CCAD STUDENT HANDBOOK 2021 | 2022

COVID-19 HANDBOOK ADDENDUM

For policies and information specifically related to COVID-19 and CCAD's operations, please visit https://my.ccad.edu/studenthandbook and view the link "COVID-19 Handbook Addendum".

CCAD HIGHLIGHTS

ABOUT
Columbus College of Art & Design (CCAD) teaches undergraduate and graduate students in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private art and design colleges in the United States, offering 12 undergraduate majors and two graduate programs in art and design that produce graduates equipped to shape culture and business at the highest level. For more information, visit ccad.edu.

MOTTO
Think. Do. Thrive.

MISSION
CCAD fosters a community that educates diverse students so they can unleash their creative power to shape culture and commerce.

VISION
CCAD will be recognized as a top-tier college of art and design, a cultural leader, and the engine of Columbus' creative economy. CCAD will have a global reputation for delivering an innovative and relevant creative educational experience of value to its students, alumni, and society.

CORE VALUES
CCAD values every member of our community and together we focus on student and institutional success. The CCAD community expects:

Respect
- Be respectful in tone and with people's time, and offer constructive criticism.
- Be transparent by communicating directly, clearly, and in a timely manner.

Positivity
- Be supportive and praise your peers.
- Assume positive intent and competency.

Inspiration
- Model the behavior you want to see in others.
- Embrace change and innovative thinking.

Accountability
- Be accountable to one another at all levels.
- Lead from every seat and with a "we."

STRATEGIC PLAN
Learn more about CCAD's vision for the future at
www.ccad.edu/strategicplan

ACADEMIC CALENDAR
In addition to 16-week fall and spring semesters, CCAD offers an eight-week summer semester and three four-week summer sessions, designed to offer an intense experience working in one area with faculty, mentors, or

visiting artists. Courses taken during these abridged semesters carry full credit. The complete academic calendar may be found here: my.ccad.edu/calendar/academic-calendar

BUILDING LOCATIONS AND HOURS
All CCAD facilities and college-service offices have set hours of operation according to the time of year. Please note that regular hours may be changed or extended for special events. For a listing of office and lab facility hours visit my.ccad.edu/hours.

NONDISCRIMINATION STATEMENT
CCAD admits students of any race, color, religion, national and ethnic origin, disability, sexual orientation, gender identity or expression, veteran status, or age to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin, disability, sexual orientation, gender identity or expression, veteran status, or age in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

COMMITMENT TO DIVERSITY STATEMENT
We at CCAD believe that a diverse faculty, staff, and student body enriches our community and is a fundamental aspect for fostering equity, innovation, collaboration, and creative excellence.

CCAD defines diversity as the range of human differences that intersect across multiple dimensions of personhood, including but not limited to: race, ethnicity, gender, gender identity and expression, sexual orientation, age, socioeconomic class, disability status, religious or ethical value systems, national origin, and citizenship status.

As we strive to address our past and current inequities, we commit to using this definition to inform and guide our curriculum, programs, and conduct as we strive to create a learning environment that increases access to art and design education and prepares students to be creatively engaged citizens.

At CCAD we are determined to foster an environment of inclusion and equity by:
- Recognizing the inherent worth and dignity of all individuals
- Striving to create a just and equitable community which affords everyone the opportunity to succeed and thrive particularly those who have been historically underrepresented or marginalized in higher education
- Encouraging respectful dialogue, honest critique, and the open exchange of ideas and perspectives
- Acknowledging the values, practices, and beliefs of all community members while recognizing and ensuring the protection of each person's inalienable human rights
- Providing opportunities for community members to share their cultural experiences and personhood and encouraging us all to learn from these exchanges
- Increasing access to art and design education locally and regionally by fostering engagement within the communities of which CCAD is a part

VISITING ARTISTS, DESIGNERS, AND SCHOLARS
Any active CCAD community member who wishes to invite a visiting artist to campus must address their request to the respective Program Chair, Dean of Undergraduate Studies, or the Provost.

CAMPUS POLICIES

CAMPUS COMMUNICATION

CCAD's primary source of communication is the student and employee email. For information about CCAD, visit my.ccad.edu. The site connects you to the latest CCAD news and events, plus resources like lab hours and information about campus offices and resources. Students receive a bi-weekly email called MY CCAD that highlights important news and events and employees receive something similar called the Abstract. Have a question or comment about what you'd like to see in the emails? Email myccad@ccad.edu.

USING THE COLLEGE'S NAME AND BRAND ASSETS
CCAD reserves the sole right to use its name, logo, and other brand assets (e.g., Art sculpture) in all media, including online. Unauthorized use of the name and/or logo may result in disciplinary and/or legal action. Contact the Marketing & Communications Office at 614.222.3291 with any questions. All social media accounts that use the CCAD name, logos, or other brand assets must be approved and created in conjunction with Marketing & Communications. If you want to create a CCAD brand affiliated social media account, contact webupdates@ccad.edu.

REQUESTING DONATIONS
No individual or department of CCAD may solicit funds or other donations to CCAD from any individual or group without explicit written approval from the Development Office. This includes solicitations for prizes, awards, gift certificates, services, and all other requests to benefit student organizations or programs. Requests to solicit donations should be submitted by calling Development at 614.222.3230. Requests will ultimately be approved or denied by the Associate Vice President for Development or designee.

FREEDOM OF EXPRESSION AND INQUIRY
CCAD believes freedom of expression is imperative to achieving the mission of the college. The free exchange of ideas and perspectives is a fundamental element of any educational environment. Therefore, faculty and students have the right to fully explore and express their interests. The learning experience inherently involves exposure to new ideas and engagement in critical thought about one's own assumptions. This may, at times, involve encounters with uncomfortable, controversial, or challenging subject matter. While some may find certain materials disturbing or offensive, an openness to difference and disagreement remains an integral aspect of teaching and learning on a diverse campus. Students are encouraged to engage in honest discussion, debate, critique, and analysis in all areas of academic inquiry and artistic practice both in and outside of the classroom. This includes respecting the free speech of their peers and faculty.

Students are responsible for learning the content of any course in which they are enrolled. In the event a student may have concerns regarding specific course materials, they are encouraged to discuss those concerns with their faculty. Whether in or outside of the classroom, students must be free to express their ideas and points of view through their research and their critical and creative work.

Faculty are encouraged to promote honest discussion, debate, critique, and analysis in all areas of inquiry as relevant to the curriculum. Faculty have a right to include any materials in their courses which they deem relevant to the curriculum, and a responsibility to ensure all students have an opportunity to freely express their reasoned opinions. Whether in or outside of the classroom, faculty must be free to express their ideas and points of view through their research and their critical and creative work.

The college does not condone expression by any party which violates the institution's policies against unlawful discrimination and harassment. Artwork created by students and faculty exhibited on campus or elsewhere represents only the views of the individual artist or artists, and not those of the institution. Any works by faculty or students exhibited or otherwise distributed on campus must not pose the potential to cause bodily harm, destruction of property, or disruption of the day-to-day activities of the college. With the understanding that all venues for displaying artwork are not equal, faculty are encouraged to take reasonable consideration when approving artwork for exhibition on campus. Students in our community who encounter artwork on campus they

believe is in violation of these principles should contact the Dean of Students. Concerned staff and faculty should consult with the Provost.

EMAIL
CCAD provides Google email accounts for all degree-seeking students called GoMail and employees are also supplied a college email address through Google. The college considers the CCAD email system to be its official means of communicating in writing with students and employees, who are responsible for any information sent to their CCAD GoMail accounts. CCAD's agreement with Google provisions GoMail accounts to students even after leaving or graduating from CCAD. For related information about use of college computers and email systems, please see TECHNOLOGY below.

BUILDING ACCESS & CAMPUS VISITORS
CCAD has sole discretion and authority on assigning, removing, and/or adjusting building access permissions for students, faculty, & staff, which are managed on community members' CCAD issued photo ID badge by the Safety & Security Office. Access is considered based on an individual's role on campus, their work assignment, class schedule, job duties, residential status, status with the college, conduct records, employment records, etc. Students residing in CCAD residence halls will be given ID wipe access to their assigned building and may not use their access privilege to permit unauthorized guests or residents to residential buildings. More information about residential facility access policies are outlined in the Student Resident Handbook, housed with Residence Life & Housing.

CCAD prohibits individuals not enrolled in a course to visit classes or participate in class activities without the prior approval of the instructor. Access to CCAD's academic areas, labs, studios and other facilities is restricted to currently enrolled students and employees only. Guests may visit public access areas of the college, including galleries, retail outlets, and departmental offices during published business hours. Non-CCAD affiliated guests (including friends and family members of students and employees) must be escorted by their host at all times while in academic buildings or other non-public areas of the college. A guest must either enter the building with their host or meet the host in the lobby area. Guests are never to be left alone in a building without their host present. Guests are expected to follow CCAD policies and students and employees who host a guest on campus will be held responsible for their guest's behavior while on campus property, per employment policies and/or the Code of Student Conduct.

There is no requirement that guests or visitors present identification when entering campus buildings; however, if requested by college employees, visitors must identify themselves and their business on campus. Specific policies govern access to residence halls, which require all guests to provide identification prior to entering (see Residence Life Policies Handbook).

The college often hosts prospective students on campus. Tours conducted by the Admissions Office or hosted by CCAD academic programs may, with instructor permission, observe or even participate in class activities.

As an independent institution, CCAD's campus is private property, and persons who do not have legitimate business on campus may be removed or arrested as trespassers.

ANIMAL POLICY
CCAD recognizes that a variety of reasons exist for why students and employees may have and/or need to be on campus. Persons visiting CCAD as a guest are not permitted to have any type of animal on campus except for qualifying Service Animals (see below). The different animal types that CCAD recognizes, including policies and rules for each, are as follows:

PETS: Pets are defined as animals that are independently purchased and owned by a CCAD community member for personal enjoyment and companionship. Pets are not allowed in areas designated as "Pet Free" (see below). Employees and students are permitted to have their pet at a campus work location as long as the work location is not designated as a "Pet Free" area and permission from the supervisor is obtained.

Due to the COVID-19 pandemic crisis, it is strongly recommended that CCAD community members refrain from bringing pets to campus.

If/when pet owners bring a pet to the CCAD campus must abide by the following rules:
- All pets must be current in their vaccinations, and owners must be able to provide proof of such if requested. Proof of current rabies vaccination must remain with the owner or pet at all times.
- CCAD does not assume any liability in the event of injury, death, or disappearance of a pet while on CCAD property. Those who bring pets on campus assume complete liability for the behavior of their pets while on campus property, as do those who choose to interact with any animals on campus.
- Complaints about pet behavior or presence in a "Pet Free" area should be brought to the attention of a campus Safety & Security officer.
- Because some individuals have allergies or a fear of animals, complaints from others about the presence of a pet inside a campus building must be respected, even if the space is pet friendly. Pet owners are expected to accommodate the wishes of those in their immediate vicinity who may object to the presence of the pet. Those who wish to remain anonymous can contact the Dean of Students to express concern about the presence of a pet.
- All pets must be leashed, including when inside buildings, and owners must curb and pick up after their pets.
- Pets must remain with the owner at all times. It is prohibited to leave a pet tied to a structure or in a vehicle, or locked in a campus office.
- If a pet defecates or urinates inside any building or if a pet's owner fails to pick up after the pet outside, the owner will be charged $50 per clean-up. Pet waste must be discarded in outside trash receptacles. Recurring problems with this issue may lead to a pet being banned from campus.
- No exotic animals, insects, rodents, and/or reptiles (including snakes, lizards, and ferrets) may be on campus unless pre-approved for a class project by an instructor with prior written approval by the Dean of Students.
- Bringing a pet to campus is a privilege, not a right. Those who violate these policies or other reasonable requests concerning their pets will be prohibited from having pets on CCAD property in the future and may also be subject to disciplinary action by the college.

The following locations are designated as "Pet Free":
- All rooms where classes are currently meeting
- Any room with a "No Pets" sign installed by a college employee
- All food service areas including the Market and a 20-foot perimeter around the Crane Café
- All residential facilities
- All galleries
- All computer labs
- All public restrooms
- The Packard Library
- Offices with high public traffic, including Admissions, Student Central, MindMarket, and the Executive Office Suite

SERVICE ANIMALS: The Americans with Disabilities Act and the U.S. Department of Justice define a Service Animal (SA) as a dog that is individually trained to do work or perform tasks for an individual with a disability. Examples of such work include guiding an individual with impaired vision, alerting an individual who is hearing

impaired to intruders or sounds, pulling a wheelchair, or fetching items used in daily living. An SA is permitted to accompany students who need them wherever students choose to go on-campus, unless the presence of the SA fundamentally alters the nature of the goods, services, programs, or activities provided in that space. An SA is not a pet or an Emotional Support Animal (see below).

- Students with an SA who do not reside in CCAD housing are encouraged to register with the Learning Support Office to obtain support for their needs. Students with an SA must be able to provide proof that the SA has all necessary vaccinations as required by local/state laws.
- Students who wish to reside with their SA in a CCAD residence hall must register their SA with Learning Support. To register, please contact learningsupport@ccad.edu.
- Please see the Learning Support Office for the full SA Policy & Procedure, which outlines specific guidelines, rules, and exclusions related to a SA.

EMOTIONAL SUPPORT ANIMAL: An Emotional Support Animal (ESA) is a companion animal utilized to mitigate the limitations of a disability in a residential living environment. An ESA is not a pet, nor is it an SA. CCAD provides reasonable accommodations to students living on campus who have documented a disability with the Learning Support Office.

The Residence Life Office's policy allows one ESA to live with students in their on-campus residence upon approval by Learning Support. The student will be asked to provide documentation from a licensed health care provider directly overseeing the disability related to the ESA that verifies and demonstrates:

- The student has a disability and its symptoms
- The life activities impacted by the disability in a housing environment
- The animal is prescribed as part of a treatment plan
- The ESA is necessary to afford the student an equal opportunity to use and enjoy campus housing a clear identifiable relationship, or nexus, between the documented disability and the assistance the animal provides.

An ESA is only permitted in the student's on-campus housing assignment and in areas of campus where pets are permitted (see above). Students can request an accommodation for an ESA by contacting learningsupport@ccad.edu in order to obtain the full policy and procedures, which outline specific guidelines and rules related to an ESA. Employees should contact Human Resources directly.

CCAD may restrict an ESA from housing if it: poses a direct threat to the health or safety of others; would cause substantial physical damage to the property of others; would pose an undue financial and administrative burden; or would result in a fundamental alteration of CCAD's program(s).

BICYCLES
Bicycle racks are located in several areas adjacent to campus buildings, and a secure indoor bicycle storage area is provided in the lower level of the Schottenstein Residence Hall near the campus fitness center. Bicycles are not permitted in classroom buildings. CCAD community members are encouraged to bring locks and chains to secure their bikes and are responsible for knowing that the city of Columbus can cut and remove locks or chains of any bike secured to City property, such as street signs or parking meters.

The city of Columbus also operates a bike rental program within the downtown area; there's a rental location next to Design Square Apartments. A credit card can be used to rent a bike and return it to any rental stand in the City when they are finished.

BULLETIN BOARDS AND FLIERS
Individuals who wish to display posters, fliers, or information anywhere on campus must first have the document stamped for approval by the Student Affairs Office on the first floor of the Crane Center. These documents may

only be displayed on appropriate bulletin boards. Such items are not to be placed on the outside of glass-enclosed bulletin boards and must not be displayed on the face of walls, doors, and windows for security reasons. Double sided tape is prohibited on all glass.

Note: Bulletin boards are not open to the public. Approved postings pertain to art and/or activities directly related to the college and CCAD-sponsored events. The college reserves the right to remove any posting for any reason. No individuals are permitted to engage in solicitation activities on campus without the expressed permission of the Director of Student Engagement & Inclusion or the director's supervisor. The decision to permit solicitation is solely at the discretion of these administrators.

PROTESTS
The right to freedom of expression at CCAD includes the ability to engage in peaceful protests and orderly demonstrations. However, the right to protest and demonstrate does not extend to conduct that disrupts the college's operations or endangers the safety of others. Generally, CCAD supports an environment of open discourse and debate wherein protests are allowed unless one or more of these conditions exists as a result:

- Substantial disruption to or interference with the operations of the college including course instruction and administrative functions;
- Unauthorized entrance into or obstruction of access to any college room, building, or area of campus, including unauthorized usage of any college property, equipment, or building; and/or,
- Threat of physical harm to persons or damage to college facilities.

