as they will result in more severe sanctions. Censure will not be noted on a student's transcript, but will be noted in their student file.

In appropriate cases, a student may perform community service as part of a sanction imposed under this policy. In the event that a student accepts a community service alternative, the Director of Student Life and Housing shall approve the terms and duration of such service.

**Note:** When the sanction of a lowered or failing grade is given, the student may not challenge the grade through the Institute's grade grievance procedure.

#### E. When a Faculty Member Suspects Academic Dishonesty

If a faculty member has reason to believe that a student has engaged in academic dishonesty, s/he shall promptly discuss the matter with the student and shall consider whether the student has violated the policy. The faculty member then has the following options:

1. If the faculty member determines that no act of academic dishonesty has occurred, the matter shall be considered closed and shall not be reported further.

2. If the faculty member is unsure as to whether a violation has occurred, s/he shall consult with the Director of Student Life and Housing or immediate supervisor for review and discussion.
3. If the faculty member is persuaded that an act of academic dishonesty has occurred, s/he shall report in writing his/her findings, reasons for his/her conclusion with appropriate supporting materials and, on a separate sheet, a list of possible witnesses promptly to the Director of Student Life and Housing for review. The faculty member cannot impose a remedy without the involvement of the Director of Student Life and Housing.

#### F. Acceptable Use of Computing Resources

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

The complete statement on acceptable use of computing resources at CIA is found at [http://gate.cia.edu/joomla/index.php?option=com\\_content&task=view&id=12&Itemid=34](http://gate.cia.edu/joomla/index.php?option=com_content&task=view&id=12&Itemid=34)

##### 1. Rights and Responsibilities

Unauthorized use of CIA computing resources is strictly prohibited. Authorized users are given authorization with the understanding that they will have certain rights and responsibilities. These responsibilities include the following as applied to all resources at CIA, including those provided in CIA-operated housing facilities:

- Protect your password(s)
- Report any observed or attempted breach of security by others
- Change your password(s) as required or requested
- Make frequent and appropriate backups of your own work to guarantee protection against loss
- Clearly label personal works and opinions as yours 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

##### 2. Legal Context and Enforcement

All existing local, state, and federal laws, licensing agreements, and all Institute regulations and policies apply to the use of CIA computing resources.

Reproduction or distribution of copyrighted works, including but not limited to, images, texts, or software, without the expressed, written permission of its owner is an infringement of US Copyright Law, and is subject to civil damages and criminal penalties, as well as judicial action by CIA.

Misuse of computing networking or information resources may result in the restriction or discontinuation of computing privileges, and may be prosecuted. Users are accountable for following Institute policies and procedures. Violators 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 CIA.

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. System administrators may access user files as required to protect the integrity of computer systems. The Institute reserves the right to access the files of individuals for the maintenance of its computer, network, and storage resources and to monitor the use of these resources for excessive or inappropriate use.

Users are responsible for understanding the examples of misuse cited at the website above.

**Ignorance of the policies is not an acceptable excuse for violation of these regulations.**

#### IV. INSTITUTE PROPERTY

Students must respect Institute property and must promptly return any items borrowed for either classroom or other use. Students are responsible for damage to Institute property and will be required to make restitution for damage to or loss of that property. Under no circumstances may students remove Institute property for use off-campus unless the equipment has been formally checked out.

#### V. ALCOHOL, DRUG, AND SMOKING POLICIES

Based on its commitment to ensure 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 will not be tolerated.

##### A. 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.

*In regard to the use of alcohol:*

1. Alcoholic beverages are not permitted in studios or classrooms
2. Attending class or working in any studio while under the influence of alcohol is not permitted
3. 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 minimum legal age for any beer/wine/alcohol purchase, service, and consumption is 21 years.
4. The alcohol policy applies equally to all Institute students, faculty, staff and guests during the time that they are on the premises. Students, faculty, and staff are encouraged to make appropriate decisions concerning consumption of alcohol at Institute events and while operating a vehicle.
5. Public intoxication on Institute premises will not be tolerated.
6. Alcoholic beverages are not to be served to persons under legal drinking age or to persons who appear intoxicated. Photo identification and proof of age are required.

7. Alcoholic beverages found in the possession of an underage individual will be confiscated and disposed of.
8. Underage students found in possession of, using or manufacturing illegal identification that alters their age or their identity will be subject to disciplinary action and the document confiscated.
9. Alcohol is not permitted at any departmental events that do not include an approved means to check for and indicate that an attendee is eligible to be served alcohol.
10. 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. Individuals wishing to serve alcohol at their event must submit appropriate paperwork to the Dean of Student Affairs.

If the event is approved, organizers **MUST** follow the following rules:

- Events will require professional servers. Non-alcoholic beverages and food must also be available at all events where alcohol is served.
- 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
- Consumption of alcoholic beverages at an event is permitted only in the area designated on the approved event registration form
- Organizers must prescribe to the 0-1-3 rule for responsible alcohol consumption: 0 drinks for underage students; 1 drink per hour and a maximum of 3 drinks per event for eligible consumers.
- No social event shall include any form of “drinking contest” in its activities or promotion, nor should the presence/serving of alcohol be the focus of advertising for an event
- Make provisions to ensure that excessive drinking does not take place
- The alcohol policy must be posted at all registered events at which alcohol is served
- Student events must be staffed with security personnel approved by the Dean of Student Affairs

#### B. Drug Policy

In accordance with Ohio law, the Institute will not tolerate the use or possession of drugs or narcotics not prescribed by a physician. Students found in violation of the drug policy will be subject to disciplinary proceedings. Depending on the nature of the offense, a student will be referred to either a judicial conduct meeting or a judicial board hearing. The choice of disciplinary hearing will be determined by the Director of Student Life and Housing. Possible sanctions for the possession and/or sale of drugs or narcotics are as follows:

- Fines
- Referrals to counseling
- Expulsion
- Loss of Federal Financial Aid
- Referral for prosecution

Students found responsible for the sale or distribution of any drugs on- or off-campus should expect to be suspended or dismissed from the Institute. This includes the possession of illicit drugs in quantities as to create a presumption of possession with the intent to sell on- or off-campus. *Students may be suspended from the Institute-operated housing before the hearing if it is believed that such action is needed in order to protect the health and safety of any member of the Institute community.*

Examples of drugs to which this policy applies are currently defined as including but not limited to: 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).

### C. Smoking Policy

Under Ohio's Smoke Free Workplace Act, all public places and places of employment are required to be smoke-free. The Ohio Department of Health's regulations implementing the statewide indoor smoking ban are in effect in all CIA facilities.

The Cleveland Institute of Art is designated as a smoke-free workplace. There are specific, designated outdoor smoking areas located away from Institute buildings and entrances.

Specifically, the Cleveland Institute of Art is required to:

1. prohibit smoking in areas surrounding entrances and adjacent to its buildings at any time;
2. post "No Smoking" signs that are readable by a person of normal vision and include the telephone number of the Ohio Department of Health, at every entrance;
3. ensure that secondhand smoke does not filter into any enclosed space of the Institute by means of a window, door, or ventilation system; and
4. prohibit retaliation against anyone who reports violations to the Department of Health.

Students who are determined to be in violation of the smoking policy will be subject to the Institute's judicial process, and will be subject to sanctions that could include fines, educational projects, community service, and loss of privileges.

## VI. RACIAL, ETHNIC, GENDER INTIMIDATION OR ASSAULT

The Cleveland Institute of Art is committed to being an intellectual community in which all members can participate fully and equally in an atmosphere free from harassment, exploitation, or intimidation. The Institute's commitment to freedom of expression in a diverse community requires it to refrain from regulating speech or expression, no matter how hurtful that speech or expression may be, so long as the speaker or actor refrains from violence, intimidation, or harassment against members of the Institute community or guests of the Institute. The content of hateful expression is protected speech in accordance with the principles of the First Amendment to the U.S. Constitution.

Nevertheless, CIA repudiates acts motivated by hate or bigotry, which, by their nature, diminish the educational priorities of this community.

### A. Hateful incident

Students, faculty, and staff are expected to respect the rights of others by refraining from any inappropriate behaviors that may negatively impact a member of the CIA community.

Harassment includes but it not limited to the following:

- a. actions by an individual that make the Institute atmosphere intimidating, threatening, or hostile to other individuals, including stalking directly or electronically;
- b. abusive or harassing behavior or stalking, be it verbal, physical or visual, that intentionally or negligently is used to demean, intimidate, threaten, or injure another (physical, financial, or emotional harm) because of his or her personal characteristics or beliefs. Examples of personal characteristics or beliefs include, but are not limited to, matters of gender, sexual orientation or identification, race, ethnicity, national origin, religion and disability;

- c. expressions and/or actions of hatred that destroy or deface the property of other members of the College community, or when an individual wrongfully uses the property rights of a member of the community;
- d. nuisance behavior that includes, but is not limited to, prank phone calls, or abusing or harassing another person other user through electronic means, including email and the internet.

If you are involved in an alleged harassment incident, either as a complainant (the person who is bringing the charge) or as a respondent (the person against whom a charge is brought), the Institute is committed to respond sensitively and promptly. For various reasons, you may be reluctant to report an incident of harassment. However, doing so is a service to yourself and the community.

In the event that an anonymous harassing incident takes place, the complainant should immediately contact a representative from the Office of Human Resources, the Office of Student Life and Housing, CIA Security, their Resident Assistant, the Facilities Management and Safety Office, or any other responsible office on campus. This person to whom the incident was reported should then contact the Director of Student Life and Housing. The Director will investigate the complaint.

In the event of an expression or act of hatred in which the perpetrator of the act is known, the target of the expression or act can file a written complaint with the Office of Student Life and Housing in accordance with the College's existing incident reporting procedures and/or file a complaint with CWRU Police or University Circle Police. When both parties are students, the Director of Student Life and Housing hears cases of alleged discrimination or harassment dealing with hateful acts.

In the event that one of the individuals being accused of the hateful act is faculty or staff, the case is referred to Human Resources and will follow the process that set forth by that office.

## B. 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 Institute's statement on expected behavior 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.

### 1. Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, stalking, off-color joking and other verbal, physical, or visual conduct of a sexual nature can be defined as sexual harassment when:

- a. submission to such conduct is either an explicit or implicit term or condition of the student's educational opportunities
- b. submission or rejection is used as a basis for an educational decision
- c. the conduct substantially interferes with the student's ability to perform academically
- d. 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 Dean of Student Affairs or the Director of Student Life and Housing. 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.

## 2. Complaint Procedures

### 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:

- a. Advising the alleged harasser(s) of the inappropriateness of their communication or behavior toward the complainant.
- b. 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 resolution acceptable to both parties.

Information about all student informal complaints and resolutions will be kept on file in the office of the Director of Student Life and Housing.

### Formal Complaint Procedure:

If informal resolution is not agreed upon or fails to resolve a concern satisfactorily, a formal disciplinary hearing processes using the Institute's Campus Hearing Board 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.

## 3. 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 a non-legal 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.

## 4. 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 tolerated by the Institute. 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.

#### 5. Support Services

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

#### 6. 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.

### C. Sexual Violence Reporting Policies and Procedures Overview

**The full text of CIA's Sexual Misconduct Policy is found in Appendix A of this document.**

Title IX of the Education Act of 1972 prohibits discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial assistance.

The Cleveland Institute of Art is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Sexual violence is a form of sexual discrimination and violates an individual's fundamental rights and personal dignity. The Cleveland Institute of Art regards sexual discrimination in all its forms to be a serious offense if practiced by students, faculty, or staff.

The Institute does not discriminate on the basis of gender, gender identity, or sexual orientation in its educational programs or in any other activities sponsored by the Institute, as required by Title IX of the Education Act of 1972 (and its amendments) and Title VII of the Civil Rights Act of 1968 (and its amendments). Through its policies on sexual violence, the Institute support everyone: male, female, gay, lesbian, bisexual, transgender, and questioning individuals. This non-discrimination policy extends to all applicants for admission to the Institute, as well as all students who are full- or part-time, matriculated for a degree or not, and visiting students.

