STUDENT HANDBOOK

2018 – 2019

WELCOME

Whether you're new to Columbus College of Art & Design or you're returning to campus, we're glad you're here!

At CCAD, we take great pride in the quality of our programs and people, and we're dedicated to providing you with an outstanding education. We're also proud of our fantastic lineup of events — from annual Student Affairs traditions to talks with award-winning visiting artists and scholars — throughout the year. For a full calendar of events, check out **my.ccad.edu**, your student source for all things CCAD.

Look forward to seeing you around campus!

Chris Mundell
Dean of Students and Vice President for Student Affairs

ABOUT

Columbus College of Art & Design 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.

STRATEGIC PLAN

Learn more about CCAD's vision for the future at my.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.

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.

CAMPUS COMMUNICATION

Your source for all things CCAD is my.ccad.edu. The site connects you to the latest CCAD news and events, plus resources like lab hours and information about advising and financial aid. You'll also receive a biweekly email called **MY CCAD** that highlights important news and events. Have a question or comment about what you'd like to see in the email? Email myccad@ccad.edu.

2018 – 2019 BREAKS AND HOLIDAYS

No classes. Offices closed unless otherwise noted.

Labor Day
Sept. 3

Thanksgiving Break
Nov. 21 – 23
(Offices closed starting at noon on Nov. 21.)

Winter Break
Dec. 20 – Jan. 13
(No classes Dec. 20 – Jan. 13. Offices closed Dec. 20 – Jan. 2)

Martin Luther King Jr. Day
Jan. 21

Spring Break
March 11 – 15 (No Classes, offices open)

Student Progress Assessments
March 26 – 27
(No day classes. Evening classes still in session. Offices open.)

Memorial Day
May 27

Independence Day
July 4

IMPORTANT PHONE NUMBERS

On Campus

Admissions...614.222.3261

Advertising & Graphic Design Chair.....................614.437.7226

Advising...614.222.3295

Alumni Relations... 614.222.3232

Ampersand Emporium..614.453.2242

Animation Chair..614.437.1062

Beeler Gallery...614.222.3270

Bursar/Student Billing.......................................614.222.3295

Business & Entrepreneurship Head....................614.437.7288

Career Services..614.222.4045

Comics & Narrative Practice Chair......................614.358.6893

Contemporary Crafts Chair.................................614.437.1060

CORE First-Year Associate Director.....................614.437.7289

CORE Liberal Arts Associate Director..................614.437.7404

Counseling & Wellness Center............................614.222.4044

Design Square Apartments Front Desk................614.453.2200

Fashion Design Chair...614.222.3286

Film & Video Chair (formerly Cinematic Arts)......614.437.7278

Financial Aid..614.222.3295

Fine Arts Chair...614.437.1060

Graduate Studies Director..................................614.222.3227

History of Art & Visual Culture Chair...................614.437.7316

Human Resources...614.222.4036

Illustration Chair..614.358.6893

Industrial Design Chair......................................614.437.7422

Information Technology Help Desk......................614.222.6174

Interior Design Chair...614.437.7232

International Student Advisor..............................614.222.3265

Library...614.222.3273

One-Stop Student Services..................................614.222.3295

Operator...614.224.9101

Photography Chair...614.437.7278

Registrar...614.222.3295

Resident Life..614.222.3294

Safety & Security..614.222.6165

School of Design Arts Dean................................614.222.3237

School of Studio Arts Dean................................614.222.4025

Schottenstein Residence Hall Front Desk...........614.222.3240

Student Affairs...614.222.4044

Student Engagement & Inclusion........................614.222.6191

Supply Store...614.222.3253

Writing, Liturature & Philosophy Head...............614.437.7404

Off Campus

Emergency (police, fire, or medical)....................................911

Choices for Victims of Domestic Violence............614.224.4663

Fire Department (non-emergency)......................614.221.3132

HandsOn Central Ohio (Community Resource)....614.221.2255

Police Department (non-emergency)...................614.645.4545

Rape Helpline...614.267.7020

Suicide Prevention..614.221.5445

ACCREDITATION AND AFFILIATIONS

CCAD is accredited by the National Association of Schools of Art and Design (NASAD) and the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

CCAD is also affiliated with the Association of Independent Colleges of Art and Design (AICAD).

E. Spring St.

16

15

N. Grant Ave.

E. Long St.

14
13
12
11
10

3
4
5

N. Ninth St.

6
7

2
1

E. Gay St.

9

Cleveland Ave.

CMOA
Columbus Museum of Art

N. Ninth St.

N. Washington Ave.

E. Broad St.

| | CCAD building | | CCAD neighbor | P | Parking | P | Faculty/Staff Parking | | Emergency call-box | | Senior thesis galleries |

1. Joseph V. Canzani Center
2. Beeler Gallery
3. Crane Center for Design
4. Administration Building
5. Schottenstein Residence Hall
6. Kinney Hall
7. Battelle Hall
8. Visiting Artist Residence
9. Design Studios on Broad
10. Grant Labs

11. Ampersand Emporium
12. Design Square Apartments
13. Studio Hall Annex
14. Studio Hall
15. Circle Hall
16. Amelita Mirolo Fine Arts Building

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.