Participation in a protest on-campus that becomes disruptive or violent may result in disciplinary action for involved parties and/or possible arrest by law enforcement.

BODILY FLUIDS POLICY
CCAD supports creative expression and installation aesthetic throughout artists' academic careers. However, there are times when students, faculty, and staff must take steps to protect their art, themselves, and others. To ensure the safe and secure expression and exhibition of art, students must comply with CCAD policies. Students and other participants in any projects executed on campus or sanctioned by the college must comply with all college policies regarding drugs, alcohol, weapons, explosives, and other hazardous materials. Students who intend to collect and/or use any human and/ or animal fluids are to notify the program chair prior to collection so as to ensure the safety of the student, potential participants, and viewers. Any collection and/or use of human and/or animal bodily fluids must be approved by the college.

WEAPONS
Unless specifically authorized by the college or otherwise authorized by law, pursuant to the Ohio Revised Code, no student, employee, or other persons having business with the college shall knowingly possess, have under the person's control, convey or attempt to convey a deadly handgun or dangerous ordnance, including firearms, explosives, knives, BB guns, paintball guns, martial arts weapons, antiques, or other weapons of any kind, on CCAD property, including but not limited to CCAD-owned or -leased buildings and parking lots. Neither shall individuals possess a replica of such items that could be reasonably mistaken for any item listed above. Faculty members are exempt from this policy when using replicas in classroom settings in the course of instruction. Violations of this policy will be subject to disciplinary action up to and including suspension or termination of employment or educational standing with the college and referral to authorities for prosecution.

SMOKING
All buildings at CCAD are smoke free. In addition to tobacco products, CCAD prohibits the use of electronic cigarettes (e-cigarettes) in all campus buildings. Additionally, CCAD prohibits smoking in the immediate proximity

of all building entrances and ventilation ducts and on all pathways directly in front of entrances to buildings. This applies to students, faculty, staff, and campus visitors.

For smokers, ashtrays are provided at various locations. Any issues or concerns about locations where others are smoking on campus should be reported to Safety & Security at 614.222.6165. If appropriate, a CCAD Incident Report will be generated to document the incident and appropriate judicial procedures will be followed.

CCAD has placed no-smoking signs at most building entrances. The signs include a telephone number that may be used for the purpose of reporting violations of the smoking ban to the city health department. The city ordinance indicates that repeated violations are considered minor misdemeanors and could be punishable by fines of $150.

CCAD does not condone retaliation for reporting of smoking violations. If individuals believe they have been retaliated against, they should immediately report this information to the Dean of Students or HR. Reports of retaliation will be investigated and the appropriate disciplinary action taken.

USE OF COLLEGE EQUIPMENT AND FACILITIES

Students and employees must take care when using college equipment and facilities and are required to respect college policies and regulations regarding equipment and facilities. CCAD is not responsible for injury that students or employees may incur from the use of either personal or college equipment in connection with college activities. Students and employees are responsible for their own materials and personal effects. The college is not responsible for the personal property of students and employees before, during, or after their stay at CCAD.

Students and employees borrowing college equipment agree to accept sole responsibility for the equipment during the loan period and/ or until the equipment as received is returned to the college. Should the equipment not be returned on time or be lost, stolen, or damaged during this period, the borrower will be held responsible for the cost of replacement or repair. Should the equipment be issued to more than one individual, all will be jointly and severally liable for the equipment.

Student use of CCAD facilities is restricted to legitimate educational purposes in association with official registration in classes. Students are obligated to follow all directives of instructors regarding the use of lab areas and instructions related to class or lab work associated with class assignments. CCAD may dismiss any student who uses college facilities solely for the production of resale or personal items or whose work interferes with the legitimate educational use of facilities by other students or faculty or who does not participate in class or work on class assignments. No one may alter, access, or use equipment that has not been authorized by a college official. Employees must consult with HR and their supervisor for appropriate facility and equipment use.

REQUESTING THE USE OF COLLEGE FACILITIES

The use of college facilities by students is generally limited to activities that pertain to the visual arts. Additionally, students must receive proper authorization to use the college's audio/visual equipment in campus facilities. All student requests for the use of college facilities and/or equipment for student- sponsored events or activities should be submitted to the Director of Student Engagement & Inclusion in the Crane Center. CCAD asks that requests be made at least one month in advance. A fee may be assessed at the college's discretion for outside organizations or when the college would incur charges due to the event. Employees should consult with the Events Office.

UNCLAIMED OR IMPROPERLY STORED ITEMS

Students and employees may not store personal items (including artwork) in unauthorized locations on campus. Improperly stored or unclaimed items will be removed at CCAD's discretion after a reasonable attempt is made to contact the owner to request removal of the item. This process may include placing a tag on the item notifying the owner of when the object will be removed and who to contact if there are questions or concerns. The owner is

solely responsible for removing or disposing of the item. If it is not removed in a timely fashion, college personnel will dispose of it in whatever manner they deem appropriate and, if the owner is identified, may hold the owner responsible for any costs involved. CCAD will not be held responsible for unclaimed or improperly stored items that are removed. Any items that pose a health or safety concern will be immediately removed by college personnel without notice.

IDENTIFICATION CARDS
All CCAD community members are issued a CCAD ID card by Safety & Security. These are the property of the college and must be displayed if asked by a college official and returned to Security if requested. If lost or stolen, contact Safety & Security immediately. No one other than the ID'd user on the card may possess or use the access privileges associated with the card for any reason other than college related employment or educational purposes.

EMERGENCY ASSISTANCE
For assistance in reaching a CCAD community member in an emergency or with any other campus emergency or safety needs, contact Safety & Security (614.222.6165). The Dean of Students can also help relay an urgent message to a student.

TECHNOLOGY

APPROPRIATE USE OF CCAD COMPUTERS AND TELECOMMUNICATION SYSTEMS (AUP)
Columbus College of Art & Design provides a wide variety of computing and networking facilities in order to promote and support academic pursuits as well as the administrative and residential needs of our students, faculty, and staff. Library & Information Technology identifies, maintains, and supports the computing and networking needs of the college.
The use of Columbus College of Art & Design computing and networking resources is a privilege, not a right, and is granted under the conditions of appropriate use as stated in this policy. By using CCAD's network, computing facilities, resources, and accounts, users agree to comply with this Appropriate Use Policy. Users are required to abide by all applicable license agreements and federal, Ohio, and all other applicable laws.

The College reserves the right to immediately take any action it deems necessary, including disconnection of devices and/or suspension of users or services, to maintain the stability, security, and operational effectiveness of computing and networking facilities. This policy applies to all individuals using CCAD Library & Information Technology resources regardless of affiliation, location, or device ownership.

CCAD reserves the right to search, inspect and review any and all communication transmitted through or stored on the College's communications systems, including any communications records of any kind the College stores with authorized third-party vendors. Although there should be no legal expectation of privacy in CCAD-provided resources, CCAD does seek to protect the privacy interests of its community members and, therefore, such steps are taken only by specifically authorized employees in Library & Information Technology and only as approved by the President or their designee in specific instances including, for example, when necessary to respond to court orders or subpoenas, to assist in troubleshooting and resolving systems problems, and in connection with authorized investigations.

Appropriate Use
- Use resources responsibly and efficiently. Do not engage in conduct that unreasonably wastes such resources.
- Communications that are abusive, defamatory, or disparaging of others are prohibited. Do not publish, post, transmit or otherwise make available content that is obscene or legally objectionable. Users should

be aware, however, that the college cannot protect individuals against the existence or receipt of material that may be offensive to them.

- Do not provide, assist in, or use CCAD's systems and network to gain unauthorized or inappropriate access to Columbus College of Art & Design computing resources or systems at remote sites. This includes the use of any tool or methodology meant to "crack" into computer systems or networks, bypass implemented network security controls, introduce self-replicating code or actions meant to degrade performance or deny access for legitimate use by others.
- Do not attempt to interfere with, interrupt, or obstruct the ability of others to use CCAD's computing facilities, software, and network services. This includes, but is not limited to, disconnecting cables in classroom and lab environments/common areas, introducing additional software or devices in common areas or classrooms, or using devices that interfere with the normal operation of the wired/wireless network (e.g. wired/wireless routers, personal wireless access points or wireless printers) without the express written permission of Library & Information Technology management.
- Users shall not use college equipment, software, or systems to tamper with or break into other computer systems on the network. Students found misusing systems are subject to disciplinary action.

Individual Responsibilities

- Protect your data and the institution's data
- Do not share your password with ANYONE or allow anyone else to use your account(s). Do not use anyone else's account.
- Be vigilant in identifying various types of phishing attacks to gain access to your information.
- Store confidential and/or sensitive data on appropriate college sanctioned services only.
- Keep personally owned devices connecting to and/or accessing college resources up to date with current operating system and software patches, as well as appropriate up-to-date security measure
- Do not utilize CCAD computing resources, including personally owned computers connected to CCAD's network, for non-college related commercial activity.
- Do not forge, maliciously disguise or misrepresent your personal identity. This policy does not prohibit users from engaging in anonymous communications, providing that such communications do not otherwise violate the Appropriate Use Policy.

Reports of suspected violations to the Acceptable Use Policy may be made to the Help Desk by calling 614-222-6174 or helpdesk@ccad.edu. Library & IT will make every attempt to respond to reports of AUP violations within one business day.

Portions of the policy were adapted, with permission, from Bucknell University's AUP. and is also available at https://ccadit.atlassian.net/l/c/11WTLowN

EMAIL

CCAD provides email accounts for all degree-seeking students. The college considers the CCAD email account to be its official means of communicating in writing with students, so students are encouraged to check their CCAD email account frequently to remain informed of important information. Students will be responsible for any information sent to or from their CCAD email accounts.

The format for a student email address is jstudent.1@go.ccad.edu. That is, the first initial and last name in lowercase characters with no spaces, followed by a period and the number 1 (or 2 or 3 if several students have the same first initial and last name). Students can access their email on or off campus by visiting mail.ccad.edu. Questions concerning email can be addressed via the Help Desk at 614.222.6174 or helpdesk@ccad.edu.

For related information about use of college computers and email systems, please see "Appropriate Use of CCAD computers and Telecommunication systems."

COPYRIGHT INFRINGEMENT

Copyright infringement is considered an act of academic misconduct when such material is used in support of academic projects (see "Academic Integrity Policy" in Code of Conduct). In addition, no copyrighted materials, including articles and software, may be disseminated or printed using campus computers, networks, or systems in violation of federal, Ohio, or any other applicable copyright laws. Students should be advised that peer-to-peer file sharing of unauthorized material or files may subject them to criminal and civil liabilities. Violators of this policy are subject to disciplinary action by the college, and sanctions may include warning, suspension of campus network and internet access, restitution, enrollment probation, enrollment suspension, expulsion, and/or referral for criminal or civil prosecution. Students are encouraged to use legal means to download digital files (pictures, audio, and video) through such services as iTunes, YouTube, and Amazon.com.

ACADEMIC POLICIES

REMOTE LEARNING ETIQUETTE, CONDUCT, AND EXPECTATIONS

The same classroom conduct and decorum expectations that apply to in-person settings also apply to remote learning and instructional settings. Communication is critical, especially if a student becomes ill. Refer to the Attendance Policy for specific scenarios and options. In addition to the already established Code of Student Conduct on MyCCAD, reference below, the following etiquette standards should be considered:
Be aware of environment and what others can see, such as confidential information or items
- The same attire expected and typical for in-person classes applies to remote learning settings during virtual video interactions
- It is recommended that students conduct routine tests of technology so that learning is not interrupted and so that delays do not interfere with teaching/learning
- Be prompt and respectful of everyone's time
- Talk at steady pace with breaks so others can understand you clearly
- This new environment and content delivery has the potential to cause stress; monitor self-care needs and stay connected with instructors

PRIVACY RIGHTS AND ACCESS TO RECORDS

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students of CCAD, or any other post- secondary educational institution, have the right of access to their educational records.

CCAD'S POLICY FOR DISCLOSING INFORMATION

It is the policy of CCAD that we will not disclose any FERPA designated educational records to anyone other than the student and we will refrain from disclosing public directory information (also known as personally identifiable information, defined below) to the extent possible and necessary. Students must first give the college their written consent to release information requested by outside individuals or organizations, such as other colleges, insurance agencies, etc. Reasons for release of educational records and personally identifiable information:
- To comply with a lawful judicial order or subpoena
- To appropriate parties in health or safety emergencies
- To accrediting organizations in order to carry out their accrediting functions
- In connection with application for financial aid or financial aid that has been received
- To another college or university to which a student has applied for admission
- To CCAD-sponsored organizations conducting studies for the purpose of developing, validating or administering predictive tests, administering student aid programs, improving instruction or other initiatives aimed at improving the student experience or the operation of the college
- To federal, state and local government authorities to audit or evaluate government supported programs and in other instances specified by the Family Educational Rights and Privacy Act
- In response to requests for public directory information

- To faculty and staff of CCAD who, in the conduct of their work, must administer student records or evaluate, counsel, advise, instruct or otherwise obtain information concerning a student that would be reasonably necessary to conduct such educational or administrative functions and activities in a legitimate and appropriate manner.

In compliance with federal regulations under the Student Right-to-Know and Campus Security Act (Public Law 101-542).

PUBLIC DIRECTORY INFORMATION
- Name
- Dates of attendance
- Major area of study
- Most recent previous colleges or institutions attended
- Address (campus, home, email)
- Degrees and other awards Official college activities
- Picture or other likeness
- Phone number

DENYING THE RELEASE OF PUBLIC DIRECTORY INFORMATION
CCAD staff uses their best judgment concerning the source and legitimacy of any request before releasing public directory information to anyone. Students who desire that the college withhold this information should notify the Registrar's Office in writing to place a hold on the release of their information.

VIEWING RECORDS
If students desire access to their academic records, they should contact the Registrar and their records will be made available to them promptly. Access to disciplinary records can be obtained from the Dean of Students. Access to disability accommodation records can be obtained from the Learning Support Office. Access to mental health clinical records for any client of the Counseling & Wellness Center can be requested from the Counseling & Wellness Center. Federal law provides that students wait no more than 45 days.

OBTAINING RECORDS
The Registrar will provide students with an official transcript for $5 per copy (additional $10 if rush service is requested). An unofficial grade copy will be provided to students at no charge and is also available on Self-Service. Copies of any other legally available items in a student's file may be obtained by contacting the Registrar.

CHALLENGING RECORDS CONTENTS
Students should seek referrals from the Registrar in order to address specific concerns about potential inaccuracies in a record with the appropriate office(s).

CHANGING ADDRESS, PHONE NUMBER, OR NAME
Students may change any addresses or telephone numbers by obtaining a change-of-address form at the Registrar's Office in Student Central. These requests can also be made on Self-Service. It is the student's responsibility to complete a change-of-address form whenever there is a change of address. In addition, students should contact the Registrar whenever a legal change of name has occurred. Students need to furnish the college with legal documents verifying the change of name, such as a Social Security card, marriage certificate, or driver's license.

CHOSEN NAME AND GENDER PRONOUN USE
CCAD recognizes that students may prefer to be addressed by a name other than their legal name for a variety of reasons. Students have the option to declare a "chosen first name" (also known as a "preferred name," "display

name," or "alternate name") which will be viewable within some college systems and on certain internal records such as class rosters and student identification cards. For instructions on how to declare a "chosen name" in various college systems, students should go to my.ccad.edu/name.

A student's "legal name" remains the official name of record with the college and will appear on financial aid documents as well as transcripts, diplomas, and billing statements. CCAD has a separate process for legal name changes and students should contact the Registrar, registrar@ccad.edu, whenever a legal change of name has occurred. Students may notify CCAD about their chosen gender pronouns by contacting the Registrar at registrar@ccad.edu. Upon request, the Registrar will notify faculty members about a student's chosen pronouns that correspond with their gender identity.

CCAD strives to create an inclusive and equitable environment for all members of its community, and students are encouraged to report any concerns related to bias or discrimination to the Student Engagement & Inclusion Office or to the Dean of Students.

STUDENT MAILING ADDRESSES
CCAD maintains two mailing addresses for students, which may be the same address or may be different.

Local Address: The local mailing address in Columbus or central Ohio, used by various CCAD offices to send general correspondence and information during the academic year.