The Institute's Title IX Administrator is Ray Scragg, Vice President for Human Resources and Inclusion ([rscragg@cia.edu](mailto:rscragg@cia.edu) or 216.421.7312), 11141 East Boulevard, Cleveland OH 44106. Inquiries concerning the application of Title IX requirements may be directed to Mr. Scragg. You may also contact the Office for Civil Rights, US Department of Education, 600 Superior Avenue East, Suite 750, Cleveland OH 44114-2611, 216.522.4970, or [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

#### 1. Definitions

- **Sexual violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the age of the person who has experienced sexual violence, or use of drugs or alcohol.
- Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

- **Sexual harassment** of students, which includes acts of **sexual violence**, is a form of prohibited sex discrimination.
- **Gender-based harassment**, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature, is also prohibited and addressed in a separate policy in the Student Handbook.
- **“Consent” is a critical factor in sexual assault.** Consent must be given through a clearly expressed and mutually understood agreement for specific sexual behavior. **The responsibility for obtaining consent lies with the person initiating the sexual act.** Consensual sex is only possible when both parties are able to give consent. A person who is under age 18, or is incapacitated by drugs and/or alcohol, or is unconscious, asleep, or mentally impaired CANNOT give consent. The threat of or use of violence, force, intimidation, or other coercion negates any previous consent or subsequent assumptions of consent. **“No” means no.**

## 2. Reporting

The Institute strongly encourages persons who experience sexual violence to immediately report this, seek assistance, and pursue Institute action for their own protection and that of the entire CIA community. In addition, any members of the CIA community who witness or learn of alleged sexual violence from the person who experienced same, or through another party, have the obligation to report this to one of the three persons at CIA who are obliged to take action as a result of receiving the report: Ray Scragg, Lisa Schumann, or Nancy Neville (see contact information below). Consult the following FAQs to learn more about the CIA reporting process and procedures.

## 3. FAQs

*What should a person who has experienced sexual violence do first?*

- Get to a safe place
- Tell a trusted person about the incident
- Call 911 or University Circle Police (216-791-1234) or Case Police (216-368-3333) and/or go directly to the emergency room at any local hospital for medical attention. The closest hospital to CIA’s facilities is:
  - University Hospitals of CWRU, 11100 Euclid Avenue, 216-844-3722
- It is important that the physical evidence of the violence be preserved. Do not wash hands, shower or douche, urinate, consume liquids or food, brush hair or teeth, or change clothes immediately following the incident.
- The person who has experienced sexual violence can request an advocate or other support person during an examination at a hospital. An advocate is available from the Cleveland Rape Crisis Center (216-619-6192).
- The person who has experienced sexual violence is not obligated to talk to the police, but the police will be called to the emergency room.
- Making sure evidence is collected does not obligate the person who has experienced sexual violence to pursue any action, but does leave all options open.

- Hospitals are required to report felony crimes (rape is a felony crime) but if the person who has experienced sexual violence is over 18, his/her name does not have to be disclosed.

*Who are the people on campus who can receive a report of sexual violence?*

Any member of the CIA community can receive a report or make a report, but three persons have been identified as “Designated Reporting Officers.” These persons receive reports of sexual violence and are legally required to take action as a result of a report.

They are:

- Raymond Scragg, Vice President of Human Resources and Inclusion and Title IX Administrator  
[rscragg@cia.edu](mailto:rscragg@cia.edu) or 216-421-7312
- Lisa Schumann, Assistant Director of Human Resources and Title IX Investigator for Faculty and Staff  
[lschumann@cia.edu](mailto:lschumann@cia.edu) or 216-421-7405
- Nancy Neville, Dean of Student Affairs and Title IX Investigator for Students  
[nneville@cia.edu](mailto:nneville@cia.edu) or 216-421-7427

*Is the report confidential?*

The Designated Reporting Officer who receives the report will make every effort to keep the report confidential to the extent possible and consistent with legal requirements and/or the requirement to investigate allegations and take action. The complainant (person who has made a report of sexual violence) may request that a report be kept confidential, and the Institute will consider such requests. Students should be aware, however, that honoring such requests may limit the Institute’s ability to fully investigate and respond to the report. The Institute will maintain reports in a secure manner.

*Will parents/guardians be notified?*

In some instances when there is a health or safety concern involving a student, the Institute may need to notify the parent or guardian. In making this decision, the desire of the complainant will be considered along with the need to protect his/her safety and that of the campus community. If the person who experienced sexual violence is under the age of 18, or under 21 and physically or mentally impaired, the Designated Reporting Officer may be required to report the assault to the appropriate social service agency or the police.

*Can a report of sexual violence be made to someone who is not required to take action as a result of the report?*

Yes, a conversation without the requirement of follow-up action can be had with a “Confidential Reporting Officer.” Confidential Reporting Officers provide advice, support, and guidance about how to manage the situation without instituting an investigative action. These resources are not required to report allegations of sexual misconduct unless the reporter is in imminent danger. The report to this person remains confidential. Confidential Reporting Officers are licensed professionals and include:

Mental health counselors, social workers, and medical professionals (doctors, nurses, and others with state licenses) who can be found at counseling centers, health centers, health

care or social service agencies, hospitals, and clinics. While CIA does not have these professionals on campus, they can be found at:

- CWRU Student Health Services, 2145 Adelbert Rd., 216-368-2450 (24/7)
- CWRU Counseling Services, Sears 201 on the Case campus, 216-368-5872 (24/7)
- CWRU Flora Stone Mather Center for Women (and men), 248 Tinkham Veale University Center on Case Campus (on Bellflower Road), 216-368-0985 M-F 8:30-5:00 and ask for the Licensed Professional Health Advocate
- Cleveland Rape Crisis Center, 216-619-6192 (24/7)
- The Domestic Violence Center (216-391-4357 (HELP) (24/7))

*Can a report of sexual violence be given anonymously?*

Yes, if the Institute receives an anonymous report of sexual assault, it will conduct an inquiry into the matter. This may limit the Institute's ability to conduct an effective inquiry and take action concerning the report.

*Must an incident of sexual violence be reported to the police?*

Yes and No. The Institute is not required to make a report but strongly encourages those who have experienced sexual violence to file a police report. Sexual violence may constitute a criminal act. A member of the police department has a responsibility to uphold and enforce the law even if the person reporting the violence does not want to participate in the process or make a complaint. If the person who has experienced sexual violence is at a hospital, the emergency room staff are required to report felony crimes to the police. If the person who has experienced sexual violence is 18 or older, his/her name does not have to be disclosed. If the person who has experienced sexual violence is under 18, a report must be made.

*What happens after the Institute receives a report of sexual violence?*

The Designated Reporting Officer will promptly and thoroughly investigate any complaint or report of a violation of this policy and/or retaliation. A thorough investigation can, in some cases, take several weeks. The general investigation procedures will include a review of all applicable documents, an interview of the person making the complaint, an interview of the alleged violator, and interviews of additional witnesses. Other investigatory actions may also be taken. The Designated Reporting Officers may conduct a hearing. At the conclusion of the investigation and hearing, the Designated Reporting Officers will make a determination as to whether the policy has been violated and what actions are warranted. The Institute may take interim measures before the conclusion of an investigation if circumstances warrant. An appeals process is available.

*What if a false claim is made?*

A complaint or report that the Institute's sexual violence policy has been violated is a serious matter. Dishonest complaints or reports are also against our policy, and CIA will take appropriate action up to and including expulsion or termination if its investigation determines that deliberately dishonest and/or bad faith accusations have been made. Note that insufficient proof that sexual assault has occurred is not the same as a false allegation.

*What about retaliation?*

If anyone involved in the investigative process (complainant, respondent, witness) feels that he/she is experiencing retaliation, they should report that activity to a Designated Reporting Officer. The Institute will take action against anyone who retaliates, regardless of the outcome of the investigation.

This document is on the CIA website at:

<http://www.cia.edu/student-life/student-services/sexual-violence-support-reporting-policies-procedures/overview>

## VII. STUDENT CONDUCT PROCESS

### A. What is the Student Conduct Process

As members of the CIA community, students are responsible for maintaining its expectations and standards. This includes abiding by policies and regulations established by the Institute. If a student violates these policies and regulations, it will result in disciplinary action.

### B. Who is responsible for the Student Conduct Process

The Institute's system for fostering appropriate student conduct is staffed by the Director of Student Life and Housing as the Chief Judicial Officer. The procedures of criminal and civil courts shall not govern Institute disciplinary procedures. In these proceedings, formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision, unless significant prejudice to a party involved would result.

### C. Jurisdiction of the Institute

Generally, CIA jurisdiction and disciplinary processes apply to student conduct that:

- occurs on Institute premises or
- occurs during the course of off-campus activities related to CIA, or
- violates federal, state, or local laws on or off the CIA campus, or
- adversely affects the Institute community, Institute's reputation and/or the Institute's pursuit of its educational mission.

Those subject to jurisdiction and discipline under the policy include:

- all persons taking courses at CIA
- all those who reside in Institute housing
- students whose guests violate CIA policy
- student organizations and their officers

Students who are charged with an off-campus violation of federal, state, or local laws will participate in the Institute's judicial process and may have sanctions imposed regardless of other legal or civil penalties. In some cases, interim suspensions or restrictions may be imposed even before the student has been found guilty in a court of law. Institute judicial proceedings may be carried out prior to, simultaneous with, or following civil or criminal proceedings off campus.

In all cases, the Institute will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the

rehabilitation of student violators. Individual students, faculty and staff, acting in their personal capacities remain free to interact with governmental representatives, as they deem appropriate.

#### D. Violations

Violations of institutional policies are categorized into two levels, with differing consequences for those found in violation:

##### 1. Level A Offenses:

- a. Smoking in an undesignated area.
- b. Failure to comply with directions of Institute officials (faculty or staff) acting in performance of their duties.
- c. Unauthorized entry to, or use of, Institute facilities.
- d. Theft of, damage to, or unauthorized use of Institute property, or the property of a campus visitor.
- e. 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. (1<sup>st</sup> and 2<sup>nd</sup> offense)
- f. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other Institute activities, including its public service events or other authorized activities of the Institute.
- g. Verbal abuse which threatens or endangers the health or safety of any person on Institute-owned or –controlled property, or at Institute-sponsored or –supervised events.
- h. Violation of any Institute, state or federal drug or alcohol laws or policies, or improper actions resulting from the distribution and/or sale of alcoholic beverages or drugs. (1<sup>st</sup> and 2<sup>nd</sup> offense)
- i. Theft and/or vandalism
- j. Parking and traffic violations
- k. Gambling or possession of gambling devices. Operation of lotteries and/or promotion of gambling is prohibited, with the exception of CIA-sponsored lotteries.
- l. Disruption of CIA events
- m. Minor violations of the law: violation of state, federal, or local laws on Institute premises or at Institute sponsored activities.

##### 2. Level B Offenses:

- a. Physical abuse or conduct which threatens or endangers the health or safety of any person on Institute-owned or -controlled property, or at Institute-sponsored or -supervised events.
- b. 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. (3<sup>rd</sup> offense)
- c. Possession of any firearms, weapons, fireworks, explosives or ammunition, or abuse of flammable substances, on Institute property.
- d. Behavior that is self-destructive or threatening to the safety of the individual or other members of the Institute community. This includes bullying and cyberbullying.
- e. Racial, ethnic, sexual, or gender intimidation
- f. Furnishing false information to an Institute authority, including forgery, alteration or misuse of institutional documents, records or identification.
- g. 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.

- h. Online harassment
- i. Disorderly conduct is conduct that is disruptive, lewd or indecent.
- j. Disruption of CIA events
- k. Violation of the law: violation of state, federal, or local laws on Institute premises or at Institute sponsored activities.
- l. Unauthorized entry or duplication of Institute documents or keys to Institute facilities
- m. Hazing
- n. Fire/Fire safety: setting a fire, causing a false fire alarm, or causing a fire safety hazard.