DIVERSITY SUPPORT

CCAD defines diversity as a collection of differences in human expression, life experiences, and personal characteristics present among individuals and groups. These elements, in sum and in part, enrich our campus community and the larger world.

The dimensions of diversity include, but are not limited to, age, culture, ethnicity, gender identification andpresentation, geographical location, language, nationality, physical and cognitive abilities/qualities, political views, race, religion/spirituality, sexual orientation and preference, and socioeconomic status.

This definition informs and guides our curriculum, programs, and conduct as we strive for greater understanding and true celebration of our human community.

ACADEMIC POLICIES AND PROCEDURES

ATTENDANCE

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. A student's grade may be lowered, likely resulting in a failing grade, if their absences total more than the limit for a course as outlined below:

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.

ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

The absence limits, as described above, are adequate for emergencies or minor illnesses. In the case of exceptional circumstances that would cause a student to exceed the absence limit, the student should contact the Assistant Dean of Students at advising@ccad.edu and submit the following: 1. The dates on which the absence(s) occurred related to the circumstance, 2. Documentation that supports the timeframe and circumstances under which the exceptional circumstance is being requested. The Assistant Dean of Students, in conjunction with 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

- Pregnancy

- Death of friend or family member that substantially impacts the student

- Observance of a religious holiday

- Call to active military service

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. 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.

GRADES

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
Course 1	A	4	3.0	12
Course 2	C	2	1.5	3
Course 3	F	0	2.0	0
		6.5	15	

Student's GPA: 15 ÷ 6.5 = 2.307

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." Students are subject to academic warning, academic probation, or academic dismissal if they fail to maintain the required 2.0 GPA.

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.

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 receive an academic warning that their academic performance for that term has been unsatisfactory.

ACADEMIC PROBATION

Any undergraduate student whose term GPA falls below 2.0 for two consecutive terms, regardless of cumulative GPA, will be placed on academic probation. Students who are placed on probation must meet with their advisor before the beginning of the next term to establish a success plan; failure to do so will result in the student being prevented from registering for courses, or, if a student has preregistered 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 abide by the terms outlined in their reinstatement letter. Failure to do so may result in dismissal.

ACADEMIC DISMISSAL

Any undergraduate student whose term GPA falls below 2.0 for three consecutive terms, regardless of cumulative GPA, will be automatically dismissed.

APPEALING AN ACADEMIC DISMISSAL

Any student who has been dismissed from CCAD because of poor academic performance may appeal before the deadline specified in the dismissal letter. All appeals must be emailed in an attached Word document to the Advising Office at advising@ccad.edu. Other file formats will not be accepted. The appeal must include specific information regarding reasons for the student's poor academic performance and specific plans for overcoming the academic difficulty. A current mailing address must also be included.

The Advising Office will present the appeal, along with the student's academic records, to the members of the Scholastic Review Board, which includes the dean of the student's academic school and other faculty members. A review of the student's appeal will be made by the Scholastic Review Board and the student will be notified in writing regarding the

board's decision. Due to privacy rights laws, no information regarding the Scholastic Review Board's decisions will be relayed over the phone.

Granting of an appeal by the Scholastic Review Board requires the student to follow the terms for conditional reinstatement. The student must successfully satisfy any conditions mandated by the Board (including standards of progress) by the conclusion of the following academic year, unless the board requires or approves a different timeline. In addition, 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 Scholastic Review Board, the student may not submit an appeal and must wait at least five years to apply for readmission through the Admissions Office.

If an appeal is denied by the Scholastic Review Board, the student may make a final written appeal to the Provost within 30 days of the notification date. All appeals submitted in writing to the Provost must be based upon a previous Scholastic Review Board decision. Granting of an appeal by the Provost still requires the student to follow the terms for conditional reinstatement.

A student whose appeal is denied 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.

See also "Returning to CCAD" on page 16.

CONDITIONAL REINSTATEMENT
If a 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 and to complete an academic success program as outlined by the student's reinstatement letter. Academic dismissal may be reinstated if a student does not abide by the terms outlined in the reinstatement letter. Students are removed from probation when they demonstrate "significant progress and improvement" 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 readmittance is dismissed and may not petition 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.

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 dean.

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.

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 One-Stop Student Services by the last day of a semester.

To be eligible for an incomplete, students should obtain a petition form either online or at the One-Stop Student Services Office. 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 Assistant Dean of Students and/or the Registrar. 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 five weeks from the last day of the semester for which the incomplete was granted. Instructors may require an earlier due date at their discretion. Late work will not be accepted. After the fifth week, instructors have one week to grade incomplete work. Faculty must obtain a Grade Change Form at the One-Stop Student Services 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 One-Stop Student Services to post the revised grade. Incompletes remaining on a student's record will be converted to failure (F) after six weeks. There are no exceptions to the six-week deadline.

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.

CONTESTING A GRADE

The instructor of record in a course has the authority to evaluate and grade the quality of a student's work. Final 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 REVIEW

If students have a concern about a final course grade, they must first contact their course instructor to discuss their concern. A student has 10 days after a course grade has been posted to submit a written request for a review of the course grade with their instructor. If, after 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.

GRADE APPEAL

No grade appeal will be accepted or considered without documentation in writing of the student's attempt to first pursue a grade review with the instructor for the course. If, after having reviewed a grade with 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. If the student remains dissatisfied after discussing the concern with the department head or program chair, the student may file a written appeal with the supervising school dean or area director. If the student remains dissatisfied after discussing the concern with the school dean or area director, the student may file a written appeal with the Provost. 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.