Permanent Address: The address of a student's parent, guardian, spouse, or other person. Students can have only one permanent address on file.

CHANGING MAJOR
Academic requirements are based on the requirements listed under Degree Requirements in Self-Service during the year of initial enrollment. If a continuing student changes majors, the requirements for this new major continue to be based on the catalog year the student entered and enrolled in the college. After a year or more absence from CCAD, students must follow the re-entry or readmission policy and satisfy the current academic requirements.

LIFE DRAWING REQUIREMENT AND NUDE MODELS
Nude figure drawing classes are required of all degree seeking students in all majors. As artists and designers, students need to be visual experts and keen observers of the world and their interaction with it. Observing the human body, while studying its muscular and skeletal anatomy, facilitates their understanding of the dynamics of human movement and the body's form and function. Just as medical students must study and observe the human body in order to succeed in their profession, so must artists and designers. At CCAD, we believe that this educational requirement is essential to becoming a successful professional artist and is a fundamental component of our curriculum. No exceptions or course substitutions will be made for religious or moral objections to nudity or as a disability accommodation as part of the college's academic approach to figure drawing requirements.

Models employed at CCAD sign a release stating the college has the right to use student artwork of models in its catalogs, circulars, or any other publications being used exclusively for educational purposes at CCAD. However, any such reproductions shall not be used commercially or for profit by CCAD. Likewise, students are not permitted to photograph or film a nude model during class or any college organized life drawing session and use of such technology while a nude model is present is strictly prohibited.

STUDENT PROGRESS ASSESSMENT

In the sophomore year, students in all majors are carefully evaluated by faculty both within their program and in their liberal arts courses. This mandatory review is called the Student Progress Assessment. The experience is designed so students can formally present their portfolios to faculty, and faculty can become better acquainted with students' thinking about their work, see a broad demonstration of students' technical and communication expertise, and hear students reflect on their current portfolio as the basis for the work to come. Completion of the Student Progress Assessment is required for graduation.

During the Student Progress Assessment, students' portfolios are reviewed, problems or weaknesses are discussed, and students are advised on their progress and strategies for future success. Determinations about students' successes and prospective needs in the program are made; these may result in recommendations for additional work in CCAD Pro, a structured development programming strategically focused on progress and success.

Most student progress assessments fulfill the requirement for that program (major) only; not all departments allow substitution of another program's assessment for their own. Therefore, students who change their major area of study should complete a Student Progress Assessment for the department in which they expect their degree.

The Student Progress Assessment is conducted in spring semester on dates included on the college calendar. Students must add the assessment to their schedules according to their major and class rank at the time of registration. The following chart indicates who must register for an assessment. Students may be required to complete a Student Progress Assessment in the spring of their junior year. The program chair selects any and all junior-level Student Progress Assessment reviews. Students who are selected for this additional review must enroll in the junior-level course. Students falling below a 2.9 GPA in their junior year may be required to take another Student Progress Assessment.

Program	Class Status Reviewed	Course ID
CORE Liberal Arts	Sophomores	LIBA2999X
Advertising & Graphic Design	Sophomores	ADVE2999X
Animation	Sophomores	ANIM2999X
Comics & Narrative Practice	Sophomores	COMC2999X

Fashion Design	Sophomores	FASH2999X
Film & Video	Sophomores	FILM2999X
Fine Arts	Sophomores	FINE2999X
Game Art & Design	Sophomores	TBD – 2999X
Illustration	Sophomores	ILLU2999X
Industrial Design	Sophomores	IDUS2999X
Interior Architecture & Design	Sophomores	INTE2999X
Photography	Sophomores	PHOT2999X

FEES
Students should pay their fees by the due date provided on their tuition and fee statement. For more information related to financial matters, see Financial Policies below. The following fees are assessed for each semester of enrollment:

- Registration fee ($60 per semester/$120 per academic year)
- General fee ($125 per semester/$250 per academic year)
- Technology & Resource fee ($250 per semester/$500 per year)

The Technology and Resource fee does not apply to those auditing courses and/or non-degree-seeking students.

Courses that require the use of consumable goods or include a faculty-led field trip may have an additional course specific fee. Course specific fees are listed in the course catalog on Self-Service. Information about tuition, fees, and payment options is available at: https://my.ccad.edu/bursar

ATTENDANCE AND ABSENCE POLICY
CCAD believes that attendance is essential to student learning, and students are expected to attend and participate in all courses on their schedule. All absences will count towards a student's absence total for the semester. Students are responsible for all missed class material, including assignments and tests, when absent

from class. Faculty have authority on decisions regarding absence counts in classes but can lower a student's grade if their absences total more than the limit for a course as outlined below, which could result in a failing grade:

Course Type	Absence Limit
Course meeting once per week	No more than two absences per semester
Course meeting twice per week	No more than four absences per semester
Course meeting three times per week	No more than six absences per semester
Course meeting four times per week	No more than eight absences per semester
Online, independent study, or other course type	Attendance determined by at least one log-in to on-line course management system per week. Class participation expectations at discretion of faculty member.

EXCEEDING THE ABSENCE LIMIT
A student who is tardy three times in any course may be assessed one additional absence. Students arriving more than 30 minutes late to class or returning from break more than 30 minutes late may be marked absent. A student leaving a class early, without permission, may also be considered absent. In the event that a faculty member is late to class, students are required to wait a minimum of 30 minutes for the instructor. For summer semester, missing 15% or more of the course sessions may result in a failing grade. Students are reminded that they will receive a failing grade if they stop attending a course without properly dropping it. Dropping courses is the responsibility of the student.

ABSENCES DUE TO EXCEPTIONAL CIRCUMSTANCES
The absence limits, as described above, are adequate for emergencies, minor illnesses, routine doctor's appointments, car trouble, etc. In the case of exceptional circumstances that would cause a student to exceed the absence limit and/or miss a substantial amount of class, the student should contact the Director of Advising & Learning Support at advising@ccad.edu and submit the following:
- The dates on which the absence(s) occurred related to the circumstance
- Documentation that supports the timeframe and circumstances under which the exceptional circumstance is being requested.

The Director, in conjunction with the Dean of Students and the academic program chair/director overseeing the course, may approve the student to exceed the absence limit due to exceptional circumstances. Exceptional circumstances may include:
- Unforeseen hospitalization or major illness; mental health crisis or hospitalization
- Pregnancy
- Death of a friend or family member that substantially impacts the student
- Observance of a religious holiday

- Call to active military service
- Jury duty

Depending on the length of time over which the absences occur(ed), the student may need to consider alternative options, such as petitioning for an incomplete(s) or requesting a medical withdrawal, as learning objectives must still be met in a course, under accreditation requirements with which the college is required to comply and regardless of the circumstance. Students approved to exceed the absence limit due to exceptional circumstances are still responsible for completion of any course requirements missed during their absence. Reasonable flexibility – including deadline extensions, may also only be extended on the basis of exceptional circumstances.

COVID-19 SPECIFIC ATTENDANCE POLICY
Students who test positive for COVID-19 must isolate for a period of 10 days, AND go 24 hours with no fever without the use of fever reducing medications, AND have other symptoms improving before resuming normal activities. Students who have symptoms of COVID-19 should quarantine and consult their healthcare provider. A COVID-19 test is recommended. Students who have been exposed to someone who has tested positive for COVID-19 must quarantine for a minimum of 10 calendar days or if no symptoms are present and there is a negative test result, 7 calendar days unless they are fully vaccinated for COVID-19 and have no COVID-19 symptoms (must be cleared by CCAD before resuming normal activities on campus). If the student is unable to participate in classes due to a positive test or symptoms, the student must notify instructors immediately, who will apply flexibility to attendance standards; however, it is the responsibility of the student to monitor course performance, to communicate with their instructors, to complete all required coursework/tests/etc., and meet all course learning objectives by the end of the term in order to be able to be eligible for a passing grade.

Moreover, the student must notify the AVP for Student Affairs & Dean of Students so CCAD can monitor and track active cases in the CCAD community and so the student can receive instructions on next steps. To do so, complete the Student COVID-19 report form.

Grading of work is at the authority of the instructor and performance may still impact grades, even if all projects are complete. The student is responsible for making informed enrollment decisions. If completing the requirements of the course is not possible within the standard timeframe of the term and considering other CCAD policies, the student is responsible for determining whether a withdrawal is more appropriate and if so, initiating that process by all applicable deadlines. Incompletes might be an option, pending support of the instructor and approval from the Registrar.

INVOLUNTARY LEAVE OF ABSENCE AND/OR WITHDRAWAL
For the full policy and process, please review the Code of Student Conduct found on MyCCAD.

SATISFACTORY ACADEMIC PROGRESS
Students are expected to make satisfactory academic progress toward their degree and are responsible at all times for knowing their academic standing and for fulfilling all academic requirements of CCAD as disseminated by its published academic policies, regulations and standards and/ or by consulting with the appropriate dean, program chair, or academic advisor. Students are responsible for ascertaining and meeting course requirements, prerequisite requirements, graduation requirements, appropriate course sequencing, and any other requirements of the college. Regarding satisfactory academic progress, the Higher Education Act mandates that higher education institutions establish minimum standards of "satisfactory academic progress." CCAD's term GPA and cumulative GPA reviews are consistent with federal law, and GPA reviews are consistent with federal law, and all students must adhere to those policies.

CLASS STATUS BY EARNED CREDIT HOURS
Freshman   0.00 – 29.9 hours

Sophomore	30 – 59.9 hours		
Junior	60 – 89.9 hours		
Senior	90 and above		

Note: Transfer students can determine their class status by adding official transfer credits accepted by CCAD to credits earned at CCAD.

MINIMUM ACADEMIC STANDARDS POLICY

No undergraduate student may earn a degree from CCAD without a 2.0 or higher cumulative GPA. Any student who falls below a 2.0 GPA is subject to an evaluation for "satisfactory academic progress." Academic standing processes are completed at the end of every semester. Students are subject to academic warning, academic probation, or academic dismissal if they fail to maintain the required 2.0 GPA.

GRADE MARKS

Grade marks given by instructors represent quality points per term hour of credit:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	.00
AU	Audit	W	Withdraw
P	Pass	I	Incomplete
NP	No Pass	NR	Not Reported

Grade symbols AU, W, I, NR, P, and NP do not affect GPA.

CALCULATION OF GRADE POINT AVERAGE (GPA)

As illustrated in the following table, a student's term grade point average (term GPA) for a semester is determined by dividing the total grade points earned by the credit hours attempted for that semester only. The cumulative GPA is determined by using all credit hours attempted and all grade points earned to date.

	Grade Earned	Points Earned for Grade	Credit Hours Attempted	Total Grade Points Earned Earned
Course 1	A	4	3.0	12
Course 2	C	2	1.5	3
Course 3	F	0	2.0	0
Total			6.5	15

Student's GPA: 15 ÷ 6.5 = 2.307

GRADES

The instructor of record in a course has the authority to evaluate and grade the quality of a student's work. Grades are not changed without evidence of numeric miscalculation, nor are they overturned without evidence of capricious or arbitrary grading by a faculty member.

GRADE QUESTIONS

Consult the syllabus and course handouts. Students are encouraged to consult the course materials provided by the instructor. Often, the information needed about grading criteria and grade calculation can be found by reviewing these materials.

The first person that students must talk with about a grade concern is the instructor. If, after talking with the instructor, a student remains concerned or confused about their grade on an assignment, test, or other grading opportunity they should bring the matter to the attention of their program chair. The program chair may refer the student to another program office if the course is outside of that chair's program.

CONTESTING A FINAL GRADE

If concerned about a final grade in a course, students may initiate a process to contest the grade. Here are the steps:

1. Request a grade review from the instructor within two weeks (10 business days) from the last day of the semester. A grade review is a written explanation from the instructor that includes the grading criteria and summary of how the student's grade was calculated. If, after a grade review, an error in grade calculation is found by the course instructor, the grade may be changed. If no error is found, the grade will remain the same.

2. If, after having requested a grade review from an instructor, a student believes that there is evidence of capricious or arbitrary grading by a faculty member, the student may file a written appeal with the faculty member's supervising department head or program chair. A written appeal to the department head or program chair must include evidence and/or explanation of the arbitrary or capricious behavior on the part of the faculty member and must be received within one week (5 business days) after receiving a response from the instructor.

3.   After having a grade further reviewed by the faculty member's supervising department head or program chair, the student may file a written appeal with the Dean of Undergraduate Studies. A written appeal to the Dean must be received within one week (5 business days) after receiving a response from the department head or chair.

4.   If the student remains dissatisfied after receiving a response from the Dean, the student may file a final written appeal with the Provost. A written appeal to the Provost must be received within one week after receiving a response from the Dean. The decision of the Provost is final.

*Note that at each step of the process, students are required to produce documentation that they have attempted to resolve the matter at the previous step. A grade appeal that remains unresolved for one month (20 business days) because of lack of action on the part of the student will result in the grade issued by the instructor being upheld by the college. To obtain the correct names of those persons that students need/decide to contact in this process, students can email registrar@ccad.edu or advising@ccad.edu and need to provide the course ID number and instructor's name.

ACADEMIC HONORS
Students earning a GPA of 3.0 – 3.39 and attempting 15 or more credit hours are placed on the Dean's List. Students earning a GPA of 3.4 or more and attempting 15 or more credit hours are placed on the President's List.

Students with a cumulative GPA of 3.4 – 3.59 graduate Cum Laude. Students with a cumulative GPA of 3.6 – 3.79 graduate Magna Cum Laude. Students with a cumulative GPA of 3.8 or better graduate Summa Cum Laude. Each year, faculty members vote for Outstanding Seniors from each major.

MIDTERM GRADE DEFICIENCIES
Midterm grade deficiencies are not recorded on the permanent record; they are used to signal difficulty. Midterm deficiency grades are issued to students as a warning of unsatisfactory work or attendance problems. Students with deficiencies are encouraged to seek help from those faculty members from whom they have received a deficiency grade and from their chair or department head of the course.

ACADEMIC STANDING LEVELS AND PROCEDURES
ACADEMIC WARNING
Satisfactory academic standing for undergraduate students is defined by having a minimum 2.0 term grade point average (term GPA). Undergraduate students whose term GPA falls below 2.0 for any reason, regardless of cumulative GPA, will be emailed an academic warning notification, indicating that their academic performance for that term has been unsatisfactory. During the following term, students on academic warning status must earn a minimum 2.0 term GPA for the warning status to be removed. Failure to do so will result in earning probation status.

ACADEMIC PROBATION
Any undergraduate student whose term GPA falls below 2.0 for two consecutive terms, regardless of cumulative GPA, will earn probation status and will be notified by email. Students placed on probation must meet with their advisor before the beginning of the next term to establish a success plan. Students on probation may also be required to attend an academic success workshop to better understand the tools useful in improving academic performance; failure to do so will result in the student being prevented from registering for courses, or, if a student has pre-registered for courses, the student risks having their schedule dropped. Students on probation may not alter their schedules in any way during the term following the probationary notice and must earn a minimum 2.0 term GPA or higher to have the probation status removed. Failure to do so will result in earning an academic dismissal status.

ACADEMIC DISMISSAL

Any undergraduate student whose term GPA falls below 2.0 for three consecutive terms, regardless of cumulative GPA, will be automatically dismissed from CCAD for academic reasons. Student will be notified by email of this action with instructions on how to appeal this status.

APPEALING AN ACADEMIC DISMISSAL

Any student who has been dismissed from CCAD because of poor academic performance will receive email notification about this status and instructions on how to submit an appeal. There are three dismissal appeal cycles each calendar year: January, May, and August. Students may appeal before the deadline specified in the dismissal notification email letter or at any point in the future by the respective cycle deadline, pending eligibility to do so.

In a word processing format, preferably Word, students must write an appeal letter that includes information regarding reasons for the student's poor academic performance, identifying specific circumstances or challenges that contributed to the dismissal status, and a summary of reflection and specific plans for overcoming the academic difficulty if allowed to return. There is no page length or word count requirement. Documentation for circumstances is accepted but not required, as all situations are unique. To submit the written appeal, students must email the appeal letter in an attached text document, preferably in Word, to the Advising Office at advising@ccad.edu. Other formats will not be accepted. Appeals must be submitted by the deadline specified in the dismissal notification letter or by the cycle deadline in which a student is submitting an appeal. No exceptions will be made for students who miss the deadline. Students who do not submit an appeal but wish to return in the future are eligible to do so as long as the student was eligible to appeal originally. Students who fail to submit an appeal will have future enrolled courses withdrawn from their schedule and transcript. The Advising Office will confirm receipt of the appeal and provide a general timeframe in which the student can expect an outcome notification.