#### E. Disciplinary Hearings and Procedures

Most judicial procedures are in response to a [written report](#) submitted to the Office of Student Life and Housing by a student, faculty, or staff member who has witnessed or has knowledge about an alleged policy violation. That report should be written, dated, and signed. Preferably, it should be submitted within 10 days of the alleged violation. Occasionally, a report of a policy violation will come from another source, such as a hearing for one student, which brings to light Code of Conduct violations by another student. The report may also come from CIA Security personnel, UCI Police, CWRU Police, residential staff, students, faculty, and staff.

Upon receiving a report of a policy violation, the Director of Student Life and Housing will assess whether there is sufficient evidence to warrant a hearing, outline the type of hearing that is appropriate, and contact the student by CIA student email within 2 business days of receiving the report. The alleged violator will be informed of his/her right to bring witnesses and/or one non-legal advisor (lawyers are not permitted to participate in or be present at any hearing) to the hearing. In most cases, the alleged violator will be afforded the right to continue his/her residence on campus and attendance of classes while the hearing or appeal is pending. However, in serious cases, the Dean of Student Affairs may suspend the alleged violator from classes and/or from Institute housing before regular disciplinary proceedings can be held if it is determined that such action is reasonable and/or necessary to protect the health, safety, or welfare of the Institute or any member of the Institute community.

#### F. Types of Judicial Hearings

In both types of hearing cases, failure of the alleged violator to appear at the appointed hearing/meeting will be construed as obstructing the judicial procedure and may be viewed as an admission of responsibility. Not attending a scheduled hearing will result in an additional "failure to appear" fine of \$50.

##### 1. Administrative Hearing

An administrative hearing is a more informal process handled administratively by the Director of Student Life and Housing. These meetings are used for Level A and B infractions. They usually consist of conversations regarding changes in behavior and result in sanctions.

##### 2. Judicial Board Hearing

A Judicial Board hearing is a more formal process. Judicial board hearings are for more serious cases of student misconduct. These violations typically are Level B infractions, however, there can be some Level A violations that would warrant a board hearing. The Judicial Board is comprised of a panel of 2 faculty, 2 staff, and 2 students. Members of this panel, as well as one alternate for each group, will be selected on a yearly basis. Both the student and the party bringing the violation forward have the opportunity to present their cases. Witnesses are heard and the Board renders a decision based on the information. If the student is found responsible for the violations, the Board will also suggest possible sanctions for the student that will be approved by the Director of Student Life and Housing.

## G. Judicial Board Process

### 1. The Judicial Board Procedure

All involved will be expected to act with respect, dignity and confidentiality concerning the case.

A secretary will be appointed to take minutes and to make sure that the hearing is being recorded.

Hearings will follow the following procedures:

- Rules of the hearing will be read.
- The panel will be introduced.
- The alleged violations will be read.
- The student will admit or deny violating Institute policy.
  - If the student admits policy violations, the Board will proceed to determine sanctions to be approved by the Director of Student Life and Housing.
  - If the student denies policy violations, the Board will hear evidence from witnesses.
    - The Director of Student Life and Housing or the Dean of Student Affairs will make the determination as to whether or not the alleged violator can be present when adverse witnesses give their testimony. The Director of Student Life and Housing or the Dean may also elect to have all present for the entire hearing or to have them come before the Board sequentially.
    - The alleged violator will have the right to call witnesses on his/her behalf. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Board, at the discretion of the Director of Student Life and Housing.
    - Members of the Judicial Board will ask questions.
    - The alleged violator and all other witnesses shall be excused while the Board deliberates and makes its decision.
    - Upon conclusion of deliberation, the accused will be asked to come back into the room and told the board's decision.
    - The accused will then sign the Judicial Board summary report.

The standard of proof required for finding that policy has been violated will be the preponderance of the evidence.

### 2. Determining Sanctions

Prior student judicial history of the alleged violator will be taken into consideration when determining sanctions. When decisions by the Board have been reached, the Board will send a written report, as well as the minutes of the hearing and/or a recording if one has been made, to the Director of Student Life and Housing. That report will contain the determination that policy was or was not violated as well as recommended sanctions, if any. Based on the Board's recommendation, the Director of Student Life and Housing will make the final determination of sanctions to impose and inform the accused within 5 working days of the hearing. The Dean of Student Affairs will also inform the Chief Academic Officer about Judicial Board- or Dean-level hearings that have ramifications that extend beyond the scope of Student Affairs.

### 3. Types of Warnings and Sanctions

The following factors shall be considered when determining the appropriate sanction(s):

- The nature and seriousness of the offense.
- The impact or damage to the Institute, complainant's property, or to others as result of the misconduct.
- The student's motivation, state of mind, and class status at the time of the incident.
- The student's prior academic and disciplinary record at the Institute.
- The student's response, attitude and demeanor after the violation.
- The student's appreciation of the nature and severity of his/her academic dishonesty.
- Any mitigating circumstances.
- The penalties which have been imposed in similar prior cases.

Possible Sanctions:

- *Warning:* Often levied after a first offense, a warning places the student on notice that a repeated violation may result in more severe disciplinary action.
- *Community Service or Educational Projects:* Such service or projects are designed to educate the student so he/she can gain a greater understanding of the impact of the infraction on the individual and on the Institute community. Failure to complete the service or project may result in further disciplinary action. Students receiving community service will be given a community service timecard that they must take to their service hours. These timecards must be signed by the sponsor to verify that the service was completed.
- *Disciplinary Probation:* A probationary period during which any further infractions of Institute policy may result in the imposition of more serious disciplinary sanctions, including possible suspension or dismissal from the Institute.
- *Restitution:* Reimbursement for damage to or misappropriation of property may be in addition to or imposed as an alternative to other sanctions. Failure to comply with an order of restitution shall result in the imposition of further disciplinary penalties. At the discretion of the Director of Student Life and Housing, restitution may also take the form of appropriate community service. Any funds required as restitution must be paid at the Student Accounts Office. The student will receive a receipt which is to be presented to the Director of Student Life and Housing as proof of payment. The receipt will be photocopied and the original returned.
- *Fine:* A student may be fined as the sole disciplinary action taken or in conjunction with other sanctions; he/she may also be fined if he/she fails to perform community

service which has been required of him/her as a sanction. Fines are paid at the Student Accounts Office. The student will receive a receipt which is to be presented to the Director of Student Life and Housing as proof of payment. The receipt will be photocopied and the original returned.

- *Personal Counseling*: A student may be required to complete a specified number of hours of personal counseling after which time he/she and the counselor will determine together whether to proceed with counseling. The student is required to sign a consent form which allows the Institute to be informed of participation once the student has fulfilled the sanction.
- *Rehabilitation or Educational Program*: A student may be referred to an appropriate organization, counselor or doctor for a rehabilitation or educational program. Either a student may be required to complete a rehabilitation or educational program as a condition for continued enrollment, or he/she may be suspended and required to complete the program as a condition for reinstatement. In either case, the student must grant permission to the Office of Student Life and Housing to verify compliance with such a program. If a student who is required to complete a rehabilitation or educational program as a condition for enrollment fails to complete the program, he/she will be subject to dismissal from the Institute.
- *Institute Housing Transfer or Dismissal*: A student may be transferred to another room or housing unit or dismissed from Institute housing altogether.
- *Suspension*: A student may be excluded from classes and other privileges or activities as set forth in the notice of suspension for a defined period of time, not to exceed one year.
- *Dismissal*: Dismissal entails termination of student status for an indefinite period. The conditions of readmission (if permitted) shall be stated in the letter of dismissal.
- *Expulsion*: Expulsion is a permanent termination of student status for the most serious offenses or for repeated offenses.
- *Failing Grade*: In cases of academic dishonesty, possible sanctions may include any of the above sanctions. They may also include assignment of an "F" grade for a paper, a project or an entire course. If the sanctions include assignment of an "F" for an assignment or a course, the Director of Academic Services will notify the faculty member, the Department Head, and the Registrar.

4. The following table contains typical fines for various offenses. Because each case is evaluated on an individual basis, the Director of Student Life and Housing and/or the Judicial Board reserve the right to impose other sanctions at their discretion depending on the particular circumstances of the infraction and with the approval of the Dean of Student Affairs.

#### Fee or fine?

INFRACTION	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Smoking in an undesignated area	\$25 fine	\$75 fine	\$150 fine
Alcohol-drinking in studio	6 hours of community	All sanctions from 1st	All sanctions from 2nd

	<p>service</p> <p>Written assignment</p> <p>Clean-up cost if necessary</p> <p>\$75 fine</p>	<p>(except fine)</p> <p>Letter home</p> <p>Alcohol evaluation @ UCS</p> <p>\$125 fine</p>	<p>(except fine)</p> <p>Behavior contract</p> <p>Meeting with parent(s)</p> <p>\$175 fine</p>
Alcohol-drinking in Hall	<p>Possible ban from campus apartments</p> <p>10 hours community service</p> <p>Written assignment</p> <p>Clean-up cost (if necessary)</p> <p>\$75 fine</p> <p>Judicial warning</p>	<p>All sanctions from 1<sup>st</sup> (except fine)</p> <p>Alcohol evaluation from UCS</p> <p>Letter home</p> <p>\$125 fine</p> <p>Possible removal from residence hall</p>	<p>All sanctions from 2<sup>nd</sup> (except fine)</p> <p>Behavior contract</p> <p>Meeting with parent(s)</p> <p>\$175 fine</p> <p>Removal from residence hall</p>
Alcohol-taken to hospital	<p>No campus apartment</p> <p>10 hours community service</p> <p>Written assignment</p> <p>Clean-up cost (if necessary)</p> <p>Alcohol evaluation @ UCS</p> <p>\$75 fine</p> <p>Judicial probation</p>	<p>All sanctions from 1<sup>st</sup> (except fine)</p> <p>Letter home</p> <p>Mandatory counseling at UCS</p> <p>\$175 fine</p> <p>Possible removal from campus housing</p>	<p>All sanctions from 2<sup>nd</sup> (except fine)</p> <p>Behavior contract</p> <p>Meeting with parent(s)</p> <p>\$200 fine</p> <p>Removal from campus housing</p>
Illegal Drug Use	<p>No campus apartment</p> <p>10 hours community service</p> <p>Written assignment</p> <p>Drug evaluation @ UCS</p> <p>\$100 fine</p>	<p>All sanctions from 1<sup>st</sup> (except fine)</p> <p>Letter home</p> <p>Counseling @ UCS</p> <p>Possible removal from campus housing</p> <p>\$175 fine</p>	<p>All sanctions from 2<sup>nd</sup> (except fine)</p> <p>Removal from campus housing</p>
Destruction of property	<p>Replacement cost of item</p> <p>Judicial probation</p> <p>Fine/community service</p>	<p>All sanctions from 1<sup>st</sup></p> <p>Removal from campus housing for a specified period</p> <p>Behavior contract</p>	<p>All sanctions from 1<sup>st</sup></p> <p>Removal from campus housing</p> <p>Behavior contract</p>
Physical violence	<p>Judicial probation</p> <p>Fine</p> <p>Removal from campus housing or academic department facilities for</p>	<p>Psychological evaluation @ UCS</p> <p>Removal from housing</p> <p>Expulsion</p>	

	48 hours Possible expulsion		
Candles or incense/ banned items	Confiscation of items Judicial warning \$25 fine	Confiscation of items Judicial probation \$45 fine	Confiscation of items Removal from campus housing \$75 fine

#### 5. Notification of the Outcome to the Complainant

In cases involving physical injury, threat, intimidation or force, including sexual misconduct, assault or abuse of the complainant, the complainant will be informed of the decision and the sanction imposed.

#### 6. Parental Notification Policy

The Institute reserves the right to notify a student's parent, guardian, or emergency contact, regardless of the student's age, status, or conduct, in health or safety emergencies, including hospitalizations or when, in the Institute's judgment the health or well-being of the student or others may be at risk. In accordance with federal legislation, the Institute may also contact parents or guardians of dependent students under the age of 21 who violate federal, state, or local law and/or the Institute's policies that govern the use or possession of alcohol or controlled substances.