DIPLOMAS AND COMMENCEMENT

CCAD confers diplomas at the end of the Fall, Spring, and Summer terms. A commencement ceremony is held each spring. Students that have completed all degree requirements or can show evidence that they are enrolled in a maximum of 6 credits of course work that will result in completion of degree requirements may participate in the commencement ceremony.

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 FOR GRADUATION DIPLOMA

Students seeking a graduation diploma must submit their application to the One-Stop Student Services Office before the posted deadline. In addition, seniors should make sure the correct graduation date is indicated on their graduation application. 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 choosing their requirements toward graduation. However, the responsibility of registration and successful completion of required courses belongs to the student.

REQUEST TO PARTICIPATE 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 filing out an application for 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 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 Director. The Program Chair/Director will review and determine if the course(s) qualify as CCAD course equivalents.

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.

IMPORTANT NOTICE ABOUT GRADUATION

Only students who have successfully completed all academic requirements and the graduation application process may graduate and participate in commencement. Applying for graduation does not ensure participation in commencement or a diploma. It is the responsibility of students to know if they will have all requirements satisfied by the time of graduation and commencement. The graduation application deadline still applies, and students must apply for graduation

regardless of their plan to attend commencement. CCAD confers degrees at the end of each semester, though a commencement ceremony is only held at the end of the Spring Semester.

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. 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.

Final grades are not processed until two to three days prior to commencement. Students could be notified of noncompletion 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.

All candidates for graduation must have all delays of service cleared from any CCAD office no later than two weeks prior to graduation. Any graduate with any hold — such as bursar hold, financial aid hold, library hold, or disciplinary hold — will not receive a diploma. More information is available at the One-Stop Student Services Office.

LIFE DRAWING REQUIREMENTS

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 their bodies' 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. No exceptions or course substitutions will be made for religious or moral objections to nudity as part of the college's academic approach to figure drawing requirements.

CHANGING MAJOR

Academic requirements are based on the requirements listed within the CCAD catalog during the year of 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 (see page 6).

ORIENTATION AND REGISTRATION

All new and transfer students are required to attend New

Student Orientation prior to their first semester at CCAD. Orientation includes information about services, events, and activities offered at CCAD, and interaction with current students, faculty, staff, and new students. Orientation also includes academic advising, payment of fees, acquisition of ID cards, and an introduction to the majors and CORE Studies programs. Continuing students register for courses during the previous semester according to a schedule based on class rank. Eligible students can register online through Self Service (ss.ccad.edu) or in person at the One-Stop Student Services Office. The master schedule, registration schedules, and most information required for scheduling are available online through the Self Service system. Students are highly encouraged to meet with their academic advisor to discuss their academic plan and course registration options. Advisors can assist students during registration; however, the responsibility for registering for the correct courses rests with the student.

During each semester, students have until the end of the first week of classes to register. Exact registration dates are listed in the master schedule and posted notices around campus. Deadlines are enforced. Information about Summer Semester is included in the Fall Semester master schedule.

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 the online information available on Self Service (ss.ccad.edu). A complete list of required courses for each major and minor is listed in the catalog on Self Service.

TRANSFERRING CREDIT

TRANSFERRING CREDIT POLICY

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.

See the online Compliance website for information on transferring AP/IB/CLEP credit to CCAD atHYPERLINK "https://www.ccad.edu/about-us/compliance" \h https://www.ccad.edu/about-us/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, 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. 2018) 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 One Stop.

• 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 One Stop 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 One Stop.

• 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.

IDENTIFICATION CARDS

New, full-time undergraduate degree-seeking students receive an identification card prior to the start of their first semester. Returning, full-time BFA students should retain their existing ID card throughout their time at CCAD. This card is issued free of charge and must be carried by the student at all times and shown to CCAD employees, upon request, to verify one's status as a student. CCAD identification cards are the property of the college and, if requested, must be surrendered to staff upon withdrawal, dismissal, or graduation from CCAD.

ID cards are used for identification when entering classes, checking out materials from the library, using computer labs, and entering certain buildings and labs/studios. Additionally, CCAD students receive free admission to the Columbus Museum of Art and transportation on Central Ohio Transit Authority (COTA) buses with their ID card.

Replacement ID cards can be obtained for a fee of $25 at the Safety & Security Office.

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 One-Stop Student Services staff in the Crane Center.

Students are still responsible for any absences from class or missed assignments due to a registration hold.

CREDIT LOAD

Full-time students must register for at least 12 but no more than 18 credit hours each semester. Students who desire to enroll for more than 18 credit hours must have permission from their school dean prior to registration. Without approval for excess hours, students will be registered in the courses they list first on their registration worksheets up to 18 credit hours. Remaining classes will not be entered, and any subsequent schedule changes will be charged the standard change of schedule fees. The full-time tuition covers 12 – 18 credit hours per semester. Any additional,

approved credits will be billed a per-credit charge.

To take more than 18 credit hours, students will need to follow these steps:

Take the completed change of schedule form to their school dean for signature.

Return the change of schedule form to One-Stop Student Services staff for processing.