Once the appeal cycle deadline expires, the Advising Office will present the appeals, along with the students' academic records, to the members of the Scholastic Review Board (SRB), which includes the dean of the student's academic school and other faculty and staff members. The SRB reviews the appeals and makes a determination to either uphold the dismissal status or allow the student to be reinstated on conditions. The student will be notified in email regarding the SRB's decision. Due to privacy rights laws, no information regarding the SRB's decisions will be relayed over the phone or to anyone other than the student.

A decision of reinstatement requires the student to follow terms for conditional reinstatement, determined by the SRB. These terms will be included in the decision notification email and are non-negotiable. The student will also be on probation status until all conditions have been completed. The student must successfully satisfy any conditions mandated by the Board (including standards of progress) by the conclusion of the following academic term or year, unless the board requires or approves a different timeline. If a student's appeal is granted, but the student returns to CCAD and is dismissed again, or does not satisfy all conditions set by the SRB, the student will earn academic dismissal status again. At this point, the student may not submit an appeal and must wait at least five years to apply for readmission through the Admissions Office. This is nonnegotiable.

If the SRB's decision is to uphold the dismissal, the student's class schedule for any future enrolled terms will be dropped with the exception of summer session 01 classes. If a student is enrolled in summer session 01 classes but receives a dismissal status after completing spring semester, the student will be permitted to finish the 39 summer session 01, even if an appeal is denied and the dismissal status is upheld. Students are responsible for summer session 01 tuition and fees, regardless of their dismissal status. If the SRB's decision is to uphold the dismissal and the student would like to request a review from the Provost, the student may make a final written appeal to the Provost within 30 days of the appeal decision notification date. All appeals submitted in writing to the Provost must be based upon a previous SRB decision. Granting of an appeal by the Provost still requires the

student to follow the terms for conditional reinstatement (see below) and the student will be on probation status until academic conditions are completed. The decision of the Provost is final and non-negotiable.

A student whose appeal is denied and dismissal status is upheld must wait one academic year to submit another appeal. Students may only appeal an academic dismissal twice. If the dismissal status is upheld after a second appeal, the student must wait at least five years to apply through the Admissions Office. Dismissal appeal process only applies to the degree type (i.e. BFA or MFA) under which the dismissal occurred.

CONDITIONAL REINSTATEMENT
If an academically dismissed student is reinstated, that student returns to the college on academic probation (also referred to as conditional reinstatement) and is therefore required to meet with an academic advisor prior to registering for classes. Academic dismissal may be reinstated if a student does not abide by the terms outlined in the dismissal appeal decision letter. Students are removed from probation when they demonstrate "significant progress and improvement" (see below) and/or achieve a term GPA that brings them into compliance with Satisfactory Academic Progress rules. Any reinstated student who does not meet conditional reinstatement requirements during the first term of re-admittance is dismissed and may not re-apply to CCAD for reinstatement for five years.

SIGNIFICANT PROGRESS AND IMPROVEMENT
The phrase "significant progress and improvement" means that students must show an increase in their cumulative GPA such that similar or consistent increases in the GPA would enable the students to achieve the minimum 2.0 standard required for graduation within one academic year.

REQUESTING AN INCOMPLETE
Petitioning for an incomplete does not guarantee approval. An incomplete is considered only in cases of serious medical emergencies or unforeseen circumstances. Forms must be submitted to the Registrar's Office in Student Central by the last day of a semester.

To be eligible for an incomplete, students can obtain a petition form either online or at the Registrar's Office in Student Central. Students must then obtain recommendations for an incomplete from their instructors no later than the last day of the semester; incompletes will not be considered or granted without written recommendation of the instructors.

Students must also provide documentation that supports a medical emergency or other unforeseen circumstances. An incomplete will not be considered or granted without approved documentation on file. Final approval will be granted by the Registrar and/or the Director of Advising & Learning Support. Students will be contacted by email with a decision.

RESOLVING AN INCOMPLETE
All work for granted incompletes must be submitted and grades converted per the following schedule: Students must complete the work and submit it to the faculty member no more than four weeks from the last day of the semester for which the incomplete was granted. Instructors may require an earlier due date at their discretion. Faculty members are not responsible for re-teaching missed material during the incomplete period. Late work will not be accepted. After the fourth week, instructors have one week to grade incomplete work. Faculty must obtain a Grade Change Form at Registrar's Office and submit it to the school dean or director in the area in which the course is offered for a signature. The dean or director must submit the signed form to the Registrar's Office to post the revised grade. Incompletes remaining on a student's record will be converted to failure (F) after five weeks. Students will be dropped from applicable courses if an F grade is earned in any prerequisite coursework. There are no exceptions to the five-week deadline.

COURSE REGISTRATION AND ENROLLMENT

Continuing students register for courses during the previous semester according to a schedule based on class rank. Students who fail to register during the published four-week registration period may be subject to a $150 late registration fee. Eligible students can register online through Self-Service or with their academic advisor. Self-Service allows enrolled students to check grades, search for classes, register online, add/drop classes, and pay tuition online.

CCAD believes that academic advising is a developmental process that assists students in the clarification of life, education, and career goals. Students are highly encouraged to meet with their academic advisor to discuss their academic plan and course selection options. Students can make advising appointments by visiting https://my.ccad.edu/advising. Advisors can assist students during registration; however, the responsibility for registering for the correct courses rests with the student, as does the final decision on the classes for which the student registers. CCAD reserves the right to add, drop, or alter courses without notification as current and future needs occur. During each semester, students have until the end of the first week of classes to add courses, including switching sections of the same course ID. Exact registration dates are listed in the master schedule, online through the academic calendar, and posted notices around campus and emails. Deadlines are enforced.

All degree-seeking students are responsible for maintaining a personal record of required credits and knowing the credits and courses needed for graduation. Before registering, students should study the requirements for their degree and check their progress using their academic plan available on Self-Service. A complete list of required courses for each major and minor is listed in Self-Service on a student's academic plan.

HOLDS OR DELAYS OF SERVICE

Students who have a delay of service or other hold with any college office may not be able to attend class until the hold is removed. Students with payment problems should see the Bursar and/or Financial Aid Office in Student Central. Students are still responsible for any absences from class or missed assignments due to a registration hold.

ADDING OR DROPPING A CLASS

Students who wish to make changes to their schedule must complete a schedule change form at the Registrar's Office or do so online via Self-Service before the end of the first week of classes.

There is a $10 charge for each class dropped after the first week of the semester. Deadline dates for adding or dropping classes are strictly enforced. Students are removed from full-time status if they drop below 12 credit hours. This may jeopardize their financial aid, loans, and scholarships. Online registration is also available for eligible students.

The following table indicates the time after the start of the semester and the deadline for adding or dropping a course. Specific dates for each term are listed in the master schedule.

	Fall	Spring	Summer*
Last day to add	1 week	1 week	1 week
Last day to register	1 week	1 week	1 week

Last day to drop a class	10 weeks	10 weeks	5 weeks
Last day to withdraw	10 weeks	10 weeks	5 weeks

*Deadlines are different for summer sessions 1, 2, and 3 and the full summer semester.

REPEATING A CLASS
CCAD allows students to repeat a course to improve their GPA when they have received a failing grade. CCAD allows any undergraduate student to repeat a course according to the following criteria:
- It must be a course in which the student received an F.
- The course repeated must be the same course with the same course code.
- Only currently offered courses may be repeated. Note: A course may not be offered within the desired semester, and opportunities to repeat a class are not guaranteed.
- Placement test scores, classes transferred from another college or independent study courses cannot be used to repeat a regularly offered course for GPA improvement.
- Courses must have been originally taken at CCAD and must be repeated at CCAD for the GPA improvement to occur.*
- If the course is no longer offered, the class cannot be repeated.
- Attempts are limited to one per course.

Students should be aware that they must maintain full-time (12 credit hours) or part-time (six credit hours) enrollment status in addition to the repeated class in order to maintain financial aid eligibility. The credit hours for a repeated class do not count toward full-time status for that semester. Credit is granted only once. The repeat grade will replace the previous grade in the GPA calculation. However, the previous grade (F) will still appear on the transcript. The class must be repeated before graduation.
*Note: Courses transferred from another institution will not improve a student's GPA for a failed course but the transferred course may fulfill degree requirements if approved.

AUDITING CLASSES
Audited classes are recorded on the student's permanent record; however, no college credit is earned for audits. Students occasionally choose to audit a class in order to enhance skills or review knowledge. All courses offered at CCAD may be audited if the student indicates this at the time of registration. An audited class cannot be changed to a credit class after the deadline to add classes. The cost of a class and associated fees are the same whether it is audited or taken for credit. An audited class cannot be counted toward credit hour requirements for financial aid.

PREREQUISITES
Prerequisite coursework required for certain classes is checked by computer at the time of registration. In addition, prerequisites are listed on Self-Service (ss.ccad.edu). General questions regarding prerequisites or corequisites should be directed to an academic advisor; specific questions regarding prerequisites should be directed to the appropriate program chair/department head that oversees that course. After grades are submitted at the end of each semester, the college reviews any failed courses that are prerequisites for any courses in which a student registered for the next term. If this is identified, the upcoming course(s) will be dropped and the student will be notified via CCAD email. Students should check their schedule to see if any adjustments need to be made in order to maintain their desired enrollment status of full-time (12 or more hours).

CLOSED CLASSES

If a class is closed, students may not approach the instructor assigned to the class for permission to enter the class. CCAD policy prohibits individual instructors from authorizing entry into closed classes. Only the relevant program chair/department head or Dean of Undergraduate Studies has the authority to permit registration into closed classes. Schools may seek counsel from instructors at their discretion. Students are not permitted to attend a class in which they are not officially enrolled, nor are they permitted to attend a class that has been closed. Students who attend closed classes, with or without the instructor's knowledge and regardless of the number of sessions attended or work completed, will not be retroactively enrolled, will not receive a grade or credit, and may be referred for disciplinary action.

WAITLISTS
The waitlist feature on Self-Service works as follows:
- Waitlist for closed classes is completely automated and available for students on a first-come, first-served basis.
- If a seat becomes available, the student is notified by email and then has 24 hours from the time of notification to register for the class before the time expires. This occurs over the weekend as well, so students should monitor their email closely.
- After this deadline, the seat will be offered to the next student on the waitlist.
- Students with a no service hold cannot utilize the waitlist. A no service hold will not allow students to register online until this hold is cleared.

If a student has an unforeseen circumstance, the student must first appeal to the chair overseeing the course by email, and the chair will contact the Dean of Undergraduate Studies for approval. Once a decision is made, the Dean will contact the Registrar, student, and chair to request an override.

Prerequisite overrides cannot be requested online. Students can request prerequisite overrides by emailing the supervising program chair/department head of the course.

WITHDRAWING FROM CCAD
By registering for classes, students must pay for the entire semester, unless they officially withdraw (all classes dropped) from CCAD prior to the start of classes for that term. CCAD does not have an automatic withdrawal policy for nonattendance. Nonattendance and/or nonpayment of fees does not constitute an official withdrawal from the college or from a class.

General fees, deposits, and other non-tuition charges are nonrefundable. Please note that withdrawing from the college or a class prior to the end of the semester could result in the loss of financial aid for the semester. In some cases, students will be billed rather than receiving a refund. To withdraw from CCAD or a class prior to the start of the semester, students must send a letter to the Registrar stating their intent. After the start of classes, students must complete an official withdrawal form, complete an online withdrawal survey, and meet with an advisor in Student Central to discuss the impact of withdrawing on their academic progress and eligibility for financial aid. Students must properly complete the withdrawal process in order to have access to their official transcripts.

Students are reminded that withdrawing from classes may cause them to be ineligible for financial aid in the current and future terms. See "Paying Fees" on page 18 for important information about refunds.
Students can withdraw from a class within 10 weeks of the beginning of the semester and not receive a failing grade (F). However, students will be responsible for any and all tuition and fee charges based on CCAD's refund policy. After week 10 of classes, students will receive a failing grade (F) in their classes.

MEDICAL WITHDRAWAL

Students requesting a withdrawal for reasons directly related to a medical condition and/or severe mental health concern must submit the following to the Director of Advising & Learning Support at advising@ccad.edu:

- Typed letter with request for a medical withdrawal from the applicable year and term. The letter must describe the circumstances that affected the student's ability to continue enrollment. The letter must be signed and dated by the student.

Medical documentation from a medical professional that includes the specific date and/or timeframe when the medical condition began to impact the student's ability to continue classes, as well as describing why the student was unable to withdraw by the appropriate withdrawal deadline and support for the student's inability to complete the rest of the academic term to which the request applies

A medical withdrawal request will not be accepted after the semester in question has ended. Medical withdrawal requests will be individually reviewed and notification of the decision will be emailed to the student.

Decisions are considered final. Questions or concerns about the academic impact of a medical withdrawal must be directed to the Director of Advising & Learning Support. Refer to the "Refunds" section for financial implications.

RETURNING TO CCAD
If a student wishes to continue at CCAD or receive a BFA degree after one year or more of nonattendance (inactivity), reactivation of the student's record must occur. The student may have to request re-entry and/ or readmission to the college in order to proceed and complete the student's studies. Students who have not attended for one year or more and would like to earn their degree without having to return to CCAD, and/or have previously completed the degree requirements of the year of entry and would like to obtain their degree, are subject to the same re-entry policies stated below and must comply with existing college policy and degree requirements.

Students who have withdrawn from CCAD or stopped attending may re-enter the college if they were eligible to continue enrollment at the time they discontinued attendance. Such students must apply for re-entry at the Registrar's Office and complete the re-entry requirements. Students who re-enter CCAD must comply with and are subject to existing college policy and requirements, including new degree requirements at the time of re-entry.

Eligibility requirements for re-entry after at least one but no more than five years are:
- Good academic standing
- No outstanding holds from any CCAD office
- Eligibility requirements for re-entry after five or more years:
- Minimum cumulative GPA of 2.0
- Complete Admissions folder
- No outstanding holds with any CCAD office
- $100 readmit fee

In addition to the above criteria, students who were previously dismissed from CCAD must also email an appeal letter to the Director of Advising & Learning Support at advising@ccad.edu. The appeal must be approved for re-entry to CCAD.

HONORS PROGRAM
CORE Honors is a competitive program that enables students to assume a leadership role in the creative and intellectual life of CCAD. Components include Honors Seminar courses, Honors Projects, and an Honors Capstone. Fifteen credits are required. Benefits of CORE Honors include early registration for classes, unique opportunities to engage with other students across majors, special recognition at commencement, and honors

designation on transcripts. Students can apply to the program freshman or sophomore year. Once accepted, students must maintain a cumulative GPA of at least 3.5 and complete three Honors Seminars, one Honors Project, and one Honors Capstone. The program is 15 credits. Contact honors@ccad.edu for additional information.

INTERNSHIPS AND CO-OPS

Students may choose to earn practicum credit for work experiences outside of the classroom that is considered practical training in the discipline that applies classroom theory to real-world problems. The practicum experience can take the form of an internship or a co-op. The internship is considered to be credit earned for working with a company or organization while also participating in other on-campus courses. These are typically part-time experiences (15 to 20 hours per week) gaining the student from 3 to 6 credits that may be less involved because of the limitation on working hours. Co-op experiences are intended to be more involved and will allow the students to have a more in-depth experience working with a company or organization. Typically, these are considered full-time (40 hours per week) or near full time (30 hours per week) earning the student from 9 to 12 credits.

To earn academic credit for the internship or co-op experience, students must enroll in the online internship/co-op course while concurrently completing the practicum experience. (Think of the internship/co-op as class time and the online portion as homework.) The internship/co-op class includes goal setting, journaling, and reflection activities and concludes with a presentation seminar in which all the interns/co-ops in a specific semester convene to share their experiences. This is a pass/no-pass course. To be eligible for enrollment in the course, students must have completed their sophomore year, have an overall GPA of 2.0, and be in good standing with CCAD. Internships and co-ops eligible for academic credit must provide the minimum required work hours within a 16-week period. These requirements differ by credit-amount.