#### 7. Appealing the Decision of the Judicial Board or Judicial Conduct Meeting

Accused students who do not agree with the outcome of the meeting/hearing do have the opportunity to appeal to the Dean of Student Affairs within 48 hours of receiving their outcome letter. Students may appeal based on the following reasons:

- Availability of new evidence that was not heard at the hearing that may have a bearing on the outcome.
- The hearing was conducted in a manner that deviated from written procedures that impacted the fairness of the hearing.
- Belief that the sanction(s) imposed was grossly disproportionate to the severity of the offense.
- The finding does not accord with the evidence.
- Belief that there was bias on the part of a hearing board member that deprived the process of impartiality.

The decision of the Dean of Student Affairs concerning the appeal is final.

#### 8. Records of the Disciplinary Hearing

Students have the right, upon request, to review and inspect their educational records. Federal law permits the Institute 45 days within which to comply with any request to review records. Please see the section on the [Family Educational Rights and Privacy Act \(FERPA\)](#), a copy of which is also on file in the Office of Student Life and Housing and in the Registrar's Office.

## VIII. GRIEVANCE PROCEDURE FOR STUDENTS

### A. Definition of a Grievance

A grievance is a written allegation of discrimination involving:

1. Admission to and treatment while enrolled in an academic program
2. Employment as a student employee on campus
3. Other matters of significance relating to campus living or student life, including, but not limited to:
  - a. Assignment of roommates in residence hall(s)
  - b. Membership in and/or admission to student clubs/ organizations
  - c. Provision of student health services
  - d. Awarding of scholarships or financial aid

### B. When is the Grievance Procedure is not Applicable:

A student may not use the Grievance Procedure for grievances related to the following matters:

1. Violations of the Student Code of Conduct
2. Grade appeals
3. Allegations of discrimination
4. Student disciplinary proceedings outcomes
5. Matters covered under other Institute policies that contain grievance, hearing and/or appeal procedures, such as CIA's FERPA policy, financial aid appeal procedures, and the Institute's Code of Conduct
6. Matters concerning the student in his or her capacity as an employee of the College, which are resolved in accordance with the employment policies of CIA

### C. Steps for Filing a Grievance Against an Institute Employee

Students who feel that they have a grievance against an Institute employee should take the following steps:

#### Step 1: Informal Discussion with College Employee

In many cases, informal actions can resolve a dispute between a student and an Institute employee. The student may choose to meet with the employee and make a good faith effort to resolve the dispute promptly and fairly. This discussion should be initiated within fourteen (14) working days of the event or as soon thereafter as reasonably possible. If this conversation does not resolve the issue, or if the student does not feel that he or she can discuss the matter with the employee, the student may, but is not required to, contact the employee's supervisor.

#### Step 2: Discussion with supervisor or department chair

If a satisfactory resolution is not reached after direct discussion with the employee, or if the student chooses not to discuss the matter informally with the employee, the student shall, within fourteen (14) working days of the informal discussion or event, or as soon thereafter as reasonably possible, meet with the employee's supervisor or the individual to whom such employee reports, who will attempt to mediate a resolution.

If a faculty member is the subject of a grievance, the student should discuss the matter with the department chair. At his or her discretion, the chair may consult with or refer the

matter to the Vice President for Academic Affairs and Chief Academic Officer (VPAF).

If the employee is a staff member, the student should discuss the matter with the supervisor of the employee. At his or her discretion, the supervisor may consult with or refer the matter to the Vice President for Human Resources and Inclusion (VPHRI).

The supervisor, department chair, VPAF, or VPHRI shall notify the employee that a grievance has been filed by the student, provide information about the nature of the grievance, and indicate that mediation will be attempted to resolve the grievance. The supervisor, department chair, VPAF, or VPHRI shall attempt to mediate the grievance, summarize the results of the mediation, and provide a copy of this summary in writing to the student and the employee who is the subject of the grievance. The summary will be forwarded within thirty (30) working days of the date the student initially filed the complaint, or as soon thereafter as reasonably possible.

### Step 3: Formal Grievance

If the matter is not resolved through the informal process, the student may submit a written statement of the grievance to the VP Human Resources and Inclusion (VPHRI) within ten (10) working days after the informal process has ended. The statement shall contain:

- a. a complete narrative of the circumstances that precipitated the grievance
- b. identification of the parties involved, including names, addresses, and contact information
- c. a statement of the remedy or outcome requested. Remedies under this procedure are generally limited to restoring losses suffered by the student or making changes in college policy, practice, or procedure. Monetary damages, fines or penalties, or disciplinary action against the individual who is the subject of the grievance are not remedies available under this policy.

The VPHRI shall notify the appropriate supervisor that a formal grievance is pending in his or her area of responsibility. The employee shall also be notified of the grievance. Written copies of the grievance statement will be provided to the appropriate supervisor and to the employee.

### Step 4: Investigation of Grievance

As appropriate (a grievance against a faculty member to VPFA, and against a staff member to VPHRI) will gather any material deemed necessary for review and will meet with all parties directly related to the grievance, in order to gather facts and information needed to make a fair and equitable decision. The student and the individual against whom a grievance is filed may be advised or accompanied by another person at any stage of the grievance procedure, except that practicing attorneys may not participate in any meetings as a representative of any party. This stage of the grievance procedure shall be completed within twenty-one (21) working days after the appropriate Vice President receives the grievance, or as soon thereafter as reasonably possible.

### Step 5: Grievance Decision

Within seven (7) working days after completion of the investigation, the Provost shall issue a written finding as to whether the employee has violated an Institute policy or has otherwise acted in a discriminatory or arbitrary manner, resulting in unfair treatment of the student, and, if so, what remedies should be made available to the student

as described in Step 3. A copy of the decision will be sent to the President of the Institute and the Dean or administrator in the appropriate administrative area, as well as to the student and the employee.

#### Step 6: Appeal to the President

The student and the employee may appeal the Provost's decision to the President. The appeal shall be in writing and shall be delivered to the president's office within seven (7) working days of receipt of the Provost's written decision. The President shall meet with such parties as he/she deems necessary to make a fair and equitable decision and shall render his/her decision in writing within fourteen (14) working days of the receipt of the appeal. In meeting with the President, the student and the employee may be advised or accompanied by another person (with the exception of practicing attorneys, who cannot participate in meetings or represent either the student or the employee). The decision of the President shall be final.

#### D. Disciplinary Action

Although disciplinary action against the employee is not a remedy available to a student who files a grievance under this policy, the Institute reserves the right to impose discipline on its employees because of determinations made through the grievance process. Any such discipline will be imposed only after a final decision has been issued and/or the appeal period has expired with no appeal being filed.

The employee's supervisor, in consultation with the Director of Human Resources and Inclusion, shall determine whether disciplinary sanctions should be imposed. If the employee is a faculty member, the Provost shall determine whether disciplinary sanctions should be imposed. The imposition of disciplinary sanctions may not be appealed by the employee under this policy.

#### E. Confidentiality

All parties to the proceedings held or actions taken under this policy shall maintain the confidentiality of the proceedings and all written reports to the extent reasonably possible. Original records, documents, and reports shall be maintained in the Office of the Provost, and a duplicate copy shall be maintained in the Office of the Director of Human Resources and Inclusion.

#### F. Non-Retaliation

No person against whom a grievance is filed or any other person shall intimidate, threaten, coerce, or discriminate against any individual for filing a grievance under this policy. Complaints of such retaliation or interference may be filed and processed under this procedure.

#### G. Time Guidelines

If the Institute is not in session during part of these proceedings, or in instances where additional time may be required because of the complexity of the case, unavailability of the parties or witnesses, or other extenuating circumstances, any of the time periods specified herein may be extended by the Provost, at the request of any party or individual involved in the grievance procedure. If a period is extended, the student and the person against whom the grievance has been filed will be so informed.

#### H. False Grievances

The purpose of this policy is to provide a mechanism to address legitimate student complaints and grievances. Any student member of the college community is encouraged to use the procedures provided in this policy, not only for the benefit and protection of that individual but ultimately of the entire college community. However, false grievances undermine the purpose and effectiveness of this policy. Accordingly, persons who knowingly bring false grievances may be subject to disciplinary action. Allegations of false grievances must be reported within six months of the date the grievance was brought. Such allegations may be reported to the administrator handling the grievance, which shall investigate the allegations and take any appropriate action. The fact that a grievance may not result in a finding that an employee has violated an Institute policy or has otherwise acted in a manner resulting in unfair treatment of a student is not alone evidence that the grievance was knowingly false.

#### I. Addressing other Concerns

Depending on the type of concern, expression of the concern should always begin with a written incident report. While the Office of Student Life and Housing would prefer the use of our in-house incident report, an email to the Director of Student Life and Housing that outlines the follow should suffice:

- a. Name of complainant
- b. Date and time of incident
- c. Pertinent information to the incident including the accused and other parties involved.

The report should only report the facts and not personal opinions about any of the individuals involved.

Upon receipt of the above, the Director of Student Life and Housing will forward the written complaint to the appropriate party.

## Appendix A



### SEXUAL MISCONDUCT POLICY

#### INTRODUCTION

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of Federal financial assistance.

The Cleveland Institute of Art is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct, violence, and discrimination. Sexual discrimination violates an individual’s fundamental rights and personal dignity. The Cleveland Institute of Art regards sexual discrimination in all its forms to be a serious offense if practiced by students, faculty, or staff.

The Institute does not discriminate on the basis of gender, gender identity, or sexual orientation in its educational programs or in any other activities sponsored by the Institute, as required by Title IX and Title VII of the Civil Rights Act of 1968 (and its amendments). This non-discrimination policy extends to all applicants for admission to the Institute, as well as all students who are full- or part-time, matriculated for a degree or not, and visiting students.

The Institute’s Title IX Administrator is Ray Scragg, Vice President of Human Resources and Inclusion (rscragg@cia.edu or 216.421.7312), 11610 Euclid Ave, Cleveland OH 44106. Inquiries concerning the application of Title IX requirements may be directed to Mr. Scragg. You may also contact the Office for Civil Rights, US Department of Education, 600 Superior Avenue East, Suite 750, Cleveland OH 44114-2611, 216.522.4970, or OCR.Cleveland@ed.gov

#### ACTIONS THAT A VICTIM OF SEXUAL VIOLENCE SHOULD TAKE IMMEDIATELY

- Get to a safe place
- Tell a trusted person about the incident
- Call 911 or University Circle Police (216-791-1234) or Case Police (216-368-3333) and/or go directly to the emergency room at any local hospital for medical attention. The closest hospital to CIA’s facilities is:
  - University Hospitals of CWRU, 11100 Euclid Avenue, 216-844-3722

Note that this hospital has a SANE nurse (Sexual Assault Nurse Examiner)

- It is important that the physical evidence of the violence be preserved. Do not wash hands, shower, douche, urinate, consume liquids or food, brush hair or teeth, or change clothes immediately following the incident.
- The complainant can request an advocate or other support person during an examination at a hospital. An advocate is available from the Cleveland Rape Crisis Center (216-619-6192).
- The complainant is not obligated to talk to the police, but the police will be called to the emergency room.
- Making sure evidence is collected does not obligate the complainant to pursue any action, but does leave all options open.
- Hospitals are required to report felony crimes (rape is a felony crime) but if the complainant is over 18, his/her name does not have to be disclosed.

## **FUNDAMENTAL UNDERSTANDINGS**

### **Consent**

Consent is the equal approval, given freely, willingly, and knowingly, of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated or expressed clearly by words or actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact.

Lack of mutual consent is the crucial factor in any sexual misconduct. Consent to some form of sexual activity does not necessarily constitute consent to another form of sexual activity. Similarly, consent to one sexual act does not necessarily constitute consent to any subsequent sexual acts. Silence without demonstrating permission does not constitute consent. Consent CANNOT be given if a person's ability to resist or consent is incapacitated because of a mental illness, physical condition or impairment, or if there is a significant age or perceived power differential.