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 co-requisites should be directed to an academic advisor; specific questions regarding prerequisites should be directed to the appropriate program chair, area director, department head, or school dean.

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, area director, department head, or school dean 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, will not be retroactively enrolled, will not receive a grade or credit, and may be referred for disciplinary action.

POLICY FOR WAITLIST

The waitlist feature for Self Service is 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.

• 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.

- The 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 the chair by email, and the chair will contact the school dean 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 chair.

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.

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 One-Stop Student Services.

ADDING OR DROPPING A CLASS

Students who wish to make changes to their schedule must complete a schedule change form at the One-Stop Student Services Office or 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.

PROGRESS TOWARD A DEGREE

Class Status

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.

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.

Program	Class Status Reviewed	Course ID
CORE Liberal Arts	Sophomores	LIBA2999X
Advertising & Graphic Design	Sophomores	ADVE2999X
Animation	Sophomores	ANIM2999X
Cinematic Arts	Sophomores	CINE2999X
Comics & Narrative Practice	Sophomores	COMC2999X
Contemporary Crafts	Sophomores	CRFT2999X
Fashion Design	Sophomores	FASH2999X
Film & Video	Sophomores	FILM2999X
Fine Arts	Sophomores	FINE2999X
Illustration	Sophomores	ILLU2999X
Industrial Design	Sophomores	IDUS2999X
Interior Design	Sophomores	INTE2999X
Photography	Sophomores	PHOT2999X

Students falling below a 2.9 GPA in their junior year may be required to take another Student Progress Assessment.

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 One-Stop Student Services Office or online. Current students may request transcripts online via the Self Service system. For more information, go to the Academic Records page under the Life at CCAD section of ccad.edu (ccad.edu/life-ccad/academic-records).

WITHDRAWAL FROM CCAD

By registering for classes, students must pay for the entire semester, unless they officially withdraw from CCAD. CCAD does not have an automatic withdrawal policy for nonattendance.

Nonattendance and/or nonpayment of fees do not constitute official withdrawal from the college or from a class.

General fees, deposits, and other 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 at the One-Stop Student Services Office 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 Assistant Dean of Students advising@ccad.edu:

- Typed letter with request for medical withdrawal: Describing the circumstances that affected the student's ability to continue enrollment signed and dated by the student

- Medical documentation from a medical professional: Including the specific date and/or timeframe when the medical condition began to impact the student's ability to continue classes describing why the student was unable to withdraw by the appropriate withdrawal deadline supporting 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 mailed 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. Refer to the "Refunds" section on page 18 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 One-Stop Student Services 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 at advising@ccad.edu. The appeal must be approved for re-entry to CCAD.

VISITING CLASSES

As a rule, CCAD does not encourage unapproved classroom visits from individuals not enrolled in classes; however the college often hosts prospective students on campus. Tours conducted by the Admissions Office or groups hosted by academic programs at the college may, with instructor's permission, observe or even participate in class activities.

FINANCIAL INFORMATION

FINANCIAL AID

CCAD SCHOLARSHIPS

Upon admission to the college, many CCAD students are awarded merit scholarships 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 prorated over a period of eight consecutive semesters (or for fewer consecutive semesters if the student transfers into 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 not all programs are eligible for CCAD's merit scholarships.

All CCAD scholarship recipients need to maintain the required cumulative GPA as stated on the original award 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 One-Stop Student Services staff for assistance.

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 grant and self-help (loans and/or employment) programs. Students should be careful to meet all application deadlines with time to spare.

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 being a student in good standing, making satisfactory progress toward a degree, and maintaining the required minimum GPA). Financial aid advising and application materials are available Monday – Friday, 8:30 a.m. – 5 p.m. in the One-Stop Student Services Office in the Crane Center. Appointments can be made by calling 614.222.3295.

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.

SCHOLARSHIPS
CCAD offers a variety of scholarships based on scholastic achievement, major, or demographics. Many other scholarships are available through outside donors or agencies. CCAD Financial Aid staff have a complete listing of scholarships and applications from outside agencies. Students are also encouraged to check online for other sources of assistance.

GRANTS
Grants do not have to be repaid. Information and applications for the grants listed below can be obtained at the One-Stop Student Services Office.

Applications are also available in the Financial Aid section of ccad.edu (ccad.edu/admissions/financial-aid).

Federal Pell Grant: This program makes funding available to eligible students attending approved colleges, technical institutions, and other post-high school institutions. Any interested student may apply for a Federal Pell Grant by completing the FAFSA.

Federal Supplemental Educational Opportunity Grant: 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.

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.

Federal Direct Parent Loan for Undergraduate Students: The educational amendments of 1980 authorized this loan program, which 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. Contact the Financial Aid Office for assistance in beginning the process.

Federal College Work-Study Program: This program provides jobs for students who have financial need. Most federal work-study assignments are on-campus employment. 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 a maximum of 15 hours per week during the academic year and a maximum of 40 hours per week during the summer months.

Students receive an hourly wage (usually slightly higher than the federal minimum wage) and are paid on the last day of each month for the total number of hours worked within that month. Students wanting more information on work-study options should contact the One-Stop Student Services Office.