Internship Credit	Minimum Work Hours	Course Credit
3 Credits	240 Hours	Internship Course (3 credits)
6 Credits	320 Hours	Internship Course (3 credits); Elective (3 credits)

Co-Op Credit		
9 Credits	480 Hours	Replaces qualifying courses with program chair approval
12 Credits	640 Hours	Replaces qualifying courses with program chair approval

Students may take a maximum of 6 credits as an internship and a maximum of 12 credits as a co-op while enrolled in their degree program. Therefore, there is a maximum of 18 credits that can be received between internships and co-ops. Internships and co-ops cannot be repeated for credit if it will exceed the maximum allowance. An internship and a co-op experience may not be taken concurrently in the same semester.

Internship or co-op experiences must be in an area related to the student's major, and be supervised by an industry professional. To enroll, students complete the required application packet, available in the Career Services Office and online at my.ccad.edu/student-services/career-services. Applications for internship or co-op credit must be approved by the add/drop deadline of the semester in which the internship occurs. All applications must be turned in to Career Services for review and approval.
 Credit for the internship is added to the semester in which the internship and other evaluative functions occur. Students completing a summer internship can elect to complete the course credit during the subsequent fall semester, but must have their application for credit approved by Career Services before they begin working. In cases of financial hardship, students enrolled in the summer term may petition to defer summer tuition payment to fall, but must get approval through Career Services. Career Services will review and approve applications for

internship or co-op credit. Students must submit their application for the internship or co-op course before the deadline to add classes that semester. Summer internships for fall credit must be submitted and approved before the student starts working. Students who do not complete all course requirements on time, including written assignments, will not receive credit for their internship or co-op, which may prevent a senior from graduating on time.

INDEPENDENT STUDY
Independent study opportunities are intended to allow students to explore their academic and career interests in more depth and with a focus that goes beyond class time or current course offerings. Students may not substitute independent study courses for required courses in their program of study. The opportunity to study independently with a faculty member is limited to students in good standing who, in the faculty member's opinion, are able to organize their own studies, follow through with assignments, and work independently with limited mentoring.

Typically, these opportunities will be available only to juniors and seniors. Faculty supervision is required for all independent study courses. No more than one student can study independently with a faculty member during any semester. Faculty members' supervision of independent study requires program chair or department head approval. Students are limited to no more than three credit hours of independent study in one semester and no more than six credit hours during their BFA program.

All applications must be complete, approved, and registered no later than five business days before the beginning of term. No retroactive credits for honors projects or independent study will be given, and no independent study projects may be started after the registration deadline has passed.

For additional information or to apply, contact the Registrar's Office.

OFF-CAMPUS LEARNING
Off-campus study programs vary by type, location, term, credits and eligibility — with new programs developing on a continuous basis. For information about current opportunities in any of these programs, students should visit the Off-Campus Learning page at my.ccad.edu or contact Off- Campus Learning at: offcampus@ccad.edu.

Students studying overseas are required to enroll in the college's international health insurance plan, regardless of their domestic plan. This insurance averages $40/month depending on location and program duration.

SHORT-TERM PROGRAMS
CCAD Faculty-Led Programs integrate one-to three-week travel components into semester-long courses taught at CCAD. Travel occurs during a regularly scheduled break or at the end of the semester.

SEMESTER-LONG PROGRAMS
CCAD Faculty-Led Programs give students a full semester of study abroad with a group of CCAD students led by CCAD faculty.

CCAD-Approved Programs are semester-long opportunities administered by a host institution, designed specifically for CCAD students, and taught in English. Some take place during the academic year, and others happen during the summer.

Exchange Programs let students fully immerse themselves in a host school and its culture.

Domestic Exchanges are offered through CCAD's membership in the Association of Independent Colleges of Art and Design (AICAD). The AICAD Mobility Program is a one-semester exchange at one of 35 participating AICAD member colleges throughout the United States and Canada.

INTERCOLLEGIATE CROSS-REGISTRATION

Full-time students at CCAD can enroll in courses not offered at CCAD through a program offered by the Higher Education Council of Columbus, a consortium of 11 central Ohio colleges and universities.

TRANSFERRING CREDIT

Students may transfer to CCAD a maximum of 60 semester credits from another accredited institution of higher learning, requiring a minimum of 60 semester credits to be completed at CCAD toward the minimum 120 semester credits required to graduate from CCAD. Transfer credits will be considered if these criteria are met:

- Transfer credit will only be considered from accredited institutions of higher learning.
- All types of transfer credit from other institutions must be supported by official transcripts that have the signature of the Registrar and the seal of the institution.
- Only courses with a "C" or better will be considered for possible fulfillment of requirements at CCAD. Grades do not transfer to CCAD and will not impact the CCAD grade point average (GPA).
- Student must complete at least 30 CCAD credit hours of studio art requirements. In most cases, the senior year must be completed "in residency," meaning that the course(s) must be completed at CCAD (senior status equals 90 earned semester credit hours and above). Under exceptional circumstances, a dean or the provost may waive certain residency requirements.
- Transfer students from colleges with formal articulated transfer agreements with CCAD should ask their advisor about customized requirements and policies for their major.

Studio Courses: Studio art courses will minimally transfer for elective credit, up to the number required for the intended major and will be considered for required course credit where content and ability demonstrated in artwork is similar. This is determined by faculty evaluation of artwork from specific courses.

Liberal Arts Courses: Any class similar to CCAD Liberal Arts course offerings will usually transfer, up to the number of semester credit hours required for the intended major. Examples: Art History, Psychology, Sociology, Literature, Philosophy, Cultural Anthropology, Writing courses, Science, or Math.

For information on transferring AP, IB, or CLEP credit to CCAD, see the transfer credit policy section on CCAD's website at:
https://www.ccad.edu/about-us/institutional-disclosure-compliance

Converting Quarter Hours to Semester Hours:
CCAD operates on a semester calendar. Courses taken at institutions using the quarter system must be converted. The formula is Quarter Hours x .67 = Semester Hours.
5 quarter hours = 3.35 semester hours
4 quarter hours = 2.5 semester hours
3 quarter hours = 2 semester hours
2 quarter hours = 1 semester hour

NEW TRANSFER STUDENT APPLICANT TRANSFER CREDIT PROCESS:

Student submits application materials to the Admissions Office (application, portfolio, transcripts from all colleges attended, an optional letter of recommendation, essay, application fee, and final high school transcript if coming with less than 30 college credits).

If accepted, applicant will receive notice of their acceptance from the Admissions Office.

If accepted, the Advising Office prepares and mails a preliminary transfer credit evaluation to the student. This outlines what will transfer and what may transfer, dependent on final grade or artwork review. Transfer evaluations will begin in early February for fall applicants and in late November for spring applicants, and are reviewed and sent to admitted students on a rolling basis as transcripts are received by the Admissions Office. If additional information is needed to determine transfer credit, such as a review of artwork from specific courses or copies of course syllabi, the Advising Office will contact students directly. Advising will also consult with appropriate Program Chair/Director, as needed, to determine transferability of studio art courses.

The Advising Office registers new transfer students for their first semester classes and posts transfer credit to their CCAD record. Transfer student scheduling begins in mid-April for fall applicants and early December for spring applicants. Scheduling can occur only if the student has paid their tuition deposit through the Admissions Office.

The Advising Office will either mail deposited transfer students their schedule or deliver it to the student at Orientation, depending on the timing of a student's admittance/deposit/completed transfer credit evaluation. CCAD must receive final, official transcripts from all Institutions where a student took courses for credit before their first term of enrollment at CCAD starts. The student may be withdrawn from CCAD if the official transcript(s) is not received before the first day of classes.

Articulation Students: CCAD has formed articulation agreements with a number of community colleges, which have been assessed for quality in studio art and design. Under the terms of these agreements, students are guaranteed admission and a certain number of transfer credits after completing their Associate of Arts degree with a 2.0 GPA or above. Articulation students must present a portfolio for review of skill levels and appropriate course placement. Students can contact the CCAD Admissions Office with questions about applying as an articulation student.

Current formal articulation agreements (as of Feb. 2019) include:

- Sinclair Community College for Advertising & Graphic Design, Fine Arts, and Interior Design
- Kalamazoo Valley Community College for Advertising & Graphic Design, Animation, and Illustration
- Columbus State Community College for Advertising & Graphic Design and Photography
- North Central State College for Advertising & Graphic Design and Film & Video

CURRENT CCAD STUDENTS AND TRANSIENT PROCESS
Any current CCAD student who desires to transfer studio or liberal arts credit to CCAD from the preceding institution of higher learning must comply with the transfer credit policy requirements and complete the following process:

Students are responsible for contacting the other institution to understand the registration policies, deadlines, and processes before engaging the Transient Process at CCAD.

Before registering for courses at another institution for purposes of transferring credit to CCAD, a student must complete the Transient Student Process, including the Transient Student Form. Transfer credit is not guaranteed if the Transient Student Process is not completed. To do so, the student should speak to their CCAD Academic Advisor about which requirements would be best to pursue as a transient student. Based on those recommendations, the student is responsible for locating another institution and identifying potential course options to fulfill the suggested requirements. Once course options are found, the student is responsible for obtaining course descriptions of those courses.
Student then obtains a Transient Student Form at the Registrar's Office.

Student presents respective course descriptions and the Transient Student Form to the respective Program Chair/ Director for review. The Program Chair/Director will review and determine if the course(s) qualify as CCAD course equivalents and if so, must sign off on the Transient Student Form, noting to which CCAD course(s) the transfer credit will equate and then return the form to the student.

The student then submits the completed Transient Form to the Registrar's Office before registering for the course(s) at the other institution. This completes the pre-approval process for transfer credit.

Next, student engages other institution to register for the course(s), following that institution's registration requirements and procedures. If the institution requires a CCAD transcript, the student is responsible for requesting their CCAD transcript online or at the Registrar's Office.

After completing the courses, the student must request an official transcript from the other institution to be sent to the CCAD Registrar's Office. If the CCAD Registrar's Office receives an official transcript, the Registrar will review the completed Transient Form for transferability of coursework and post accordingly, pending all transfer criteria is satisfied as noted above. If the course(s) was not pre-approved with a Transient Form, depending on the course(s) content of courses taken elsewhere, the Registrar will send a copy of the transcript to the appropriate Program Chair/Director or School Dean to review for transferability of credits. Transfer credit is not guaranteed if the Transient Student Process was not completed. Once courses have been reviewed, if approved for transfer, the credits are posted by the Registrar to the student's CCAD record. It is especially important for graduating seniors to ensure all updated transcripts are received by the Registrar prior to the last term of attendance.

TRANSCRIPT REQUESTS
Transcripts can be requested in person, by mail or online. Approximately 5 – 7 days must be allowed to process transcript requests.

Students requesting transcript service should plan in advance. Last-minute requests are difficult to process quickly during certain periods of the academic year. Transcript requests must include the student's full name, maiden name, signature, Social Security number, date of birth, current address, years of attendance, number of copies desired, and the complete names and addresses of individuals or organizations that are to receive the transcripts. There is a $5 charge for each official transcript requested. An additional fee of $10 will be charged for rush service. To comply with the Family Educational Rights and Privacy Act of 1974, the college must have the student's written consent to release educational records.

Transcript request forms can be obtained from the Registrar's Office or online. Current students may request transcripts online via the Self Service system. For more information, go to:
https://my.ccad.edu/registrar

GRADUATION REQUIREMENTS
Students must complete a minimum of 120 credit hours and fulfill all degree requirements in their program, have a cumulative GPA of 2.0 or better, and complete a minimum of 60 credit hours at CCAD in order to graduate from CCAD. Each student is responsible for maintaining an accurate record of required credits and knowing the credits necessary to complete graduation requirements. Students may access their degree requirements online by viewing their academic plan in Self Service (ss.ccad.edu). CCAD reserves the right to add, drop, or alter courses without notification as current and future needs occur. Transfer students must see to it that all information regarding the transfer of credit has been received by CCAD. Students should verify their progress on graduation requirements well before their last semester in school. Transfer students from colleges with formal articulated transfer agreements with CCAD should ask their advisor about customized requirements and policies for their major course of study.

APPLICATION TO GRADUATE

Students seeking a graduation diploma must submit their application to the Registrar's Office before the posted deadline and upon doing so, will be assessed a graduation fee, amount listed on application. In addition, seniors should make sure the correct graduation date is indicated on their graduation application, as well as all contact information. The graduation fee offsets the cost of graduation announcements, regalia (customized commencement attire that is non-refundable or returnable), and the printing of final transcripts and the diplomas, which is not built into tuition so ensure that only eligible graduating students are assessed this fee. The fee is non-negotiable and non-refundable, regardless of circumstance or of a student's intentions of attending the commencement ceremony.

It is the responsibility of graduating seniors to ensure that the Registrar receives all updated transcripts from other institutions prior to the last term of attendance. All transcripts from other institutions must be addressed to the attention of the Registrar. The advising staff is available to assist students with understanding their requirements toward graduation. However, the responsibility of registration and successful completion of required courses belongs to the student.

Students who plan to graduate and fail to submit the graduation application form by the deadline (see the master schedule, academic calendar, or graduation application form for deadlines) will not receive their degree and will not be able to participate in commencement that term. All graduation requirements (see the policies in this handbook) must be satisfied during or before the semester the student wishes to graduate and receive a diploma.

DELAY OF SERVICE

Overdue library materials, library fines, unreturned shop tools or photographic equipment, late fees, disciplinary sanctions, or neglect of other responsibilities as a CCAD student may result in a delay of service being posted on a student's record by various departments of the college. A delay of service prevents the Registrar from issuing diplomas, registering a student for classes, or providing transcript service.

All candidates for graduation must have all delays of service cleared no later than two weeks prior to graduation. Students who wish to participate in graduation ceremonies must likewise meet all deadlines and clear all delays of service. Any graduate with unresolved delays of service will not receive service of any kind from CCAD, including transcript service and receiving a diploma.

PARTICIPATION IN THE COMMENCEMENT CEREMONY

Students that have completed all degree requirements and those who are no more than 6 credit hours short of meeting degree requirements are eligible to participate in commencement ceremonies. Students filling out an application for a Graduation Diploma should indicate their intention to participate in commencement. Students who have 6 or fewer incomplete graduation credit hours must inform the Registrar's Office in writing about when and where they will take the remaining courses to complete their degree.

Students wishing to participate in May commencement must show evidence that they will complete the coursework needed to fulfill graduation requirements by the conclusion of the current calendar year. If the student intends to take courses outside of CCAD, they must submit a Transient Student Form to the Registrar's Office prior to enrolling in courses. Additionally, students must submit a course description and/ or syllabi for proposed courses to the appropriate program chair or department head who will review and determine if the course(s) qualify as CCAD course equivalents.

Final grades are not processed until two to three days prior to commencement. Students could be notified of non-completion and that they will not be able to attend commencement as late as the day before commencement. It is very important that all graduation applicants make prior appointments with the advising staff to check on their completion status and their eligibility for graduation.

GRADUATE STUDIES POLICIES

ABOUT
The following rules, policies, and guidelines apply to the graduate student community at CCAD and are reviewed by program chairs and approved by the Dean of Graduate Studies. It is regularly updated as changes are necessary. All policies and procedures not referred to in this section are covered by the general CCAD Academic Policies, outlined in the Student Handbook.

VISION
Graduate Studies at CCAD aspires to be a national leader in art & design post-baccalaureate pedagogy, supporting innovative, inspiring, and inclusive programs that produce graduates who become sought-after makers and leaders across the creative economy.

ADMINISTRATION OF GRADUATE EDUCATION
Graduate education and its governance are shared responsibilities. The most visible activity of graduate education is the interaction of faculty and students involved in learning and advancing creativity. Academic leaders in departments support this through their commitment to providing an atmosphere in which graduate education can flourish. Thus faculty, students, and administrators work together and share responsibility for ensuring the quality of graduate programs and output.
The chief officer in this regard is the Dean of Graduate Studies, who has responsibility for leadership in the activities of Graduate Studies. The dean has responsibility for conferring with graduate program chairs in all matters concerning graduate work.

PETITIONS
Graduate students are expected to follow the rules presented in this handbook. A student who believes circumstances warrant a waiver of a rule may submit a petition to the Dean of Graduate Studies. Petitions must include a written statement from the student requesting the waiver of the specific rule and describing the circumstances, and must include written statements from the graduate program chair as well as, if pertinent, the student's thesis advisor or the course instructor.