### **Incapable of Giving Consent**

An individual may be incapable of giving consent due to incapacitation or substantial impairment. Incapacitation is a state in which someone cannot make rational, reasonable decisions because the person lacks the capacity to give knowing consent (e.g. to understand the “who, what, when, where, why, or how” of their sexual interaction). An individual who is not incapacitated, but is substantially impaired, may be incapable of giving consent. Examples of incapacitation and substantial impairment include, but are not limited to, being:

- a. unconscious,
- b. frightened,
- c. physically or psychologically pressured or forced,
- d. intimidated,
- e. psychological or physiological health condition or disability;
- f. voluntary or involuntary intoxication or use of drugs or alcohol,
- g. age,
- h. intellectual disability, or
- i. deceptive or forced administering of any drug, intoxicant, or controlled substance.

### **Guidance Regarding Sexual Consent**

Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

### **Unwelcome Behavior**

Unwelcome behavior is an action that is not solicited or invited, and is undesirable or offensive. Behavior or action that is perceived to be voluntary or consensual may not necessarily be welcome. Power relationships, intimidation, and/or fear of consequences may be contributing factors in this determination.

### **Coercion**

Coercion is unreasonable pressure for sexual activity.

### **Force**

Force is the use of physical violence or superior strength, and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce the appearance of consent.

## **DEFINITIONS AND EXAMPLES**

Misconduct that falls within this Sexual Misconduct Policy includes:

### **Sexual Harassment**

Sexual harassment can be defined as any unwelcome verbal or non-verbal sexual advance, requests for sexual favors, other verbal or physical conduct of a sexual nature, and/or conduct directed at an individual(s) because of gender when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status; or
- b. Submission to or rejection of such conduct is used as the basis for decisions affecting the individual with regard to employment (salary increases, work assignments, discipline, etc.) or to student status (grades, recommendations, assignments, etc.); or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work and/or educational environment. Such conduct generally involves more than one incident and must be severe or pervasive (or may be both severe and pervasive).

Acts that constitute sexual harassment take a variety of forms and may include but are not limited to the following unwelcome actions:

- a. Propositions, invitations, solicitation and flirtations of a sexual nature.
- b. Threats or insinuations that personal employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
- c. Verbal expressions of a sexual nature, including sexual communications about a person's body, dress, appearance or sexual activities; the use of sexually degrading language, name calling, sexually suggestive jokes or innuendoes; suggestive or insulting gestures, sounds or whistles; sexually suggestive phone calls.
- d. Sexually suggestive objects or written materials such as e-mail or internet communications, pictures, photographs, cartoons, text messages, videos, DVDs or other recorded media.

- e. Inappropriate and unwelcome physical contact such as touching, patting, pinching, hugging or other sexually suggestive contact.
- f. Stalking of a sexual nature (i.e. persistent and unwanted contact of any form whether physical, electronic, or by any other means). For stalking to fall within this policy, the content or the nature of the stalking must have a sexual component.
- g. Stereotyping or generalizing about a group based on gender. These types of comments typically constitute sexual harassment when associated with other sexual behavior or comments.

While a particular interaction must be offensive to both a reasonable person and to the complainant to constitute unlawful harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships that result from professional and educational interactions. Sexual harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the respondent individual, and to the climate of the institution.

### **Sexual Exploitation**

Sexual exploitation occurs when an individual takes non-consensual, unjust, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute non-consensual sexual contact, non-consensual sexual intercourse, or sexual harassment. Sexual exploitation includes, but is not limited to:

- a. Non-consensual recording or audio capturing of any form of sexual activity
- b. Voyeurism
- c. Knowingly transmitting an STD or HIV to another person
- d. Prostituting or trafficking another person
- e. Invasion of sexual privacy, including exposing one's sexual body parts or exposing another's sexual body parts

### **Non-Consensual Sexual Contact**

- a. Any intentional sexual touching;
- b. with any object or body part;
- c. by a person upon another person;
- d. without consent and/or by force.

Sexual contact includes: intentional contact with the breast(s), buttock(s), groin or genitals, or touching another with any of these body parts; making another person touch you or themselves with any of these body parts; and/or any intentional bodily contact in a sexual manner.

### **Forced Sexual Activity**

Is defined as sexual activity by force or against the will of the complainant.

Force includes the use of physical means, violence, threats, intimidation or coercion with any object or body part by a person upon another person.

### **Non-Consensual Sexual Intercourse**

- a. Any sexual intercourse (anal, oral, or vaginal);
- b. with any object or body part;

- c. by a person upon a person;
- d. without consent.

### **Forced Sexual Intercourse**

- a. Sexual intercourse (anal, oral, or vaginal) by the use of force, including physical force, threat, intimidation, or coercion;
- b. with any object or body part;
- c. by a person upon another person.

### **Intimate Partner Violence (including dating violence and domestic violence)**

Intimate partner violence (IPV) occurs when a current or former intimate partner uses or threatens physical or sexual violence. IPV may also take the form of a pattern of behavior that seeks to establish power and control by causing fear of physical or sexual violence. Stalking may also constitute IPV.

### **Stalking**

Stalking is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication such as letters, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking.

### **Sexual Intimidation**

Sexual intimidation involves, without limitation, threatening another person with a sex act against them, stalking (including cyber stalking), and/or engaging in indecent exposure

## **RELEVANT CONSIDERATIONS**

### **Relationships Involving Authority or Power**

When one party has any professional responsibility for another's academic or job performance, or professional future, CIA considers sexual relationships between the two individuals to be a basic violation of professional ethics and responsibility. This includes but is not limited to sexual relationships between faculty and their students, or between supervisors and their employees, even if deemed to be mutually consenting relationships. Because of the imbalance of these relationships, "consent" may be difficult to assess, may be deemed not possible, and may be construed as coercive. Such relationships also have the potential to result in claims of sexual harassment. (See the section on Consensual Relationships in the CIA Student Handbook.) With regard to sexual or romantic relationships between a supervisor and employee, CIA may require the individuals to be reassigned, if feasible, or may require one or both individuals to separate employment.

### **Intention vs. Impact**

The fact that someone did not intend to engage in sexual misconduct against an individual is not considered a sufficient explanation or defense to a complaint of sexual misconduct. For example, in some instances, cultural differences may play a role in the interpretation of behavior, by either the complainant or respondent, which may result in a complaint of sexual misconduct. It is expected that all members of the CIA community are knowledgeable about what constitutes sexual misconduct under this policy. Although the respondent's perceptions will be considered, in most cases it is the effect and

characteristics of the behavior on the complainant, and whether a reasonable person in a similar situation would find the conduct offensive that determines whether the behavior constitutes sexual misconduct.

### **Academic Freedom**

CIA adheres to the principles and traditions of academic freedom. Academic freedom is a right of all faculty, and applies to Institutional activities including teaching and research. Each faculty member may consider, in his or her class or studio, any topic relevant to the subject matter of the course as defined by the appropriate academic unit. However, these freedoms must be balanced with the rights of others not to be sexually harassed. It is therefore understood that the principles of academic freedom permit topics of all types, including those with sexual content, to be part of courses, lectures, and other academic pursuits. If there are questions about whether the course material or the manner in which it is presented falls within the definition of sexual harassment, the concerned party(ies) should contact the Title IX Officer (see below).

### **Relationship to Criminal Laws Regarding Sexual Crimes**

Conduct need not rise to criminal activity under state, federal or local in order to constitute a violation under this policy. In addition, neither Title IX nor this policy provides the same elements, burdens of proof or due process rights that would apply in a criminal proceeding.

## **RESPONSIBILITIES OF THE INSTITUTE COMMUNITY**

Any member of the CIA community who is consulted about, observes, and/or witnesses behavior involving potential sexual misconduct (see definitions above) has the responsibility to report same to one of the Designated Reporting Officers (see list below). In addition, to the extent possible, the reporting member of the CIA community should advise the person experiencing the sexual misconduct of the CIA Sexual Misconduct Policy and encourage the person to promptly report the misconduct to a Designated Reporting Officer. Because the Institute is committed to maintaining a positive educational and work environment, this obligation of the community member to report also includes instances in which that person learns of the allegation from any of these sources:

- a. A person who has experienced the sexual misconduct;
- b. A person who witnessed the sexual misconduct; or
- c. A person who heard about the sexual misconduct from another individual under such circumstances that the community member reasonably believes misconduct occurred.

### **Cooperation with Investigations**

All members of the CIA community are strongly encouraged to cooperate and participate in inquiries and investigations, appear at any hearing as requested, and cooperate with resolutions of complaints and implementations of sanctions, as applicable. This cooperation with an investigation includes any requests from other educational institutions investigating a sexual misconduct complaint. Failure to cooperate may impact the results of an investigation.

### **Support of Witnesses and Bystanders/Bystander Intervention**

Since the safety of the community is important to everyone, members of the Institute are strongly encouraged to offer help and assistance to others in need, including preventing sexual misconduct. While individuals are sometimes hesitant to offer assistance for fear that they might be subject to sanctions for other concurrent policy violations (such as alcohol violations), the Institute will consider

providing an educational intervention as opposed to sanctions or discipline for those who offer assistance.

### **Cross-Institutional Investigations**

While CIA can only impose sanctions against CIA faculty, staff, and students (vs. non-members of the CIA community), the Title IX Administrator and Designated Reporting Officers will work with other area colleges to investigate any instances of sexual misconduct reported that involve members of their communities (as witnesses, complainants, or respondents). In such cases, an investigator from each institution that is involved will share investigative responsibilities. The process of the respondent's home institution will be used in reporting, investigating, and conducting the hearing.

## **REPORTING**

### **Reporting an incident of sexual violence**

The Institute strongly encourages persons who experience sexual violence to immediately report this, seek assistance, and pursue Institute action for their own protection and that of the entire CIA community. Reports of sexual violence can be accepted at any time, with the caution that the longer the time between the event and the report, the more difficult it might be to launch and conduct an investigation or take any action.

If the Institute receives an anonymous report of sexual violence, it will conduct an inquiry into the matter. This may limit the Institute's ability to conduct an effective inquiry and take action concerning the report.

### **Reporters**

All members of the CIA community who witness or learn of alleged sexual violence from the person who claims to have experienced same, or through another party, have the obligation to report this to one of the three persons at CIA who are Designated Reporting Officers (DRO), and thus obliged to take action as a result of receiving the report:

- Ray Scragg, Vice President of Human Resources and Inclusion and Title IX Administrator  
rscragg@cia.edu or 216-421-7312
- Lisa Schumann, Assistant Director of Human Resources and Title IX Coordinator for Faculty and Staff  
lschumann@cia.edu or 216-421-7405
- Nancy Neville, Dean of Student Affairs and Title IX Coordinator for Students  
nneville@cia.edu or 216-421-7427

### **NON-CONFIDENTIAL Reporters**

CIA students, faculty, or staff are all considered **NON-CONFIDENTIAL** reporters. They are required to notify one of the Designated Reporting Officers (DRO) above and provide as much information as possible. The DRO who receives the report will make every effort to keep the report confidential to the extent possible and consistent with legal requirements and/or the requirement to investigate allegations and take action. A complainant may request that a report be kept anonymous and/or confidential, and the Institute will consider such requests. Students should be aware, however, that honoring such requests may limit the Institute's ability to fully investigate and respond to the report. The Institute will maintain reports in a secure manner.

The role of a Designated Reporting Officer (DRO) includes:

- a. Receive initial complaint(s) regarding alleged sexual misconduct and to make the complainant aware of the Institute's obligation to investigate and take appropriate action as warranted.
- b. Provide the complainant and the respondent information about the policy and process.
- c. Provide help and resources to the complainant.
- d. Hear the initial complaint by the complainant and the response of the respondent, and to make safety and support arrangements as appropriate.
- e. Determine if the complaint falls within the Sexual Misconduct Policy and if so, to determine appropriate next steps.
- f. Conduct any warranted inquiry into reports from anonymous sources. In such circumstances, the Institute may be limited in its ability to conduct an effective inquiry and take action concerning the report.