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 register for more or fewer credit hours than normal because of work requirements and/or other personal problems should seriously consider the short- and long-term consequences of their actions in relation to participation in financial aid programs and total time expended in achieving their desired educational goals. It is important to determine the total credit hours required for completion of CCAD's course load per semester and the effect on class rank status and total time in college.

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.

Financial aid appeals for unsatisfactory progress in governmental aid programs are available from the Financial Aid staff. A Financial Aid Appeals Committee makes the final decision regarding the financial aid appeal. Appeal deadlines are available through the Financial Aid Office.

PAYING FEES

Students pay their fees at the One-Stop Student Services Office in the Crane Center or online through Self Service. The One-Stop Student Services Office is open from 8 a.m. to 5 p.m., Monday through Friday. During registration and orientation, the lines may be very long. To avoid long lines, students are asked to pay their fees by the due date on the tuition and fee statement.

Students should complete all paperwork for financial aid on time. Inquiries about financial aid status are answered at the One-Stop Student Services Office.

LATE FEES

Students who fail to pay their tuition and fees by Aug. 3, 2018, for the Fall Semester and Jan. 4, 2019, for the Spring Semester will be charged a late payment fee of $35. Exceptions are made for individuals who pay by installment. All accounts must be paid in full in order for students to enroll in succeeding semesters or to receive copies of diplomas and transcripts. 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 nondischargeable 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

CCAD offers a tuition payment program through Tuition Management Systems. This program enables you to pay all or part of your annual fees in installments without interest charges. Tuition Management Systems may be used to supplement all other forms of financial aid, such as grants, loans, and scholarships. Participation is on an annual basis. The only cost is a $75 annual enrollment fee. There are no other fees or interest charges.

Call Tuition Management Systems directly at 800.722.4867 to request an information packet or go to afford.com. If outside of the U.S., call 401.921.3999.

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 eRefund through Self Service.

REFUNDS

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

For Fall and Spring Semesters, students are charged:

- During the first and second weeks, 10% of all tuition

- During the third and fourth weeks, 40% of all tuition and 100% of lab fees

- During the fifth week, 80% of all tuition and 100% of lab fees

• No refunds after the fifth week

For the full summer session, students are charged:

• During the first week, 40% of tuition

• During the second week of classes, 60% of tuition and 100% of lab fees

• After the second week, 100% of all tuition and lab fees

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. 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 and 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" section on page 16.

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

BRINGING CONCERNS TO CCAD'S ATTENTION
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

• Student Government Association (SGA)

Students who have concerns or complaints about a college employee should first attempt to resolve the matter by speaking directly with the involved person. If the concern is not resolved by speaking directly with the faculty or staff member, students should bring the matter to the attention of the college official directly responsible for that area.

Concerns about academic issues such as teaching effectiveness, curriculum, or the classroom environment should be reported to the program chair or director who oversees the course. For a list of academic program chairs and directors and the curricular areas that they oversee, go to my.ccad.edu. If the concern persists after discussion with the program chair or director, the student should file a written complaint with the appropriate school dean within 30 days of the incident(s) in question.

Concerns or complaints about a staff member (nonfaculty) or a college decision, action, or policy should be reported to the Vice President for Student Affairs and Dean of Students. The Vice President of Student Affairs and Dean of Students will review the complaint, advise the student of their options, and determine the appropriate administrator or department to respond.

All complaints brought to the attention of college administrators will be reviewed and responded to promptly with the goal of ensuring a fair resolution.

If the complaint involves harassment, sexual misconduct, or any form of unlawful discrimination, the student should follow the reporting procedures described below and/or in CCAD's sexual misconduct policy.

NONRETALIATION POLICY
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. If students perceive that retaliation is occurring, they should report this immediately to the Vice President for Student Affairs and Dean of Students. 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.

NONDISCRIMINATION POLICIES
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.

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.

FILING A DISCRIMINATION COMPLAINT

Students who feel that their rights have been violated due to discrimination should seek assistance from the Vice President for Student Affairs (who also serves as the campus Title IX coordinator) or the Assistant Dean of Students (Title IX Investigator). The Vice President's office is located on the second floor of the Canzani Center, or he can be contacted at 614.222.4015 or cmundell@ccad.edu. The Assistant Dean of Students office is located in the Student Affairs Office on the first floor of the Crane Center, or she can be contacted at 614.222.3251 or asanders@ccad.edu.

Individuals may also file a discrimination complaint with the U.S. Department of Education's Office of Civil Rights (ed.gov/ocr).

STUDENT CODE OF CONDUCT

CCAD expects students to conduct themselves in a manner consistent with the high ideals and standards that the college has set for its community and its students. Students who violate college policies, cause harm to others, commit criminal acts, or engage in disruptive behavior on or off campus premises may be subject to disciplinary sanctions by the institution.

The college also expects students to cooperate fully in any investigations initiated by the college. These investigations include those initiated when a student is alleged to have violated college policies, disrupted college operations, caused harm to others, committed criminal acts, engaged in disruptive behavior, or is witness to such acts. Notwithstanding the processes set forth under "disciplinary procedures," if at any time a student, in the view of the college, does not fully cooperate with any investigation listed above, the college reserves the right to take disciplinary action against that student.

Policies specific to the residence halls are recorded in the Residence Life Policies Handbook, which is distributed to residential students at the time they move into a residence hall; it is also available at: my.ccad.edu/residence-life.