ADMISSION
Admission of students to graduate programs at CCAD is undertaken by the relevant graduate program chair in concert with a team of full-time faculty from at least three different programs. They review and rank completed applications received in Slideroom, and make recommendations on pertinent scholarship amounts. The office of Enrollment Management receives and processes applications, collects application fees, transcripts, relevant testing documentation, and other application materials. Enrollment Management is also responsible for sending the official admission and scholarship decision.

REGISTRATION
Graduate students are responsible for registering themselves in Self Service for classes by deadlines issued by the Registrar. They are responsible for maintaining awareness of these deadlines and acting upon them. Curriculum maps will be provided to students by their program chairs. Program chairs may also provide guidance sessions in group or individual formats. Students with questions about course substitutions should reach out to their program chairs.

TRANSFER CREDIT
Students in terminal graduate degree programs may transfer a maximum of 12 semester credits of graduate coursework from another institution. Transfer of credits must be initiated and completed before the conclusion of the student's first semester of enrollment in a CCAD graduate degree. Students must work directly with their chair to accomplish this and are responsible for following up as needed.

ACADEMIC & PROFESSIONAL STANDARDS

All graduate students are expected to adhere to the highest academic and professional standards.

GOOD STANDING
Graduate students must maintain a 3.0 GPA and earn a letter grade of C or better in all courses required for their degree.

PROFESSIONAL STANDARDS
Graduate students are required to observe professional ethical and safety standards in their graduate studies and creative work. Graduate students should consult with their relevant chair if they have questions about specific expectations. Graduate students who fail to adhere to professional ethical and safety standards will be issued written warnings by their relevant chair and, if the problem becomes chronic or entrenched, be permanently removed from the program at the discretion of the Dean of Graduate Studies. See also the CCAD Student Code of Conduct.

POOR PERFORMANCE
Graduate students whose GPA drops below 3.0 will be placed on academic probation for the following semester and must meet with their relevant chair to develop and implement an improvement plan before the beginning of that semester. A student who raises their GPA to 3.0 or better will be removed from probation.

Failure to create or complete an improvement plan will result in permanent dismissal from the program at the discretion of the Dean of Graduate Studies.

Graduate students who fail two or more courses will be permanently dismissed from the program and may not reapply.

REASONABLE PROGRESS
Continued enrollment in a graduate program is contingent upon completion of course work and other requirements of their relevant graduate program. A student who does not maintain reasonable progress toward a degree may be recommended for permanent dismissal by the relevant chair to the Dean of Graduate Studies.

INCOMPLETES
Graduate students may request incompletes through the procedure articulated in the CCAD Student Handbook. Requesting an incomplete does not guarantee it will be provided. More than one incomplete request will require the creation of an improvement plan with their relevant chair. Failure to create or complete an improvement plan will result in permanent dismissal from the program at the discretion of the Dean of Graduate Studies.

LEAVE OF ABSENCE
Graduate students in good standing may apply to their relevant chair for a leave of absence of up to 12 months. Students on an approved leave of absence within that 12 month period may return to the program without reapplication. Beyond that 12 month period, they must reapply.

GRADUATE STUDENT ASSISTANTSHIPS
At CCAD, Graduate Assistantships are campus employment; they do not provide a tuition waiver. Graduate Assistant (GA) positions require 10 or 20 hours of work/week/semester in fall and/or spring semester. Graduate Assistants are placed in a relevant department or program that commit to providing robust supervision and mentorship for the GA, as well providing work that both fulfills a graduate student's career development needs and those of the department or program itself.

ESTABLISHMENT OF GRADUATE ASSISTANT POSITIONS

Each spring, the Dean of Graduate Studies surveys program chairs, directors, and vice presidents to solicit requests for Graduate Assistants in the upcoming academic year. Within an approved budget, the Dean will establish a slate of GA positions for the upcoming academic year based on articulated program needs as well as the degree to which the position proposed will offer a GA robust supervision, mentorship, and career development. Selected programs will create a GA position description, goals, and outcomes that will be approved by the Dean.

In addition, each semester, appointed GAs will be surveyed by the Dean to ascertain the degree to which their experience in their position aligns with its stated description, goals, and outcomes. This feedback, alongside their annual application, will be taken on board before renewing a program's GA position in the subsequent academic year.

This is to say: provision of a Graduate Assistant in one academic year is not a guarantee of provision of a Graduate Assistant in a subsequent academic year.

GRADUATE ASSISTANT APPOINTMENT POLICY
Graduate Assistantships are open only to students enrolled in a terminal (60 credit) graduate degree program at CCAD. Incoming graduate students may be offered a Graduate Assistantship alongside their scholarship award at the point of admission. By August 1, incoming graduate students will be informed of the precise program of their assignment and their supervisor. These offers are made for a full academic year; however, students in the positions will be reviewed in their first semester (see section entitled **Supervision, Responsibilities, & Review**) and may be removed from the position if they are not successfully meeting standards set by their supervisor.

Returning graduate students who were not offered a GA position at the point of admission are eligible for appointment as a GA in their second year of study. Interest will be solicited by the Dean of Graduate Studies from returning graduate students in spring semester. Graduate students will be notified by the Dean if they are appointed to a position.

In all cases, appointment to a GA position takes into consideration student achievement, student experience, and the needs of the programs assigned positions.

GRADUATE ASSISTANT SUPERVISION, RESPONSIBILITIES, & REVIEW
Graduate Assistant position supervisors serve as both a manager and a mentor. They are expected to intentionally fold professional development opportunities into the GA positions they supervise. This can take many forms, including but not limited to conversations about career options, sharing of professional development opportunities, or coaching around skill development. At the same time, they are expected to offer regular feedback on GA job performance in the position as described.
In addition to the above, GA supervisors are responsible for attending all relevant meetings as called by the Dean of Graduate Studies, completing periodic reviews of their assigned GA, and responding to all correspondence from the Dean as required. If issues arise with their assigned GA, they are expected to enlist the support of the Dean in a timely fashion to rectify the issues and/or to put an improvement plan in place for the GA. If an assigned GA does not improve as directed and/or if their periodic supervisor reviews warrant it, they may be removed from their position at the discretion of the Dean of Graduate Studies.

PROCEDURES FOR CONTINUATION & REAPPOINTMENT OF GRADUATE ASSISTANTS
Returning graduate students who were offered a GA position at the point of admission are eligible for reappointment. Reappointment for further semesters of study is the norm at CCAD. However, it is contingent on successful completion of the work of the position as well as supervisor review (see section entitled Graduate Assistant Supervision, Responsibilities, & Review) as well as annual budgetary approval. In spring semester, Graduate Assistants will be asked by the Dean of Graduate Studies if they are interested in continuing as a GA in the upcoming academic year. No guarantee of being able to hold the same job position is implied, however.

Returning graduate students offered a GA position may also concurrently hold a Teaching Assistant (TA) position as long as their total CCAD hours do not amount to more than 20 hours of work/week/semester (see section entitled Teaching Assistant Appointment Policy below).

TEACHING ASSISTANTSHIPS, APPOINTMENT POLICY, and PROCEDURES
At CCAD, Teaching Assistantships are campus employment; they do not provide a tuition waiver. Teaching Assistant (TA) positions require 10 hours of work/week/semester in fall and/or spring semester. Teaching Assistants are placed in one course whose instructor commits to providing robust supervision and mentorship for the TA, as well providing developmental teaching experience for their assigned TA. While the TA may be tasked with providing logistical or administrative support for the course, the primary work must be developing their teaching skills.

ESTABLISHMENT OF TEACHING ASSISTANT POSITIONS
The Dean of Graduate Studies surveys program chairs and directors to solicit requests for Teaching Assistants for their courses one semester prior to the semester of assignment—spring for the subsequent fall, and fall for the subsequent spring. Within an approved budget, the Dean will establish a slate of TA positions for the upcoming semester based on articulated department and program needs as well as the degree to which the positions proposed will offer a TA robust supervision and pedagogical mentorship. Selected course instructors will create a TA position description, including goals and outcomes that will be approved by the Dean prior to TA appointment.

In addition, each semester, appointed TAs will be surveyed by the Dean to ascertain the degree to which their experience in their position aligns with its stated description, goals, and outcomes. This feedback, alongside program and department application, will be taken on board before renewing a course's TA position in the subsequent academic semester or year.

This is to say: provision of a Teaching Assistant in semester is not a guarantee of provision of a Teaching Assistant in a subsequent semester.

TEACHING ASSISTANT APPOINTMENT POLICY
Teaching Assistantships are open only to students enrolled in a terminal (60 credit) graduate degree program at CCAD.

Teaching Assistant positions are only available to second year graduate students. Incoming graduate students will not be offered Teaching Assistant positions. If students are interested in being considered for a Teaching Assistant position in their second year of the program, they must enroll in and complete (with an earned grade of B+ or better) GRVA 5071 (Teaching Methods) in spring semester of their first year.

Interest in being appointed to a Teaching Assistant position will be solicited by the Dean of Graduate Studies from first year students in spring semester. Graduate students will be notified by the Dean if they are appointed to a position.

In all cases, appointment to a TA position takes into consideration student achievement, student experience, and the needs of the programs assigned positions.

TEACHING ASSISTANT SUPERVISION, RESPONSIBILITIES, & REVIEW
Teaching Assistant position supervisors are instructors of record on the course to which the TA is assigned. They serve as both manager and a mentor. They are expected to intentionally fold professional development opportunities into the TA positions they supervise. This can take many forms, including but not limited to conversations about pedagogy, vetting of course period planning, syllabus development experience, feedback on

observed teaching, or experience in 1:1 mentoring. At the same time, they are expected to offer regular feedback on TA job performance in the position as described.

In addition to the above, TA supervisors are responsible for attending all relevant meetings as called by the Dean of Graduate Studies, completing periodic reviews of their assigned TA, and responding to all correspondence from the Dean as required. If issues arise with their assigned TA, they are expected to enlist the support of the Dean in a timely fashion to rectify the issues and/or to put an improvement plan in place for the TA. If an assigned TA does not improve as directed and/or if their periodic supervisor reviews warrant it, they may be removed from their position at the discretion of the Dean of Graduate Studies.

PROCEDURES FOR CONTINUATION & REAPPOINTMENT OF TEACHING ASSISTANTS
CCAD graduate students may be appointed for a maximum of two Teaching Assistant positions during their time in the graduate program. Reappointment is contingent on successful completion of the work of the position as well as supervisor review (see section entitled **Teaching Assistant Supervision, Responsibilities, & Review**) as well as annual budgetary approval. At the end of their first Teaching Assistant position, TAs will be asked by the Dean of Graduate Studies if they are interested in continuing as a TA in the upcoming semester. No guarantee of being able to hold the same job position is implied, however.

Teaching Assistants may also concurrently hold a Graduate Assistant (GA) position as long as their total CCAD hours do not amount to more than 20 hours of work/week/semester (see section entitled **Graduate Assistant Appointment Policy** above).

GRADUATE STUDENTS SERVING AS ADJUNCT INSTRUCTORS
Current CCAD graduate students who already hold a terminal degree may be hired as an adjunct instructor concurrent with their enrollment in their graduate program. However, hiring managers must consult with the relevant graduate program chair before extending an offer, and graduate students must inform their chair that they are being considered for a position. If they elect to hire the graduate student, hiring managers are the supervisor for the position. Any and all personnel issues that arise must be handled by that manager and/or referred to Human Resources. Graduate students hired as adjuncts are staff members in their hired position and their work in that capacity is not mentored or monitored by their relevant chair.

GRADUATE ADVISORY BOARD
The Dean of Graduate Studies will convene a group of graduate students—selected via self-nomination and the recommendation of the program chairs—tasked to offer feedback on a variety of topics set for conversation by the Dean. The Advisory Board will meet at least once per semester. It has no policy-setting or grievance-mediation powers, but instead functions in an advisory capacity.

GALLERIES & STUDENT EXHIBITIONS

BEELER GALLERY
Located on the first floor in the Canzani Center, Beeler Gallery presents an impressive array of professional Art and Design Exhibitions. During the spring semester it also supports MFA and BFA Student Capstone Exhibitions. For more information: http://www.beelergallery.org/

EXHIBITS OF STUDENT ARTWORK
Acock Gallery, found in Canzani Center second floor and Byers Gallery, found in Design Studios on Broad, are the primary location for student exhibitions. Required exhibitions of Fine Arts seniors have priority in these galleries, which also serve as special project opportunities for the CCAD community.

STUDENT EXHIBITION CAMPUS WIDE

Each major maintains hallway exhibition space representing the best of current student work.

STUDENT EXHIBITIONS
CCAD believes that student exhibitions are educational as well as cultural. The college exercises some rights of possession of student work for the purpose of furthering education through display. Student work may even be chosen to become part of the CCAD permanent collection or be used in publications and promotional materials. Without written permission from the Director of Student Exhibitions, removal of the work of others or oneself from displays, academic areas, or the collection can result in disciplinary action.

STUDENT ARTWORK AND EXHIBITION POLICY
CCAD reserves the right to photograph, reproduce, display, or retain works of art produced by students enrolled in its academic programs. All works created by students while attending CCAD may be displayed or reproduced by the college without the student's prior consent. Work left at the property for more than one year is considered ownership of the college and is subject to disposal by any means the college administration chooses.

The sale, distribution, and consumption of alcohol are prohibited at all exhibitions in the student galleries. Violation of this policy will result in the event's cancellation or closing and referral to the Dean of Students for disciplinary action, which may result in the inability to graduate on time.

Exhibitions coordinated by students and containing student work must receive approval from the college to consider any potential safety or facility concerns. Students should complete a Student Exhibitions Proposal Form (available from the Safety & Security Office) and submit it to the Director of Safety & Security at least two weeks before installation begins. The proposal may also be reviewed by the Director of Student Exhibitions. Any student exhibition, including performance art, deemed unsafe or having the potential to damage or impede campus facilities may be closed or barred from display until the safety or facility concerns are adequately addressed. Additionally, failure to follow the approved proposal may result in the exhibition being closed or barred from display.

ANNUAL STUDENT EXHIBITION RULES AND PROCEDURES
The annual student exhibition is juried by faculty teams. Students may not submit work without invitation by their instructor. Artwork included in the annual student exhibition may not be removed prior to the scheduled closing date of the exhibition without the permission of the Director of Student Exhibitions.

Early removal of artwork is disruptive to the exhibition and discouraged. If early removal permission is granted, it is then the responsibility of the instructor who invited the submission to locate and install an appropriate exhibition replacement. The college recommends that students' photo-document their artwork prior to submission to the student exhibition.

Sales Policy: CCAD students have the opportunity to sell their artwork at the CCAD Art Fairs held at the end of fall and spring semesters. These sales are coordinated by the Career Services Office.
RETURNING WORK
Artwork included in the annual student exhibition must be claimed within one year of the closing of that show, regardless of the student's graduation date.

Takedown dates will be clearly communicated and posted throughout the campus and via the CCAD student email service. It is the instructor's responsibility to collect students' work at the close of each show. It is then the student's responsibility to pick up their work from their instructors. Students are strongly recommended to retrieve their work within two weeks of takedown/closing. Students should direct all queries regarding misplaced artwork to the instructor. If necessary that instructor may then contact the Director of Student Exhibitions.

Waiver of Responsibility: The college will exercise care in the handling and installation of works submitted for exhibition. In the unlikely event that a piece of artwork is lost, stolen, or damaged, the college shall not be held liable or responsible for reimbursement to the student for material or labor costs or of the estimated value of the work.

FINANCIAL POLICIES

FINANCIAL AID
CCAD awards more than $30 million in financial aid (grants and scholarships) each year, but students must apply to receive it. Most students who qualify for financial aid will be offered a combination of scholarship, grant and self-help (loans and/or employment) programs. Students should be careful to meet all application deadlines.

All CCAD students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA). The amount of aid received depends on financial need and other requirements such as number of credits (12 or more is full time), making satisfactory progress toward a degree, and maintaining the required minimum GPA. Financial aid materials can be found online at www.studentaid.gov and www.ccad.edu/financial-aid-forms. Counselors are available for appointments Monday - Friday, 8:30am - 5pm and appointments can be made by emailing financialaid@ccad.edu.