### **CONFIDENTIAL Support Resources (CSRs)**

(CSRs) are those members of the community who are licensed or designated by law as professionals who can receive privileged communication, and receive information regarding possible sexual misconduct in the context of a professional relationship with the reporter of that information. These professionals are not obligated to provide any information to a DSO or law enforcement entity, but do have a duty to report if there is an imminent danger to the reporter or others. Confidential Reporters provide advice, support, and guidance about how to manage the situation following sexual violence without instituting an investigative action. The report to this person remains confidential. The CRS designee can play the role of a counselor, confidant, or resource, or provide other support to the person making the report. It is hoped that a CRS who receives a report will notify a DSO that a report has been received, but is not obligated, unless permitted by the reporter, to reveal the name or any other identification of the person making the report. Discussions with a confidential source are not considered a report to the Institute, or a request that the Institute take any action in response to the report.

Current Confidential Support Resources are found in the following organizations:

- CWRU Student Health Services, 2145 Adelbert Rd., 216-368-2450 (24/7)
- CWRU Counseling Services, Sears 201 on the Case campus, 216-368-5872 (24/7)
- CWRU Flora Stone Mather Center for Women (and men), 248 Tinkham Veale University Center on Case campus (on Bellflower Road), 216-368-0985 M-F 8:30-5:00 and ask for the Licensed Professional Health Advocate
- Cleveland Rape Crisis Center, 216-619-6192 (24/7)
- The Domestic Violence Center (216-391-4357 (HELP) (24/7))

Anonymous reports can be made, however little action can be taken as a result of anonymity.

### **Reports to Police**

The Institute is not required to make a report of sexual violence to a police authority for any person 18 years of age or older. If the complainant or person who experienced sexual violence is under age 18, or under 21 and physically or mentally impaired, a report must be made. In the case where a report is not required, the Institute strongly encourages complainants to file a police report. Sexual violence may constitute a criminal act. A member of the police department has a responsibility to uphold and enforce the law even if the person reporting the violence does not want to participate in the process or make a complaint. If the person who experienced the sexual violence is at a hospital, the emergency room staff

are required to report felony crimes to the police. If the complainant is 18 or older, his/her name does not have to be disclosed. If the person who is believed to have experienced sexual violence is under the age of 18, or under 21 and physically or mentally impaired, the Designated Reporting Officer is required to report the violence to the appropriate social service agency and the police, who may then contact the parent or legal guardian.

#### **Contact of Parent/Guardian/Partner**

In some instances when there is a health or safety concern involving a student, the Institute may decide to notify a parent or guardian of a student aged 18 or older. In making this decision, the desire of the complainant will be considered along with the need to protect his/her safety and that of the campus community. The Institute will notify a parent or guardian of student under the age 18 in the event of a reported incident.

### **CONFIDENTIALITY**

To protect the integrity of the inquiry, investigation, and resolution using this policy, all parties and witnesses are expected to maintain the confidentiality of the process. However, confidentiality is not required if disclosure is required by law, or if disclosure is necessary to report a crime or a violation of law, or to engage in concerted activity regarding terms or conditions of employment, or in relation to the right of a student respondent or complainant to re-disclose the outcome of the process under FERPA and/or the Campus Crime Statistics Act (Clery Act) laws.

Although there is an expectation of confidentiality to all aspects of the process, CIA recognizes that there are instances in which complete confidentiality cannot be guaranteed. For instance, the complainant, respondent, and witnesses may need support. Furthermore, some information may need to be disclosed in order to conduct a thorough investigation. Should the need arise for parties and/or witnesses to share with others information regarding this process, they are encouraged to confer with the Designated Reporting Officers before taking this action.

### **STEPS TAKEN AFTER A REPORT IS MADE**

#### **Sexual violence involving a member of the faculty or staff**

A report of sexual violence against a faculty or staff member is investigated by the DRO who is designated to investigate reports filed by members of those groups.

#### **Interim Actions**

Upon receipt of a complaint and before a full investigation has begun, the DRO may need to take immediate actions to protect the safety and well-being of the individuals involved in a complaint of sexual misconduct. These actions may include, but are not limited to, the following:

- a. Notify the respondent that a complaint has been made against them;
- b. Provide a copy of the Sexual Misconduct Policy to the complainant and the respondent;
- c. Establish an agreement between the complainant and the respondent that each is not to initiate contact with the other party or parties until further notice by the DRO. Failure to honor the agreement may result in restriction either party's presence on campus;
- d. Issue a no contact order;
- e. Have each of the parties and any witnesses acknowledge the expectation of confidentiality as outlined in this policy;

- f. Advise all parties and any witnesses that they may not retaliate against any party or any witness involved in a sexual misconduct complaint.

### **Timely Warnings**

Once a sexual misconduct report is made, the Institute will take steps to protect the campus and the person who experienced the misconduct. If it is felt that the alleged event poses a substantial threat of bodily harm or danger to members of the campus community, while considering the safety of students, faculty, and staff as well as the privacy interests of all persons involved, an alert will be sent. Regardless of the action taken, every effort will be made to ensure that the complainant's name and other identifying information is not disclosed while enough information will be provided to enable community members to take safety precautions.

### **Federal Reporting Obligations**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act, the Institute is required to record certain reported crimes on campus, which include conduct covered under this policy as sexual misconduct, such as rape, sexual assault, stalking, intimidation, dating violence, domestic violence, and hate crimes. Anonymous reports are also included in the Clery Act Report statistics. The following information is included: crime, date, location, and status (student, faculty, staff, stranger, etc.) of those involved in the crime. Names of the complainant, respondent, or witnesses are not included in any crime statistics. If the complaint made may also constitute a criminal act, the Designated Reporting Officer will inform the complainant of the right to file a criminal complaint with the police.

### **Sexual Misconduct Involving a Student**

Upon receipt of a complaint, an initial investigation will be conducted by the Title IX coordinator for students, and may include interviews of the complainant, the respondent, any witnesses, and a review of any relevant evidence, such as documents, emails, text messages, and other communications. After this initial investigation, in consultation with the Title IX Administrator, a determination will be made whether the allegation of misconduct falls under the definition of sexual harassment, sexual violence, or if the complaint should be dismissed. These findings will result in one of the following actions:

**Sexual harassment:** The complaint will be referred to the Institute Conduct Officer in Student Affairs, and addressed using the process for sexual harassment outlined in the Student Handbook. This may result in an informal process using a facilitated resolution, or a formal process using an administrative hearing. When determining the course to follow, the following factors will be considered:

- a. The results of the investigation
- b. The wishes of the complainant and the respondent
- c. If there is a pattern of behavior involving sexual misconduct
- d. The nature and severity of the behavior or action

**Sexual violence:** The complaint will be referred for processing by the Title IX Administrator and Coordinators/Investigators under the following procedures for processing of a case of sexual violence.

### **Investigation**

Upon determination that the complaint is an allegation that, if true, would constitute sexual violence, the DRO for students initiates an investigation of the report. This investigation will be started within one week of the receipt of the report, unless the complainant agrees to other timing.

While an investigation is taking place, it is possible that interim actions will be taken to protect the complainant. These actions may include but not be limited to changes in living arrangements and/or class schedules, and/or imposition of a “no contact” requirement. See also “Interim Actions” above.

The steps of the investigation will depend upon the allegations, but will typically be comprised of interviews of the complainant, the respondent, and any witnesses to the sexual violence or events surrounding the alleged incident. The DRO may conduct follow-up interviews if necessary. The DRO will collect evidence relevant to the allegations or defenses, including without limitation items such as emails, text messages, photographs, recordings and other evidence. The DRO will review police reports if they have been filed.

Upon completion of the interview process, the DRO for students will present his/her findings to the Title IX Administrator and the DRO for faculty/staff. These individuals will review the findings and determine if a hearing should proceed. The hearing will take place within two weeks of the decision to hold such, unless the complainant and respondent agree to other timing.

### **Rights of the Complainant and Respondent**

Both the complainant and the respondent have rights during the investigation and the resulting process. These include the right to

- Confidentiality as defined in this policy (above)
- Options outlined (below) in this policy during the hearing process
- The presence of a support person (as outlined below) at meetings during the initial inquiry and the hearing procedures
- Not be questioned about past sexual behavior unless that line of inquiry is relevant to the current case
- Have the investigation of allegations proceed in a timely and thorough manner
- Refrain from making self-incriminating statements
- Be informed of the outcome of the misconduct process in a timely manner

### **Hearing**

Within 24 hours of the decision that a hearing will take place, the complainant and the respondent will be notified of the date and time of the hearing. The respondent is required to attend the hearing; the complainant is invited to the hearing but is not required to attend. Included in the hearing notification will be information about the hearing itself. The Title IX Committee will draft a written complaint and provide a copy to both the respondent and the complainant.

Upon request, either the complainant or the respondent may review the DRO’s investigation file prior to the hearing. Certain confidential information, such as confidential medical information, may be redacted. While the complainant, respondent, and support persons will have an opportunity to review all materials before the hearing, the review of materials must be done on CIA premises and may not be removed from CIA or be reproduced by any means.

- The hearing is closed and generally includes the respondent and/or one support person.
- The complainant may also attend the hearing and can have one support person present.

- The complainant and respondent (and their support persons) may be physically separated in different rooms.
- These support persons may be in the same room as the hearing, but will not be permitted to speak with anyone at the hearing other than the person whom they are accompanying.
- A support person may be a lawyer, but as is true with any other advisor/advocate, a lawyer will not be permitted to speak to anyone but his/her client, nor make a statement or present evidence at the hearing.
- The complainant may submit an additional written statement concerning the effect of the sexual violence and the desired sanction(s) for the respondent. This written statement must be submitted at least 2 business days before the scheduled hearing.
- The respondent may submit a written statement about the sexual violence allegation and possible sanction(s) for the misconduct. The written statement must be submitted at least 2 days before the scheduled hearing.
- Members of the Title IX Committee may ask questions of the respondent and the complainant, and will consider statements and any relevant information gained during the investigation.
- While the hearing allows for cross-examination, all questions will be addressed to the Title IX Committee to ensure that one party does not directly cross-examine the other. A representative of the Committee will then direct questions, if appropriate, to the witness. The representative may choose to rephrase questions for clarity. The Committee reserves the right to not pose a requested question if it is not relevant or is duplicative.
- The Title IX Officer will serve as the Chair of the hearing.
- The Designated Reporting Officer who initially investigated the complaint will present his/her findings at the hearing.

At the conclusion of the hearing, the hearing officers (the Title IX Administrator and the two Title IX investigators/coordinators) will go into closed session, deliberate the content of the hearing, and reach a conclusion based upon a preponderance of the evidence as to the level of responsibility of the respondent related to the charge of sexual violence against the complainant. The finding will be one of the following:

- a. The Sexual Misconduct Policy was not violated; or
- b. The Sexual Misconduct Policy was violated (see Findings below)

### **Findings**

The following is a non-inclusive list of possible results of the hearing:

- No finding of responsibility
- Requirement of an apology
- Written warning or letter of reprimand
- No contact order between person who filed the accusation and the respondent
- Release of the respondent from campus-controlled housing
- Reassignment of one of the parties to a different residential location
- Change of class schedule of one of the parties
- Requirement to undergo additional training concerning sexual assault, sexual violence, and/or substance abuse
- Requirement to participate in appointment(s) with a specialized counselor
- Requirement for participation in community service related to prevention of sexual assault or violence
- Placement on probation

- Prohibition from participation in selected activities or organizations
- Suspension from CIA
- Dismissal from CIA

In determining the sanctions resulting from a finding that the policy was violated by the responsible person, the Title IX Committee can consider the nature and severity of the offense and /or the prior violations of institutional policy(ies). The Committee may also consider the statements of the complainant and the respondent regarding the impact of the behavior/incident during the sanction process.

A written report of the findings will be drafted by the Title IX Officer (who chaired the hearing), including the reason for the finding and sanction(s) if applicable. This report will be communicated to the complainant, the respondent, and the Title IX Reporting Officers within 48 hours of the conclusion of the hearing. The finding may be shared with specific academic managers and/or appropriate institutional managers, as appropriate. A copy of the report will be maintained on file in the Title IX Office.

Sanctions will be imposed immediately unless implementation is temporarily stayed by the Title IX Officer, pending the outcome of any appeal. The Title IX Officer (who chaired the hearing) will identify and notify the individuals responsible for carrying out any sanctions. If the implementation of any sanction(s) is stayed, and neither party appeals the decision within 14 days of the release of the findings (see below), the President will make a final determination as to implementation of the sanction(s). If no stay is requested and no appeal is made, the decision of the Title IX Committee will be final.