DISRUPTIVE BEHAVIOR

Examples of disruptive behavior include:

- Dishonesty: cheating, plagiarizing, furnishing false information to the college, forgery or the use of college documents, or identification to defraud.

- Disruption of teaching, administration, or any other authorized college function.

- Behavior that injures or endangers the safety, health, or well-being of any member of the CCAD community. This may include threats or implied threats of physical harm; actions or statements that demean, degrade, or disgrace another person; and attempts to inflict mental or bodily harm upon one's self or another person.

- Possession, distribution, or sale of alcohol or alcohol containers in unauthorized residence hall rooms or any location on campus without proper authorization or violating the alcohol policies as described in the Residence Life Policies Handbook.

- Unlawful use, possession, manufacture, distribution, or sale of illegal drugs, prescription or over-the-counter medication, drug paraphernalia, or alcoholic beverages on or off campus. Additionally, no product or substance (including legal substances) may be used in a manner that is unsafe or inconsistent with the product's stated guidelines for use or consumption.

- Attempted or actual theft, damage, or vandalism to the property of others, or to college property or property under the control of the college.

- Unauthorized entry into college facilities or unauthorized use of college property or the property of others.

- Failure to comply with directions of college personnel acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

- Violation of residency rules and regulations in college-owned or -controlled facilities.

- Misuse of college computers and computer services such as the internet in an illegal manner or in a manner inconsistent with the college's mission. This includes the use of email or other forms of electronic communication in a manner that is threatening, malicious, or invasive of another individual's privacy.

- Possession of any firearms, weapons, fireworks, explosives, ammunition, or abuse of flammable substance on college property or replicas of such items that may reasonably be mistaken for any items listed above.

- Violation of any local, state or federal criminal statutes.

- Tampering with fire-safety equipment.

- False report of an emergency, including tampering with fire-safety equipment and causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe.

Note: CCAD has a zero-tolerance policy on graffiti. Anyone participating in such activities on or off campus will be subject to disciplinary action up to suspension or expulsion.

DRUG AND ALCOHOL POLICY

CCAD prohibits the unlawful use, possession, distribution, or sale of drugs, drug paraphernalia, and alcohol by students on or off the premises. No alcohol is permitted at student events such as student exhibitions. In addition, alcoholic beverages and containers, whether full or empty, are not permitted in unauthorized residence hall areas or classrooms. Students may not be under the influence of alcohol or illegal substances while on college property. Additionally, students may not be in the immediate vicinity of alcohol or other drugs when such substances are knowingly being used in a prohibited manner.

ACADEMIC MISCONDUCT

Academic misconduct may assume several forms. The most common are the use of unauthorized materials during exams, acquiring information from other students during an exam,

and plagiarism.

Plagiarism is defined by the following actions:

- Reproducing another person's work and submitting it as one's own.

- Lifting material from other sources, including the internet, to use in assignments without acknowledgment.

- Using another person's original ideas without providing appropriate credit

- Misrepresenting oneself as another individual to an instructor in the context of completing assignments or tests.

- Co-constructing assignments without the knowledge and approval of the instructor (not to be confused with legitimate and appropriate tutoring activities, which do not include actually completing another person's work for them).

In all cases, if a student is unsure about a question of plagiarism or academic misconduct, the instructor should be consulted. Please consult the appropriate section under "Disciplinary Procedures" below to learn about specific procedures involved in academic misconduct cases.

DISCIPLINARY PROCEDURES

DISCIPLINARY ADMINISTRATION

The Dean of Students or designated hearing officers administer cases involving violations of college policies, procedures, and regulations. The Student Conduct Committee, comprised of all current hearing officers, may hear certain cases in accordance with the policies and procedures described in this handbook.

DISCIPLINARY SANCTIONS

Possible disciplinary actions include, but are not limited to, reprimands, warnings, probation, suspension, disciplinary class dismissal, expulsion, fines, restitution, community service, and others, based on the severity of the offense.

DISMISSALS

Students forfeit the right to refund of tuition, room/board, and other charges while under disciplinary suspension, class dismissal, or dismissal from CCAD.

DISCIPLINARY RECORDS

Records of imposed disciplinary sanctions are normally retained in the Dean of Students' office and within a secure student conduct administration software system. Disciplinary records are not included on the student's permanent record

with the exception of disciplinary suspension or expulsion.

GENERAL DISCIPLINARY PROCEDURES

A hearing officer will initiate follow-up to an incident or complaint and interview the student to determine relevant facts. If insufficient information is present or if the information clearly suggests that the student is not responsible for the violation, the hearing officer may dismiss the case. If the student admits responsibility for the violation or the information regarding the violation appears to show obvious responsibility, the hearing officer may administer sanctions for the offense without requiring a meeting of the Student Conduct Committee.

Should the student claim to not be responsible for the violation, and the hearing officer is uncertain about the student's level of responsibility in the incident, the hearing officer may convene a meeting of the Student Conduct Committee with the original hearing officer as the nonvoting facilitator. Decisions of the committee and proposed sanctions will be submitted as recommendations to the Dean of Students.

Depending on the severity of the violation and the results of the hearing, the hearing officer or Student Conduct Committee may decide to impose one or more disciplinary sanctions that may be — but are not limited to — letters of apology, fines, mandated service, counseling, restitution, probation, suspension, or expulsion.