SCHOLARSHIPS
Upon admission to the college, many CCAD students are awarded a merit scholarship based on the quality of their application materials. CCAD scholarships or need-based financial aid awards are applied toward the cost of full-time tuition and are available for up to eight semesters (eligibility is reduced for students who transfer to CCAD). The scholarship disbursement schedule may not be accelerated or altered due to changes in a student's schedule, degree plan, or dates of attendance. Students interested in studying abroad are encouraged to meet with Financial Aid as this could impact aid eligibility.

All CCAD scholarship recipients need to maintain the required cumulative GPA as stated on the original offer letter and show satisfactory academic progress toward degree requirements. Students who fail to meet these standards risk having their scholarships revoked. Students who are in jeopardy of losing their scholarships are urged to contact the Financial Aid Office in Student Central for assistance.

GRANTS
Grants do not have to be repaid and are generally funds received based on financial need. The grants listed here are funded by the Federal government and you only need to submit a FAFSA each year to apply for them. Be aware that you should submit your FAFSA as early as possible, beginning in October each year, to qualify for the maximum funding available.

Federal Pell Grant: This fund is awarded based on financial need, reported by the FAFSA. The Federal government distributes a payment schedule each year and all colleges award the Pell Grant funds as instructed. Pell Grant amounts are directly impacted by the number of credits students attend each semester.

Federal Supplemental Educational Opportunity Grant (F-SEOG): The Supplemental Educational Opportunity Grant program is designed for students with exceptional financial need. Students demonstrating need may be eligible to receive amounts ranging from $100 to $2,000 per academic year and this fund is awarded on a first-applied, first-awarded basis until funds have been fully spent.

LOANS
Students may want to apply for one of the following loans or for the work-study program. Recommended amounts will be calculated by the CCAD Financial Aid Office.

Federal Direct Student Loan: Direct loans are the major form of self-help aid. Loans are available through the U.S. Department of Education. Loan amounts vary depending upon the academic year the student is enrolled. This loan may be subsidized or unsubsidized or a combination of both types, depending on need.

Federal Direct Parent Loan for Undergraduate Students: This Federal loan program can be used by parents of dependent undergraduate students. To apply for a PLUS loan, the parent must apply through the U.S. Department of Education at www.studentaid.gov.

Federal College Work-Study Program: This program provides funding in the form of earnings for hours worked for students who have financial need. Most federal work-study jobs are on-campus employment and positions include receptionists, clerical workers, maintenance workers, library assistants, and monitors for classrooms and labs. Federal work-study is available during the academic year as well as during the summer months. Students who are eligible for this program work, depending on need, a maximum of 15 hours per week during the academic year and a maximum of 29 hours per week during the summer months. Students receive an hourly wage (typically equal to the federal minimum wage) and are paid every two weeks for the hours worked during each particular pay period. Students wanting more information on work-study options should contact the Financial Aid Office.

Note: CCAD is approved by the State Approving Agency and the Veterans Administration for educational benefits for veterans. Students should first be accepted to the college before applying for benefits at the Veterans Administration Office. Individuals qualifying for benefits must then submit a certificate of eligibility or letter of authorization from the Veterans Administration prior to (or at the time of) registration for classes.

FINANCIAL AID REQUIREMENTS

Students awarded financial aid based on full-time enrollment must successfully complete 67% of all credit hours attempted to continue eligibility. Students are also required to maintain a minimum GPA of 2.0 in order to be eligible for federal financial aid.
 Students who attend less than full time should plan carefully in order to ensure that they have ample federal aid eligibility to assist them with their full program. Each federal program has specific limits and the Financial Aid staff can advise those students considering part time attendance.

Students with questions regarding class rank status and its relation to financial aid programs either for the current or succeeding academic years should see the Financial Aid staff. Information regarding academic progress and curriculum is available through the Advising staff.

Students who do not meet the minimum standards for academic progress will be notified of their status and given the opportunity to appeal for additional consideration. A Financial Aid Appeals Committee makes the final decision regarding the financial aid eligibility following an appeal. Student notifications will include all relevant information, such as required documentation and deadlines.

PAYING FEES

Students will receive billing statements for each semester that outline all charges and the financial aid being credited to reduce the balance. The out-of-pocket balance should be paid online through Self-Service. In rare circumstances, balances can be paid in Student Central. In order to ensure accurate billing, students should complete all paperwork for financial aid on time. Any questions about financial aid can be directed to financialaid@ccad.edu. In-person appointments are available but many questions can be handled without an appointment.

LATE FEES

Students who fail to pay their tuition and fees by July 30, 2021, for the Fall Semester and December 10, 2021, for the Spring Semester, will be charged a late payment fee of $35. Exceptions are made for individuals who pay by installment. Students whose tuition and fees are covered by the VA are not charged late fees. All accounts must be paid in full in order for students to receive copies of diplomas and transcripts. Nonpayment may prevent students from registering for an upcoming semester. If an account must be sent to collection or litigation due to nonpayment of the outstanding balance, the College reserves the right to demand payment in full for subsequent semesters prior to the beginning of each semester.

CCAD is a nonprofit institution of higher learning. Any expenses that students incur while enrolled at CCAD and that appear on their CCAD accounts will be considered an educational expense. Any balance due is hereby acknowledged as a student loan and will be considered non-dischargeable under Chapters 7 and 13 of the federal and state laws governing bankruptcy. CCAD reserves the right to cancel the registration of any student if a balance due from a previous semester remains unpaid at the start of a subsequent semester.

PAYING FEES IN INSTALLMENTS
For one enrollment fee of $35.00 per semester, students may enroll in a monthly payment plan online for either their entire bill or the amount remaining after financial aid. The payment plan may be managed online. Students may make electronic payments that they initiate or they can set up payments to occur automatically each month. There is an option to invite a parent or relative to complete the plan. To enroll, students log on to Self Service and go to the Finances tab.

OVERPAYMENT
CCAD will refund student accounts directly to the student and/or parent in the event of overpayment including, but not limited to, Federal Parent Loans for Undergraduate Students (PLUS), Federal Stafford Loans, or Alternative Loans. These funds can be used toward educational expenses that are not charged directly to student accounts (e.g., books, supplies, off-campus housing, and transportation expenses). Students may have their refunds deposited directly into a checking or savings account by enrolling in e-Refund through Self Service.

WITHDRAWAL REFUND POLICY
If a student leaves CCAD voluntarily and withdraws from a full-semester class, an increasing fee is charged according to the number of weeks the student has been registered in the class.

> For **fall and spring semester**, students are charged:
> - First and second weeks, 10% of all tuition
> - Third and fourth weeks, 40% of all tuition and 100% of lab fees
> - Fifth week, 80% of all tuition and 100% of lab fees
> - No refunds after the fifth week
>
> For **summer full semester**, students are charged:
> - First week, 40% of all tuition and lab fees
> - Second week, 60% of all tuition and lab fees
> - No refunds after the second week
>
> For **summer sessions 1, 2, and 3**, students are charged:
> - First day of classes, 40% of tuition and 100% of lab fees
> - Second day of classes, 60% of tuition and 100% of lab fees
> - No refunds after the second day of classes

After the final refund deadline, if a student drops in status from full-time (12 or more credit hours) to part- time (11 credit hours or below), full-time tuition will be charged. There is a $10 add/drop fee per course that goes into effect the day after the deadline to add or register for classes during fall and spring semesters. The consequences of withdrawing with regard to financial aid, grants, and scholarships need to be considered.

Students should contact the Financial Aid staff for information regarding such consequences. Please note: Registration fees, tuition deposits, and parking stickers are nonrefundable. Residence hall fees are refundable through the first week only. Unused balances on a withdrawing student's meal plan may be refunded at the college's discretion.

After the final withdrawal deadline for a given semester, a student may not retroactively withdraw from that semester. Students seeking a medical withdrawal should refer to the "Medical Withdrawal" policy.

In most cases, students requesting medical withdrawals will still be charged all or part of the tuition and fees for that semester. Refunds are processed as quickly as possible, but may take four to six weeks.

STUDENT RIGHTS AND RESPONSIBILITIES

COVID-19 ADDENDUM TO THE STUDENT HANDBOOK
The COVID-19 addendum to the Student Handbook augments, adds to, and/or temporarily alters CCAD's Student Handbook and/or Code of Student Conduct, effective August 2020, until further notice. Students are responsible for knowing the information outlined in this addendum.

CODE OF STUDENT CONDUCT
The CCAD Code of Student Conduct outlines all behavior and conduct expectations of CCAD students, including processes and procedures for disciplinary proceedings. Visit my.ccad.edu/studenthandbook for the Code of Student Conduct.

TITLE IX POLICIES OF SEXUAL HARASSMENT AND OTHER DISCRIMINATION POLICIES
To review CCAD's Sexual Harassment policy and other discrimination proceedings, visit my.ccad.edu/community-standards.

STUDENT COMPLAINT POLICIES AND PROCEDURES

ABOUT
Students may have a complaint about various aspects of CCAD. Outlined below are specific policies about which complaints can be submitted and the specific procedures for each. Students must read thoroughly and carefully to determine which procedure applies to the situation about which they'd like to pursue a complaint or grievance.

PROVIDING FEEDBACK TO CCAD
Columbus College of Art & Design (CCAD) strives to maintain a learning environment that is just and equitable for all members of the college community. Students have a variety of opportunities for sharing feedback with CCAD, including course evaluations, annual surveys, and through Student Government Association (SGA).

NONDISCRIMINATION POLICY & COMPLAINT PROCEDURE
CCAD admits students of any race, color, gender expression or presentation, religion, national and ethnic origin, disability, sexual orientation, veteran status, or age to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender expression or presentation, religion, national or ethnic origin, disability, sexual orientation, veteran status, or age in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Additionally, CCAD does not tolerate discrimination by members of our campus community against others. Discriminatory harassment is conduct that embarrasses, denigrates, or shows hostility toward a person because

of race, color, gender expression or presentation, religion, national or ethnic origin, disability, sexual orientation, veteran status, or age. Harassment may be subtle or overt, but is intolerable in whatever form it takes. Examples of harassment include the following: verbal abuse; racial, ethnic, and religious epithets; intimidation; slurs, or jokes; graffiti (remarks written or drawn on walls or other structures); obscene gestures; derogatory online postings; and hazing. Even derogatory remarks between friends may be deemed overt acts of discrimination. PROCEDURE: The procedure to file a complaint related to acts of discrimination require students to email the Associate Vice President for Student Affairs & Dean of Students at studentaffairs@ccad.edu.

CCAD complies with all local, state, and federal laws concerning civil and human rights. Educational programs, admissions, housing, and employment practices are free of any type of discrimination based on race, color, gender, religion, national or ethnic origin, disability, sexual orientation, veteran status, or age (Titles VI and VI of the Civil Rights Act of 1964). Discrimination on the basis of sex is prohibited by Title IX of the 1972 Education Amendments. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination on the basis of handicap. The Age Discrimination Act of 1975 prohibits age discrimination.

NON RETALIATION POLICY & COMPLAINT PROCEDURE
CCAD welcomes feedback from our students. Students who bring legitimate concerns to the attention of CCAD faculty or administrators should not fear that they will be retaliated against for their efforts. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of the person's participation in that protected activity. Retaliation against an individual for bringing forward a grievance is a serious violation of CCAD policy and will not be tolerated. PROCEDURE: If you feel you are experiencing retaliation of any kind, email the Associate Vice President for Student Affairs & Dean of Students at studentaffairs@ccad.edu.

OTHER POLICIES WITH SPECIFIC GRIEVANCE PROCEDURES
Complaints or appeals regarding the following CCAD policies and procedures, or the possible findings for each, must be addressed through the specific process that each of these prescribe and are separate from the below outlined complaint procedure. These policies and procedures are located in the Student Handbook, in the Code of Student Conduct, and in CCAD's Title IX Policies., unless otherwise noted.

Use the table of contents in the Student Handbook to locate the following policies and procedures:
- Contesting a Final Grade
- Academic Dismissal
- Financial Aid Satisfactory Academic Process
- Educational Records Challenge
- Discrimination

For Employment Complaints contact Human Resources, Administration Building

Procedures located on MyCCAD:
- Disability Accommodation Grievance
- Academic or Behavioral Misconduct (Code of Student Conduct)
- Title IX and Sexual Harassment & Other Forms of Discrimination

POLICY & PROCEDURE: ALL OTHER STUDENT COMPLAINTS
CCAD recognizes a complaint as an expression of dissatisfaction about a situation that the person making the complaint wants to see rectified. The Student Complaint Procedure is intended to resolve students' complaints related to College policies, programs, and services. The goal of the procedure is to provide students with a clear process for voicing concerns.

Any CCAD student may express or file a complaint with the College. All CCAD community members, including students and employees, must refrain from any retaliatory actions or threat of retaliation against any student registering a complaint. See the Retaliation Policy above or in the Code of Student Conduct. Please note, however, that submitting deliberately false and/or malicious accusations or complaints that have the intended purpose of causing harm to another person or to the College will be seen as a serious offense and any student found responsible for this type of action will be subject to appropriate disciplinary action through the conduct process.

Submitting a complaint does not automatically render an at-fault decision. Students should not automatically expect full agreement or confirmation of their complaint solely on the basis that they submitted a complaint. The review process includes a full review of all information with the sole intention of responding to—and, if applicable, resolving—a complaint in a timely manner. It should also be noted that all CCAD employee information, including employment status, disciplinary actions, consequences, etc. is confidential and will not be shared with students. Students may not submit a complaint based on CCAD not sharing protected employment information with them.

STUDENT COMPLAINT PROCEDURE
The following procedure is for all complaints that aren't addressed by the specific policies and procedures outlined above.

1. **INFORMAL COMPLAINT**
   Students must first attempt to resolve concerns or complaints informally. To make an informal complaint, the student expresses their concerns or complaints to the faculty or staff member most directly involved. A student may make an informal complaint verbally or in writing. Students may request that the person's supervisor be involved in this informal resolution process. Any student needing advice on how to begin an informal complaint should consult the Associate Vice President for Student Affairs & Dean of Students at studentaffairs@ccad.edu. To be eligible for a formal complaint (see below), an informal complaint must be initiated first and have an unresolved outcome within 30 days of the original/first incident related to the complaint. If the incident occurs at the end of a regular semester or during a College break, a student will have up to 30 calendar days from the start of the next semester of enrollment to submit a formal complaint.

2. **FORMAL COMPLAINT**
   If a student is not satisfied with the conclusions of the informal process, the student may submit a formal complaint. To be eligible, the student must be able to demonstrate that the following has occurred:

   - The student initiated an informal complaint within 30 calendar days of the original/first incident related to the complaint. If the incident occurred at the end of a regular semester or during a College break, the student took informal steps within 30 calendar days from the start of the next semester of enrollment to initiate a formal complaint; and,

   - The outcome of the informal complaint was unresolved.

   Students are required to demonstrate their steps taken to resolve the complaint informally before the College will initiate a review of a formal complaint.

   If a student meets the eligibility criteria above, the student can submit a formal complaint using the Formal Student Complaint Form. This form enables the College to ensure that all necessary information is collected from the student and provides an efficient process by which the College will respond to the student's concerns. Formal complaints must be submitted within 60 calendar days of the original/first incident related to the complaint.

Once a formal complaint is submitted, the College will determine the best faculty or staff member to lead the review of the complaint and to conduct the process to completion.

CCAD will confirm that the student engaged in an informal attempt to resolve the complaint and if so, the College will review the complaint thoroughly, collecting any relevant information needed to understand the scope of the issue. This may include interviews with relevant persons, a records review, or other efforts that are necessary to form an accurate and factual basis for the resolution of the complaint.

Once the complaint review is concluded, CCAD will prepare a brief written report that summarizes the complaint and a finding (either "founded," meaning the complaint is confirmed, or "unfounded," meaning the complaint is without merit or lacked sufficient evidence). The written report will be delivered via email and typically, within 20 business days after the formal review is complete, depending on the complexity of the situation. Any expected delays in this timeframe will be communicated to all parties, as needed. Findings through the formal complaint process are final and there are no appeal procedures available.

CCAD will utilize founded complaints to improve its practices and procedures, as well as strategic planning efforts. Records of any complaint shall be maintained for a minimum of seven years in the College's document drives.

3.   **EXTERNAL COMPLAINT OPTIONS**

If a student believes that their complaint warrants further attention and is related to the College's compliance with academic program quality and accreditation standards, the student is directed to contact the Higher Learning Commission (HLC). HLC is the primary academic accrediting body of CCAD.