### **Appeals**

An appeal of the findings of the hearing officers must be filed within 14 days of the release of the findings to the complainant and the respondent. An appeal must be based on at least one of the following circumstances:

- The investigative and/or hearing processes, as outlined, were not followed in a manner that may have affected the finding; or
- Additional information or new evidence pertaining to the investigation has become available; or
- The sanction was inappropriate for the violation

Appeals are made to the Title IX Officer. Consideration of the appeal will be made by the President & CEO of the Institute in conjunction with the Title IX Officer. A response to the appeal will be made within 30 days of the filing of the appeal.

### **FALSE CLAIMS**

A complaint or report that the Institute's sexual violence policy has been violated is a serious matter. Dishonest complaints or reports are also against our policy, and CIA will take appropriate action up to and including expulsion if its investigation determines that deliberately dishonest and/or bad faith accusations have been made. Note that insufficient proof that sexual violence has occurred is not the same as a false allegation.

## RETALIATION

If anyone involved in the investigative process (complainant, respondent, witness) feels that he/she is experiencing retaliation, they should report that activity to a Designated Reporting Officer. The Institute will take action against anyone who retaliates, regardless of the outcome of the investigation.

## RETENTION OF RECORDS

All records of hearings involving students will be retained for five (5) years after the student has separated from CIA. Records will be kept in a confidential and secure location and only made available to Designated Reporting Officers, other appropriate CIA officials, or other authorized individuals as required by law.

## PREVENTION AND EDUCATION

Starting in 2015, all members of the student body, faculty, and staff will undergo training concerning prevention of sexual misconduct, substance abuse, domestic violence, and stalking through programming and educational activities throughout the academic year.

## LOCAL RESOURCES

### **University Hospitals of Case Western Reserve University**

11100 Euclid Avenue  
216-844-3722

### **CWRU Student Health Services**

2145 Adelbert Rd.  
216-368-2450 (24/7)

### **CWRU Counseling Services**

Sears 201 on the Case campus  
216-368-5872 (24/7)

### **CWRU Flora Stone Mather Center for Women (and men)**

248 Tinkham Veale University Center on Case campus (on Bellflower Road)  
216-368-0985 M-F 8:30-5:00 and ask for the Licensed Professional Health Advocate

### **Cleveland Rape Crisis Center**

216-619-6192 (24/7)

### **The Domestic Violence Center**

216-391-4357 (HELP) (24/7)

## TITLE IX COORDINATORS AT AREA COLLEGES

### Cleveland Institute of Music

David Gilson, Associate Dean for Student Affairs and Title IX Coordinator  
CIM Cutter 101  
11021 East Boulevard

216-791-5000  
David.Gilson@cim.edu

Case Western Reserve University  
Director of Student Conduct and Community Standards  
Thwing Center  
216-368-3170

## OTHER SOURCES FOR INFORMATION

Office for Civil Rights  
US Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland OH 44114  
216-522-4970  
OCR.Cleveland@ed.gov

## Appendix B

### KEY FACULTY AND STAFF

For a full list of all faculty and staff, go to <http://www.cia.edu/directory>

OFFICE	CONTACT	EMAIL @cia.edu
President and CEO	Grafton J. Nunes	gnunes
Vice President for Human Resources and Inclusion	Raymond Scragg	rscragg
Academic Affairs		
Sr. Vice President for Faculty Affairs, Chief Academic Officer	Christopher Whittey	cwhittey
Chair, Animation	Anthony Scalmato	ascalmato
Chair, Biomedical Art	Thomas Nowacki	tnowacki
Chair, Ceramics	Seth Nagelberg	sanegelberg
Chair, Drawing	Sarah Kabot	skabot
Chair, Foundation	Petra Soesemann	psoesemann
Chair, Game Design	Anthony Scalmato	ascalmato
Chair, Glass	Marc Petrovic	mtpetrovic
Chair, Graphic Design	Larry O'Neal	loneal
Chair, Illustration	Jeff Harter	jbharter
Chair, Industrial Design	Daniel Cuffaro	dcuffaro
Chair, Interior Architecture	Michael Gollini	mgollini
Chair, Jewelry + Metals	Matthew Hollern	mhollern
Chair, Liberal Arts	Gary Sampson, PhD	gsampson
Chair, Painting	Lane Cooper	lcooper
Chair, Photography + Video	Nancy McEntee	nmcentee
Chair, Printmaking	Margaret Denk-Leigh	mdenk
Chair, Sculpture + Expanded Media	Tina Cassara, Co-chair Sarah Paul, Co-chair	tcassara spaul
Admissions and Financial Aid		216-421-
Vice President for Enrollment Mgmt		7418
Director, Financial Aid	Martin Carney, Jr.	7425
Business Affairs		216-421-
Sr. Vice President and CFO	Almut Zvosec	7447
Associate Vice President	Julie Melvin	7455
Controller	Sally Palmer	7311
Student Accounts	Stacy Fitchette	7318
General Accounts	Robert Anderson	7317
Payroll	Sabrina DiFranco	7310
Institutional Advancement		216-421-
Vice President		7413
Director of Annual Giving + Alumni Relations	Liz Huff	7412

Marketing + Communications		
Vice President	Mark Inglis	7403
Director of Communications	Karen Sandstrom	7417
Photographic Services	Robert Muller	7433
Student Affairs		
Dean	Nancy Neville	7427
Director, Academic Services	Anne Gates, EdD	7463
Director, Career Center	Amy Goldman	8073
Coordinator, Learning Support Services	Jill Milenski	7462
Registrar	Karen Hudy	7320
Director, Student Life + Housing	Matthew Smith	7495
Support Service + Information Tech		
Vice President for Support Service	Mathew Felthousen	7384
Director, Facilities and Safety Mgmt	Joseph Ferritto	7950
Cleveland Cinematheque, Director	John Ewing	7450
Continuing Education + Community Outreach (CECO), Director	Thomas Berger	7460
Library, Director	Cristine Rom	7440
Mail Services Supervisor		
Residence Hall package pick-up	Paul Murray	7431
Reinberger Galleries, Director	Bruce Checefsky	7407
Uptown Residence Hall	RA on duty (evenings)	216-701-9846

## Appendix C

FAQs.....Whom to see for What....Quick Lookup

What	Who	Where	Phone (216-421-)
Academic advising and course selection	Academic Services	JMC	7463
Add or drop a course	Registrar	JMC	7320
Bus passes and RTA route info	Student Life	JMC	7495
Conflicts with faculty	Academic Services	JMC	7463
Conflicts with staff	Dean Student Affairs	JMC	7424
Conflicts with students	Academic Services	JMC	7463
Counseling (24/7)	Academic Services or Case Counseling Center	JMC 201 Sears Bldg.	7463 368-5872
Financial Aid	Financial Aid	Gund	7425
Graduation requirements and info	Registrar	JMC	7320
Health problems (24/7)	Student Life + Housing or Case Health Services	JMC 2145 Adelbert Rd	7429 368-2450
Housing on campus	Student Life + Housing	JMC	7495
ID cards	Registrar	JMC	7320
ID card access to academic spaces	Facilities and Safety	JMC	7950
ID access to residences, CaseCash, meals	Student Life	JMC	7495
Illness-notify your faculty that you will miss a class	Contact your instructor directly	Look up email or phone on cia.edu	
International students and activities	Student Affairs	JMC	7406
Internships	Career Center	JMC	8072
Job search and College Central System	Career Center	JMC	8073
Learning Support Services	Academic Services	JMC	7462, 7428
Locker rentals	Facilities and Safety	JMC	7950
Lost and found	Reception/security	JMC	7400
Will/have missed more than two consecutive classes	Director of Academic Services	JMC	7463
Mobility (study at another AICAD school)	Academic Services	JMC	7468
Parking permits or problems	Facilities and Safety	JMC	7950
Paying bills or fines	Student Accounts	JMC	7318
Pay for supplies ordered by faculty	Student Accounts	JMC	7318
Personal problems	Academic Services or	JMC	7463
	Student Life	JMC	7495
Register for classes	Registrar	JMC	7320
Resumé review	Career Center	JMC	8073
Room access in academic areas	Facilities and Safety	JMC	7950
Scholarships	Financial Aid	Gund	7425
Security issues	Facilities and Safety	JMC	7950
	or Student Life	JMC	7429
Student activities and tickets	Student Life	JMC	7429
Study abroad	Student Affairs	JMC	7427

Transfer credit	Registrar	JMC	7320
Tutoring	Academic Services	JMC	7462
Visa issues (international students)	Student Affairs	JMC	7406
Withdraw from a course	Registrar	JMC	7320
Withdraw from CIA	Academic Services	JMC	7463
Work/Study jobs on campus	Career Center	JMC	8073

## Appendix D

### CLEVELAND ACTIVITIES, ATTRACTIONS, AND RESOURCES

#### I. Get out and explore Cleveland!

- <http://www.city.cleveland.oh.us/CityofCleveland/Home>
- <http://www.thisiscleveland.com/>
- <http://www.globalcleveland.org/>
- Want to impress your folks with a thumbnail sketch of Cleveland courtesy of the New York Times? Check *36 hours in Cleveland* from the NYT Travel section at <http://travel.nytimes.com/2009/09/20/travel/20hours.html?scp=1&sq=Cleveland&st=cse>

Yes, University Circle **is** your neighborhood. Lots of sights to see, places to eat, campuses to explore, museums and green spaces to enjoy! And it's all within walking distance of the CIA buildings.

The official site is <http://www.universitycircle.org/>

Find what you are looking for at the interactive map

<http://www.universitycircle.org/interactive.aspx>

#### A. Transportation

Good news! Every full-time student at CIA gets an RTA pass each semester (included in your student activities fee). The RTA system was named #1 in the US in 2008. Between the rail and bus systems, you should be able to reach all of the destinations we've listed. Get a system map and schedules at <http://www.riderta.com/> or at 216-621-9500.

- University Circle Link  
<https://students.case.edu/handbook/cleveland/transportation.html>
- Taxis serve the University Circle area.
- Amtrak has a station in the center of Cleveland, about 7 miles from campus ([www.amtrak.com](http://www.amtrak.com))

#### B. Cleveland Cinematheque

The Cleveland Cinematheque, located at CIA, is a nationally recognized film program that presents high quality classic, independent, and foreign films every Thursday through Sunday in the Institute's Peter B. Lewis 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).