Students have the right to request a hearing of an alleged violation by the Student Conduct Committee rather than by a single hearing officer. This request must be made in writing at the time of the first investigative meeting with the hearing officer.

Academic Misconduct: The initial decision regarding allegations of academic misconduct is determined by the instructor in whose class the alleged violation occurred. Instructors will conduct their own investigation into the matter, determine who is responsible for the misconduct, decide if there are any sanctions as a result, and notify the Dean of Students' office regarding the outcome. The Dean of Students will notify the student in writing of the outcome and what the appeal options are. The sanctions provided by the instructor may involve failing the assignment in question or failing the course in which the violation occurred. Students who have been found responsible for multiple acts of academic misconduct during the span of their enrollment or who have been found responsible for a particularly egregious act of academic misconduct may be dismissed from the college.

A student may appeal an academic misconduct sanction to the dean overseeing the academic program within which the course in question resides by providing a written letter to the Dean of Students within five working days from the date the student was notified of the instructor's initial decision, unless given additional time by the Dean of Students. The student will be notified within a reasonable timeframe regarding the outcome of the appeal hearing. The decision of the academic dean is final.

CAMPUS HEARINGS

All campus hearings conform to basic rules of fairness. The hearing is not a court trial. The main purpose of a hearing is to investigate allegations and determine the likeliness of a violation by considering the evidence presented. The hearing officer or board will use a "more likely than not" standard to determine whether a student is or is not responsible for a violation.

Notification of Disciplinary Meeting: The student will be notified at least two calendar days prior to the date of the meeting unless the coordinating hearing officer determines that extenuating circumstances require an earlier hearing date. The notice will include a description of the policy violation(s); the time, date, and location of the hearing; and possibly a list of witnesses.

Witnesses: Students may have witnesses testify on their behalf to the hearing officer during the investigation only if the witness has direct knowledge about the incident in question. If a formal hearing is held, witnesses may be asked to appear at the hearing at the discretion of the hearing officer or panel.

Legal Representation: The college does not permit legal representatives to speak to the hearing officer or hearing board. However, students may receive private advice from legal representatives during the investigation or hearing.

Attendance at Hearing: The hearing officer will make the decision whether to continue a disciplinary meeting in the event of an accused student's absence. Failure to attend a disciplinary meeting may affect the outcome of the hearing and the sanctions imposed. The student's absence, without sufficient reason, may be grounds for disciplinary sanction as well.

Record: A record of the meeting may be made either by audio recording or written transcript at the discretion of the hearing officer. All persons involved in the meeting will be notified if a meeting is being recorded.

Notification of Decision: The accused student will be notified by email and/or postal mail of the outcome of a hearing within a reasonable timeframe — typically within five working days.

In some cases, the victim or next of kin will be notified when law requires it or when it is permitted by law at the discretion

of the hearing officer. Additionally, some faculty or staff members may be informed of the outcome if the information is necessary for the conduct of their responsibilities. Finally, parent(s) may be informed of the outcome as permitted by law and/or at the discretion of the hearing officer.

APPEALING A DISCIPLINARY ACTION

A student who has received a disciplinary sanction that does not involve academic misconduct may appeal the sanction to the Vice President for Student Affairs by letter within five working days of the original sanction letter, unless otherwise noted in the sanction letter. The Vice President for Student Affairs may make a direct decision on the appeal, convene a hearing board to hear the appeal or remand the decision back to an investigator for further consideration. The decision of the Vice President for Student Affairs is final.

Generally, disciplinary sanctions remain in effect during the appeal process. The written appeal should be based on a factual disagreement surrounding the violation, a perceived violation of fundamental fairness or a demonstration of bias or the presentation of new evidence that was not available at the time of the original hearing. Appeal decisions will be based upon the record of the original proceedings and upon the written appeal.

SEXUAL MISCONDUCT POLICIES

OVERVIEW

The Columbus College of Art & Design (CCAD) strictly prohibits sexual misconduct of any kind. Furthermore, CCAD is firmly committed to maintaining an educational environment that is free from any form of sex or gender-based harassment, discrimination, or unequal treatment. All incoming students and employees participate in training designed to raise awareness and improve attitudes, behaviors, and knowledge about sexual misconduct. Campus administrators including residential advisors, security officers, and student affairs staff receive additional training on how to respond to incidents of sexual misconduct including sexual assault, sexual harassment, relationship violence, and stalking. Additionally, CCAD's bystander awareness and prevention initiative (known as UOKCCAD) provides a platform for ongoing education and cultureshaping through social media campaigns, speakers, and workshop opportunities. The college believes in zero tolerance for sex- or gender-based misconduct and all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others

CCAD's complete sexual misconduct policy, resources, and FAQs can be found at: https://my.ccad.edu/sexualmisconduct.

REPORTING OPTIONS

All CCAD employees (faculty, staff, and college administrators) are expected to immediately report actual or suspected misconduct to the Title IX Coordinator, though there are some limited exceptions. In order to make informed choices, it is important to be aware of mandatory reporting requirements when sharing information about a concern with faculty or staff. Licensed counselors in the Counseling & Wellness Center (CWC) are the only staff who can maintain confidentiality – meaning they are not required to report actual or suspected discrimination, misconduct, or harassment to appropriate college officials. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at CCAD:

CONFIDENTIAL REPORTING

On-Campus:
• Counseling & Wellness Center (CWC)

If a reporting party would like the details of an incident to remain confidential, they make speak with one of the licensed mental health professionals within the CWC. These employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor.