If the student believes that their complaint warrants further attention and is related to the handling of the student's education records, a complaint may be filed with the Student Privacy Policy Office under the US Department of Education.

If the student believes that their complaint warrants further attention and is related to discrimination and/or civil rights violations, a complaint can be filed with the US Department of Education's Office for Civil Rights.

Nothing in this disclosure limits any right that you may have to seek civil or criminal legal action to resolve your complaints. CCAD has provided this disclosure to you in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b). If you believe anything in this disclosure is out of date, please notify the Dean of Students for review at studentaffairs@ccad.edu

HEALTH INSURANCE, EMERGENCIES, & MEDICAL SERVICES

For medical or mental health emergencies, students can choose from the following:
- Go to the nearest emergency room
- Call CCAD Safety & Security (614.222.6165), and/or
- Call the Netcare Mental Health Crisis Hotline, at (614.276.CARE [2273]) if:
- They or another CCAD student are thinking about suicide or are having thoughts of harming others.
- The concerns are urgent, and it is after business hours.
- CCAD Safety & Security is typically able to transport students to local hospitals or crisis centers if students require evaluation or observation beyond the scope of the Counseling & Wellness Center. Safety & Security can also reach counseling staff when an urgent need arises after normal business hours or on weekends.

STUDENT HEALTH INSURANCE

CCAD expects that all students will carry health insurance as is required by the federal government through the Affordable Care Act. The college does not offer its own health insurance policy for domestic students who are U.S. citizens. Under the Affordable Care Act, many students find that they are eligible to stay on their parents' health plan while in college. However, if you are uninsured and do not have access to health insurance through either your parent/guardian or an employer-sponsored plan, please visit healthcare.gov to see what options are available to you. It is the student's responsibility to ensure adequate healthcare insurance coverage as mandated by the Affordable Care Act. Students who have questions about health insurance may contact the studentaffairs@ccad.edu.

INTERNATIONAL STUDENT INSURANCE

International students who are attending CCAD on an I-20 are automatically enrolled in CCAD's International Student Health Insurance Plan. The International Student Insurance Plan is a comprehensive plan that provides coverage for preventative care (including immunizations), major medical emergencies, prescriptions, and mental health. International students may also choose to enroll their eligible dependents (spouses and children) in the plan for an additional fee. International students are not permitted to waive out of the CCAD-provided student health insurance plan.

HEALTH EMERGENCIES

In case of accidents at the college or serious and sudden illness requiring immediate attention, individuals should call 911 and then call CCAD security at 614.222.6165. The 911 medical attendants will determine and recommend appropriate treatment and/or action to be taken. If transportation and/or treatment are refused, the authorized 911 medical attendants will have emergency forms to be completed and signed. In less serious incidents, students should contact the appropriate individuals at the college. While in the classroom, the first point of contact should always be the instructor. In the labs, the lab supervisors should be contacted first. When the instructor or lab supervisor is not available, students should contact CCAD Safety & Security at 614.222.6165. Students living in the residence halls should contact the front desk, the RA on duty, or a professional residence life staff member. Safety & Security should be notified at 614.222.6165 in serious circumstances. All security officers are certified in CPR and first aid.

GENERAL MEDICAL SERVICES

CCAD does not provide medical services. However, students in need of medical services can contact Equitas Health, which is located close to campus and has a close relationship with the college. Equitas Health will make every attempt to schedule CCAD students within three days.

FACILITIES AND RELATED POLICIES

STUDENT LOUNGE

The student lounge is housed on the first floor of the Crane Center and is a resource for CCAD students, faculty, and staff.

GUIDELINES FOR USE OF THE STUDENT LOUNGE
- Use of the lounge is a privilege, not a right. Individuals are asked to treat it with respect.
- The lounge is for CCAD students, faculty, and staff only.
- Unreported vandalism will result in closure of the lounge. Anyone vandalizing CCAD property will lose student lounge privileges and may be subject to disciplinary action.
- TVs must be played at a reasonable level. Staff members reserve the right to turn down the volume.
- Respectfulness must be shown to others while using this space.
- Trash must be disposed of.
- No cutting may occur anywhere other than on a designated cutting table.

- No oil painting may occur anywhere in the student center due to ventilation concerns.

FITNESS FACILITIES
A fitness facility is available in the lower level of the Schottenstein Residence Hall for use by all students, faculty, and staff. Use of these facilities is at the risk of the patron and CCAD assumes no responsibility for injury/death or other loss due to use of this equipment. The fitness facility in Design Square Apartments is reserved for Design Square student residents only.

Private shower facilities are available in Student Central, 1st floor of Crane and are only for CCAD faculty, staff, and enrolled students.

BUILDING HOURS
Fall and spring semester hours for specific lab and studio areas are listed at my.ccad.edu/hours; these hours are extended during the last three weeks of a semester and are subject to change at any time. Students wishing to work in any building after hours must sign in and out at the building monitor station. See specific labs for access details.

During fall and spring semesters: The doors to most buildings are locked Monday through Friday at 9:30 p.m., with some buildings being locked earlier or at all times. Students may use their valid CCAD ID cards at the door ID readers to gain access to buildings after doors are locked. To allow students ample opportunity to complete their required work, many laboratory and studio spaces are open significantly later than buildings' open hours. Students may work in the labs only when they have their ID card and monitors are available. No student may work alone in any of the college labs. Exact policies and hours are posted in each studio or lab. Students who violate lab, sign-in, or general college policies may be subject to disciplinary sanctions, including suspension of lab privileges. Contact the lab/studio managers with specific questions. No visitors are permitted in academic spaces after regular business hours.

During summer semester: The same general policies are in effect during summer semester, except that building hours vary. School deans and the Safety & Security Office can provide hours of access for specific buildings. During holidays, vacations, and semester breaks: During these periods, buildings are open only during the hours when the administrative offices are open. Students may work late hours in designated buildings during posted hours when an attendant is on duty or in specific lab areas when lab monitors are on duty. Students should ask lab instructors for available work hours.

BATTELLE HALL
The buddy system is a requirement when working in Battelle. After monitored hours, students must have a fellow student working in the lab in order for them to have access. In addition, equipment in Battelle is accessible only when monitors are available. Students must be cleared by a supervisor in order to use power tools or welding equipment. The facility includes a woodshop, metal shop, welding, plastics area, cold glass area, jewelry studio, and foundry.

CERAMICS
The ceramics lab in Kinney Hall is open to students enrolled in ceramics courses only.

FILM/VIDEO/PHOTO LAB ACCESS
In order to use equipment or software within these facilities, students must follow these guidelines:
- All video and photography equipment checkout is only for students currently enrolled in appropriate Film & Video or Photography courses.
- Students must have a current CCAD ID card. Anyone not currently enrolled at CCAD or not having an ID card cannot use the facilities.

- There is no smoking, drinking, or eating allowed within these facilities. Students will be held responsible for any loss or damage to equipment and/or software.
- Working within lab facilities is permitted only during open hours, when not in conflict with classes. These hours will be posted. Some specific labs (for example, video editing) are restricted to currently enrolled students.
- Students currently enrolled in classes with lab requirements will have priority over students using facilities for general use.
- Students should see their program chair with any questions concerning this lab procedure.

FASHION DESIGN LABS
Fashion Design labs are open only to students enrolled in Fashion Design classes.

GLASSBLOWING
The glassblowing lab is open only to students enrolled in glass classes. Students must sign up ahead of time to use the lab.

JEWELRY
The jewelry lab is open only to students enrolled in jewelry classes.

PRINTMAKING
The printmaking areas are open only to students enrolled in printmaking classes.

SAFETY IN STUDIO AREAS
Toxic materials, toxic vapors and gasses, and dangerous machinery are among the potential health hazards encountered by the studio artist. Students and faculty are urged to:

- Follow safety instructions delivered in the classroom.
- Familiarize themselves with possible health hazards in the areas in which they are working.
- Utilize all available techniques and equipment to minimize hazards.
- Use respirators and safety goggles as recommended by instructors or shop monitors.
- When disposing of rags or liquids, students must use the containers marked for this purpose. Storing oily rags creates not only a health risk but could also cause a combustible chain reaction resulting in a fire.
- When handling varnishes, lacquers, thinners, and epoxy resins, students should use gloves and make sure that there is ample ventilation. Most solvents are flammable.
- Fire regulations dictate that each student must carry no more than one quart of turpentine or mineral spirits (solvents) in any classroom at any one time. Solvents can be safely stored in metal or glass containers only. Solvents are dangerous and explosive. Gamsol is recommended because of its high flash point and slow evaporation rate. All solvents, including Gamsol, must be disposed of properly.
- Never pour solvents into drains. There are hazardous waste disposal containers in every painting classroom at CCAD.

CCAD assumes no liability for the misuse or unauthorized use of CCAD lab and studio facilities.

GRADUATE STUDIO COMPLEX
All graduate students have 24-hour access to the graduate studio complex for the duration of their enrollment at CCAD. Graduate students using these spaces must follow campus safety and security guidelines as found in the CCAD Student Handbook. Students are provided with individual studio space and it is their responsibility to keep that studio clean and safe. All graduate students are expected to be part of the larger community and work together to keep common spaces clean and usable.

The studio complex is available to graduate students in good standing during the summer between the first and second year, provided they are registered for classes in the fall.

Students who elect to take a year off or whose course load is below full-time (less than 12 credit hours) are not eligible for studio space. Students who have completed the MFA have one month to vacate their studios after graduation.

Extensive labs are available on campus for graduate student use. Please use them for all heavy, dirty, and media-specific work such as welding, darkroom, foundry, sound editing, etc. See the following section, "Access to CCAD Labs and Equipment," for more information. Specific rules for the use of the graduate studio complex are posted in the studios. All students should familiarize themselves with these rules and follow them.

ACCESS TO CCAD LABS AND EQUIPMENT

Graduate students have access to all CCAD labs and facilities but must be able to demonstrate the knowledge and skills to use them safely. Graduate students must observe all applicable rules and schedules for specific labs and equipment checkout. (Most labs do not offer 24-hour access.) Access to labs should be arranged through the Dean of Graduate Studies and the appropriate area chair or by auditing classes with lab access. Students who anticipate significant use of specific facilities or equipment are advised to provide a written outline of their needs so that the program chair can make arrangements. Equipment must be used in accordance with area rules and with the permission of the area chair. Students who violate policies may lose privileges. All reasonable requests will be considered.

As much as possible, students should anticipate lab and equipment use when they make their project proposals and discuss this with their studio projects faculty or thesis advisors.

The college will make every effort to make labs and equipment available for the completion of projects, but students should not expect that any lab or piece of equipment will always be available for their use at any time without pre- planning and prior arrangements.

CAMPUS SAFETY & SECURITY

SAFETY & SECURITY OFFICE

CCAD employs a Director of Campus Safety and Security who is responsible for all aspects of campus security and coordinates safety issues within the CCAD community. The CCAD Security office is normally open 8 a.m. – 5 p.m., Monday – Friday. At all other times, at least one security officer is on campus and may be reached by calling 614.222.6165.

The CCAD Safety & Security force is comprised of full-time security officers. CCAD Safety & Security Officers are not commissioned police offers and do not carry weapons nor have the power to arrest. They are, however, trained in emergency response procedures and are prepared to respond to a variety of campus emergencies or threats. Officers are on duty 24 hours a day, seven days a week. They regularly patrol buildings, parking lots, and grounds to ensure a safe environment and they maintain regular communication with local law enforcement

EMERGENCY ALERT SYSTEM

All students, faculty, and staff are strongly encouraged to register and maintain their contact information in the CCAD Alert system. This system can be used in an emergency to immediately notify individuals about the situation and provide instructions about what action to take. A link to the registration site is provided on CCAD's website and is available at: https://www.getrave.com/login/ccad.

CCAD's Annual Campus Security Report is prepared by the director of safety and security and the dean of students. It is the result of the effort of many additional people on campus including the director of residence life and the Columbus Police Department (CPD). Each year, the offices and individuals listed above submit their data for inclusion in the annual crime statistics. By law, data from professional counselors are exempt from any mandatory reporting requirement and are not included in this report. No formal police or security office report is required for a crime to be included in the statistics. Crime statistics are double-checked by CCAD staff. Every effort is taken to ensure that all persons required to report do so, and that our statistics are as accurate as possible. Additionally, the information included in our annual report is reviewed for accuracy, completeness, and readability.

PARKING
Traffic and parking regulations are enforced. Those who park in unauthorized lots or who violate parking rules and regulations may receive a fine and/or have their cars towed beginning with the first parking violation. College-owned lots are marked with standard CCAD signs indicating "student parking." Students are not permitted to park in lots designated for faculty and staff parking, and no unauthorized person is permitted to park in handicapped or reserved parking spaces.

All students who wish to park in college-owned lots must purchase a parking permit. Parking is not permitted on college property prior to the purchase and proper display of a parking permit. Parking overnight on campus is only permitted for those students who purchase an overnight parking permit. Parking is limited, and purchasing a parking permit does not guarantee a space in one of the CCAD campus lots at a particular time a pass-holder may be seeking one. A brochure explaining all parking regulations may be obtained from the Safety & Security Office in the Administration Building. Permits may be purchased by going to the Registrar's Office or calling 614.222.3295. Credit card payments are only accepted through the ePayment service. This option is available to currently enrolled students through Self-Service. Check payments can also be made through our ePayment service.

Parking permits are valid only for the vehicles to which they have been registered. Moving a permit to a different vehicle is a parking violation and may result in a citation and revocation of parking privileges. Daily parking permits are available for purchase from the Safety & Security Office for those who need a temporary pass for a limited amount of time.

Parking permit fees are non-refundable after the start of the academic semester.

COMMUTER PARKING PERMIT
The cost for a commuter parking permit is $200 for the academic year. Students using a commuter parking permit may park in any campus lot designed for student parking except for the overnight parking areas. Students using a commuter parking permit must vacate all campus lots by 2 a.m. and may not return to the lot until 6 a.m. Violators will be ticketed and risk having their car towed after multiple violations.

OVERNIGHT PARKING PERMIT
The cost for an overnight parking permit is $700 for the academic year. Payment for the overnight parking pass must be made by cash, check, or charge. Financial aid funds cannot be used to pay for the permit unless there is a credit on the CCAD account after tuition and fee payment. Overnight parking (after 2 a.m.) is permitted in only five of CCAD's lots: the three lots surrounding Design Square Apartments on the north, south, and west sides; the lot on the northeast corner of Gay Street and Grant Avenue; and the lot on the north side of Design Studios on Broad (southwest corner of Gay Street and Cleveland Avenue). These lots will not be monitored 24 hours a day. Security staff will periodically patrol these areas as they do the rest of campus, but no one will be stationed there full time.

APPEALING A PARKING TICKET

Students should use the following steps to appeal a parking violation:

- Pick up a parking ticket appeal form from the Safety & Security Office in the Administration Building. Fill it out and return it to the Safety & Security Office within 14 days of the date on the ticket.
- The Director of Safety & Security will review the appeal. If the appeal is granted, the director will remove the fine.

If the appeal is denied, the student must pay the fine to the Bursar's Office in Student Central.

PHYSICAL DISABILITIES

All students who wish to park in college-owned lots must purchase a parking pass. Students who wish to park in a parking space marked for individuals with a physical disability must have an appropriate handicapped indicator on their car.

Indicators include a handicapped license plate on the vehicle or a handicapped placard hanging on the rear-view mirror. These must be issued in the name of the individual wishing to park on campus. When purchasing a CCAD parking pass, students must provide proof that the handicapped placard is issued to the student attending CCAD.

Students with a disability that prevents them from walking long distances or carrying heavy items from their vehicle must obtain a handicapped parking indicator from the Ohio Bureau of Motor Vehicles with a written statement of approval from the attending medical physician. CCAD cannot issue a handicapped indicator or any other privileged parking sticker.

The number of mandatory handicapped parking spaces available on the CCAD campus complies with the Americans with Disability Act of 1990. Parking is limited, and a handicapped parking indicator does not guarantee a parking space. Handicapped individuals who are unable to locate a handicapped parking space should contact the CCAD Safety & Security staff in the Administration Building or at 614.222.6165. For additional concerns, individuals should contact the Registrar's Office staff at 614.222.3295 or in person in Student Central. Students with temporary health situations that prevent them from walking long distances may provide medical documentation verifying the situation to CCAD Learning Support Office. If approved, Learning Support will arrange for a temporary parking spot.