#### C. Area Galleries

You want art? You've come to the right place! There are several "arts" neighborhoods in Cleveland and in the near suburbs. Of course, the Cleveland Museum of Art ([www.clevelandart.org](http://www.clevelandart.org)) and Museum of Contemporary Art Cleveland ([www.mocacleveland.org](http://www.mocacleveland.org)) are within walking distance of CIA (free admission to CIA students!!!). Visit the sites below for information on the many arts districts that have sprung up around CLE:

- Little Italy (Mayfield Rd. and Murray Hill, within minutes by foot from the JMC Building)  
<http://www.littleitalycleveland.com/gallery.html>

- Tremont (immediately southwest of the City of Cleveland, accessible from I-90 at W 14<sup>th</sup> St. or I-490 at W 7<sup>th</sup> St) <http://www.restoretremont.com/shopping/>
- For more area galleries go to:  
<http://www.worldartantiques.com/OhioCleveland.htm>

#### D. Performing Arts

Organization	Location	Website/Contact
Cleveland Institute of Music	11021 E Boulevard (UC)	<a href="http://www.cim.edu">www.cim.edu</a>
Cleveland Music Settlement	11125 Magnolia Dr (UC)	<a href="http://www.thecms.org/">http://www.thecms.org/</a>
Cleveland Orchestra (Severance Hall)	Euclid Avenue (UC)	<a href="http://www.clevelandorchestra.com">www.clevelandorchestra.com</a>
Eldred Theater (CWRU)	2070 Adelbert Rd	<a href="http://www.case.edu">www.case.edu</a>
Karamu House	2355 E 89 <sup>th</sup> Street	<a href="http://www.karamuhouse.org">www.karamuhouse.org</a>
Dobama Theater	1846 Coventry Road	<a href="http://www.dobama.org">www.dobama.org</a>
Cleveland Chamber Symphony	2001 Euclid Avenue	<a href="http://www.clevelandchambersymphony.org">www.clevelandchambersymphony.org</a>
Cleveland Opera	1422 Euclid Avenue	<a href="http://www.clevelandopera.org">www.clevelandopera.org</a>
Cleveland Signstage Theater	8500 Euclid Avenue	229-2838
DanceCleveland	1148 Euclid Avenue	<a href="http://www.dancecleveland.org">www.dancecleveland.org</a>
Great Lakes Theater Festival	1501 Euclid Avenue	<a href="http://www.greatlakestheater.org">www.greatlakestheater.org</a>
Playhouse Square Center	1615 Euclid Avenue	<a href="http://www.playhousesquare.org">www.playhousesquare.org</a>
Blossom Music Center (UC) = located in University Circle	Akron, OH	<a href="http://www.livenation.com/venue/blossom-music-center-tickets">www.livenation.com/venue/blossom-music-center-tickets</a>

#### E. Movies

Movies in the Cleveland area: <http://cleveland.mrmovietimes.com/>

Theater	Type	website
Cedar Lee Theater	Indie and foreign films	<a href="http://www.clevelandcinemas.com/cedarlee">www.clevelandcinemas.com/cedarlee</a>
CIA Cinematheque	Indie, foreign films, festivals	<a href="http://www.cia.edu/cinematheque">www.cia.edu/cinematheque</a>

#### F. Museums in University Circle and Greater Cleveland

University Circle (<http://www.universitycircle.org/>) is rich in museums and cultural attractions, as is greater northeast Ohio and the rest of the state. Find out more at:

- [http://cleveland.about.com/od/museums/Cleveland\\_Museums.htm](http://cleveland.about.com/od/museums/Cleveland_Museums.htm)
- <http://www.ohiotraveler.com/Ohio%20Museums%20and%20Hall%20of%20Fame%20Museums.htm>

#### G. Recreational Activities

There's a lot to do in Cleveland and within easy distance of campus. Cleveland is nationally known for its "Emerald Necklace" of Metroparks. Get out there and enjoy the free and open spaces. For a guide and maps, go to <http://www.clemetparks.com/>

And for something a little different, the Cuyahoga Valley National Recreation Area is just south of Cleveland. Get directions and information at <http://www.nps.gov/cuva/index.htm>

And don't miss the following, some of which are within walking distance of campus:

Organization	Location	Website/Contact
Cleveland Botanical Garden	11030 East Boulevard (UC)	<a href="http://www.cb garden.org">www.cb garden.org</a>
Rockefeller Park Greenhouse	750 E 88 <sup>th</sup> St. (UC)	<a href="http://www.rockefellergreenhouse.org">www.rockefellergreenhouse.org</a>
Cleveland Cultural Gardens	Martin Luther King, Jr. Dr. (UC)	<a href="http://www.culturalgardens.org">www.culturalgardens.org</a>
Cleveland Metroparks Zoo	Brookside off Fulton Rd	<a href="http://www.clemetzoo.com">www.clemetzoo.com</a>
Boston Mills-Brandywine Ski Resort	Riverview & Boston Mills Road	<a href="http://www.bmbw.com">www.bmbw.com</a>
Cleveland Rock Gym	21200 St. Clair Ave, Euclid OH	<a href="http://www.clevelandrockgym.com">www.clevelandrockgym.com</a>
Edgewater Park Beach, Cruises	North Coast Harbor & E 9 <sup>th</sup> St Pier	<a href="http://www.goodtimeiii.com">www.goodtimeiii.com</a>
Holden Arboretum	Kirtland, OH	<a href="http://www.holdenarb.org">www.holdenarb.org</a>

#### H. Shopping

Name	Notes	Website/Contact
Coventry Neighborhood	Top of Mayfield Road hill (Blick Art Supplies, restaurants, groceries, shops)*	<a href="http://www.coventrycams.com">www.coventrycams.com</a>
Cedar-Fairmount Neighborhood	Top of Cedar Hill (restaurants, groceries, shops, Starbucks, Bruggers)*	<a href="http://www.cedarfairmount.org/about-us/">http://www.cedarfairmount.org/about-us/</a>
Severance Town Ctr.	East on Mayfield (Office Max, Radio Shack, Home Depot, Regal Theater)*	<a href="http://www.clevelandheights.com/commdist-severancetowncenter.asp">www.clevelandheights.com/commdist-severancetowncenter.asp</a>
Wal-Mart Superstore	Warrensville Ctr Rd. in south Euclid (between Mayfield & Cedar)*	<a href="http://www.walmart.com/store/2362">http://www.walmart.com/store/2362</a>
AsiaTown	Superior & Payne between E 29 <sup>th</sup> -E 39 <sup>th</sup> Streets (restaurants, retail, Asian markets, ingredients, foods)	<a href="http://cleveland.about.com/od/neighborhoods/p/chinatown.htm">http://cleveland.about.com/od/neighborhoods/p/chinatown.htm</a> , <a href="http://asiatowncleveland.com/map.aspx">http://asiatowncleveland.com/map.aspx</a>
The Avenue at Tower City Center	Downtown near Public Square (indoor mall, casino, restaurants)*	<a href="http://www.towercitycenter.com">www.towercitycenter.com</a>
West Side Market	Just across the Cuyahoga River in Ohio City (fresh foods from local producers-a great adventure!)	<a href="http://www.westsidemarket.org">www.westsidemarket.org</a>
University Square	Cedar Road at Warrensville Ctr in University Heights (Macys, Target, Whole Foods) *	<a href="http://www.universityheightsmall.ca/">http://www.universityheightsmall.ca/</a>
Beachwood Place	Dillard's, Nordstrom, Saks, etc. east on Cedar Road *	<a href="http://www.beachwoodplace.com">www.beachwoodplace.com</a>
Legacy Village	Lyndhurst, restaurants, hi-end shops	<a href="http://www.legacy-village.com">www.legacy-village.com</a>

* Easy to get to by bus		
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## I. Sports

Sport	Team	website
Major League Baseball	Cleveland Indians	<a href="http://www.indians.mlb.com">www.indians.mlb.com</a>
Minor League Baseball (Class A)	Lake County Captains in Eastlake	<a href="http://www.captainsbaseball.com">www.captainsbaseball.com</a>
Men's Basketball	Cleveland Cavaliers	<a href="http://www.nba.com/cavaliers">www.nba.com/cavaliers</a>
National Football League	Cleveland Browns	<a href="http://www.clevelandbrowns.com">www.clevelandbrowns.com</a>
Arena Football	Cleveland Gladiators	<a href="http://www.clevelandgladiators.com">www.clevelandgladiators.com</a>
American Hockey League	Lake Erie Monsters	<a href="http://www.lakeeriemonsters.com">www.lakeeriemonsters.com</a>

## J. Libraries

Library	Location	Website/Contact
CIA Gund Library	11610 Euclid Avenue	<a href="http://www.cia.edu/academicresources/library.php">www.cia.edu/academicresources/library.php</a>
Cleveland Public Library (Main branch)	325 Superior Avenue	<a href="http://www.cpl.org">www.cpl.org</a>
Cleveland Public Library (MLK branch)	1962 E 107 <sup>th</sup> Street	<a href="http://www.cpl.org">www.cpl.org</a>
Kelvin Smith Library (CWRU)	11055 Euclid Avenue	<a href="http://library.case.edu/ksl/index.aspx">http://library.case.edu/ksl/index.aspx</a>

## K. Local Hotels/Motels

Hotel/Motel	Location	Website/Contact
Glidden House	1 block east of Gund Bldg (UC)	<a href="http://www.gliddenhouse.com">www.gliddenhouse.com</a>
Tudor Arms Hotel (Doubletree)	10660 Carnegie CLE	<a href="http://www.doubletree1.hilton.com">www.doubletree1.hilton.com</a>
Courtyard by Marriott	Euclid & Cornell Rds (UC)	<a href="http://www.marriott.com/hotels/travel/clece-courtyard-cleveland-university-circle/">http://www.marriott.com/hotels/travel/clece-courtyard-cleveland-university-circle/</a>
Intercontinental Hotel	9801 Carnegie, CLE	<a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a>
Inter-Continental Hotel & Suites	8840 Euclid Avenue, CLE	<a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a>
Washington Place Bistro & Inn	2203 Cornell Rd, Little Italy	<a href="http://thedriftwoodgroup.com/restaurants/washington-place-bistro-inn/">http://thedriftwoodgroup.com/restaurants/washington-place-bistro-inn/</a>

There are many other hotels in downtown Cleveland (accessible from I-90), between downtown and University Circle, and in the Beachwood area to the east (off I-271 and Chagrin Blvd.).

Check <http://hotelguides.com/colleges/ohio/case-western-reserve-university.html>

## L. Local Religious Organizations

Organization	Location	Website/Contact
Cedar Hill Baptist Church (GARBC)	12601 Cedar Road Cleveland Hts 44106	<a href="http://www.cedarhillbaptist.org">www.cedarhillbaptist.org</a>
St. James AME Church	8401 Cedar Ave	<a href="http://stjamescleveland.net/">http://stjamescleveland.net/</a>

	Cleveland 44103	
Church of the Covenant (PCUSA)	11205 Euclid Ave Cleveland 44106	<a href="http://www.covenantweb.org">www.covenantweb.org</a>
Church of Jesus Christ of Latter Day Saints	10917 Magnolia Dr. Cleveland 44106	216-721-3452
University Circle United Methodist	1919 E 107 <sup>th</sup> Cleveland 44106	<a href="http://www.churchinthecircle.com">www.churchinthecircle.com</a>
Grace Lutheran Church	13001 Cedar Road Cleveland Hts 44118	<a href="http://www.graceheights.org">www.graceheights.org</a>
Cleveland Hillel	11291 Euclid Avenue, Cleveland 44106	<a href="http://www.clevelandhillel.org">www.clevelandhillel.org</a>
Holy Rosary Roman Catholic Church	12021 Mayfield Rd, Cleveland 44106	<a href="http://www.holy-rosary.org">www.holy-rosary.org</a>
Mount Zion Congregational Church	10723 Magnolia Drive Cleveland 44106	<a href="http://www.mtzionucc.com">www.mtzionucc.com</a>
First Unitarian Church of Cleveland	21600 Shaker Blvd., Shaker Hts. 44122	<a href="http://www.firstunitariancleveland.org">www.firstunitariancleveland.org</a>
Islamic Center of Cleveland	6055 W 130 St. Parma 44130	<a href="http://www.iccleveland.org/Home/Masajid">http://www.iccleveland.org/Home/Masajid</a>
Greater Cleveland Shiva Vishnu Temple (Hindu)	7733 Ridge Road, Parma 44129	<a href="http://www.shivavishnutemple.org/">http://www.shivavishnutemple.org/</a>
Cleveland Buddhist Temple	1573 E 214 St. Cleveland 44117	<a href="http://www.clevelandbuddhisttemple.com/">http://www.clevelandbuddhisttemple.com/</a>

## M. Banks

<b>Bank</b>	<b>Location</b>	<b>Website/Contact</b>
Charter One	11302 Euclid Avenue (UC)	<a href="http://www.charterone.com">www.charterone.com</a>
Huntington National Bank	11457 Mayfield Road (UC) 1865 Coventry Road, Cleve Hts.	<a href="http://www.huntington.com">www.huntington.com</a>
Key Bank	9500 Euclid Avenue (UC) 1836 Coventry Road, Cleve Hts.	<a href="http://www.key.com">www.key.com</a>
PNC Bank	10700 Euclid Ave (UC)	<a href="http://www.pnc.com">www.pnc.com</a>
US Bank	9701 Euclid Ave (in Cleveland Clinic building) ATM in Thwing Hall on CWRU campus across from Gund	<a href="http://www.usbank.com">www.usbank.com</a>