Off-Campus:
• Licensed professional counselors (non-CCAD employees)

• SARNCO (Sexual Assault Network of Central Ohio): 614.267.7020

• BRAVO Ohio (Buckeye Region Anti-Violence Organization): 614.294.7867

• Clergy members

FORMAL REPORTING

On-Campus:
• Title IX Coordinator

• Title IX Investigator(s)

• Safety & Security

• Residential Advisor (RA)

• Administrative Staff (For example: One Stop, Packard Library, Beeler Gallery, Career Services)

• Faculty (any faculty member including full-time or part-time/adjunct)

Off-Campus:
• Law enforcement (local jurisdiction is the Columbus Police Department)

**Reporting to law enforcement is a separate process from making a report with the college and could lead to a criminal investigation and legal proceedings. Victims can file a report while seeking care at an emergency department and/or may receive assistance by contacting an advocate through the Sexual Assault Response Network of Central Ohio (SARNCO)

RESOURCES AND OPTIONS FOR VICTIMS OF SEXUAL VIOLENCE

There are numerous on-campus and off-campus resources available for those who have been victimized by sexual misconduct or violence.

On-campus resources include licensed mental health counselors in the Counseling & Wellness Center for counseling support, the Assistant Dean of Students Office for arranging accommodations that may be needed, and the Safety & Security Office for seeking immediate help with safety concerns. There are also professional resources available in the community. Victims or their advocates can contact the Sexual Assault Response Network of Central Ohio (SARNCO) at their 24-hour helpline, 614.267.7020, or the Rape, Abuse, and Incest National Network helpline at 800.656.HOPE. SARNCO works with local law enforcement and social services agencies to provide medical and social support services to victims of sexual assault. Services include evaluation and treatment in local emergency departments, emotional support from volunteer advocates, a 24-hour rape helpline, referrals to aftercare counseling, and community outreach and prevention education.

Those who are concerned about specific individuals who may pose a threat to their safety are also able to request a protection order through the Franklin County Clerk of Courts, which establishes legal restrictions on the ability of the individual to be in close proximity to the complainant. Information about the types of protection orders and how to request them is available via the Columbus City Attorney's office at columbus.gov/Protection-Orders/.

A "no contact order" can also be requested through the Vice President for Student Affairs Office at CCAD, which does not have legal authority but would make any prohibited contact a violation of the Student Code of Conduct or college policy and subject to campus disciplinary action.

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.

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. 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). A grade copy will be provided to students at no charge. 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).

CCAD'S POLICY FOR DISCLOSING INFORMATION

CCAD will not disclose personally identifiable information or records to the extent possible and necessary. Students should remember that in their dealings with other individuals or organizations, they must first give the college their written consent to release information requested by outside individuals or organizations, including parents and other educational institutions.

Reasons for release of 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 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

• 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

- In response to requests for public directory information

- To faculty and staff of CCAD who, in the conduct of theirwork, 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 One-Stop Student Services staff in writing to place a hold on the release of their information.

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 ADDRESS, PHONE NUMBER, OR NAME

Students may change any addresses or telephone numbers by obtaining a change-of-address form at One-Stop Student

Services. 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.

PREFERRED NAME

Students — for a variety of identity-based reasons — may wish to be addressed by a preferred first name. Students may notify CCAD about a preferred name by contacting the Registrar and Director of One-Stop Student Services, Michele Kibler at mkibler@ccad.edu or by making an appointment through One-Stop Student Services. Upon request, the Registrar will notify faculty members about a student's preferred name and/or pronouns that correspond with their gender identity. Additionally, students may request that their preferred name appear on their CCAD Student ID card by visiting the Safety & Security Office. CCAD strives to create an inclusive environment for all students, and students are encouraged to report any concerns to the Inclusion Office or to the Vice President for Student Affairs.

STUDENT SERVICES AND PROGRAMS

Most of the following service functions are found on the first floor of the Crane Center. If you have a question about the location of an office or on how to receive service, you may request information at the One-Stop Student Services Office.

ADVISING

The mission of advising is to help students feel a part of the college academic community; develop sound academic and career goals; and, most importantly, be successful learners. Advisors seek to encourage self-reliance by helping students make informed and responsible decisions; set realistic goals; and develop thinking, learning, and life management skills to meet present and future needs. Advisors are trained professional staff members available to students by appointment or during daily walk-in hour.

CAREER SERVICES

The Career Services Office helps students prepare for and secure their future careers. Through individual appointments, specialized workshops, employer events, and other professional development programs, Career Services is here to help all students develop personalized career goals and strategies.

Career Services hosts hundreds of companies on campus each year, giving CCAD students direct contact with future employers. At the annual Connections Career Fair each fall, companies meet with students to discuss their organizations and industries, review portfolios and talk about creative opportunities including internships, freelance work, as well

as full- and part-time jobs. On-campus recruitment visits are arranged throughout the year.

CAREER PREPARATION

Students can schedule individual appointments or attend various workshops to help with developing career-related skills in multiple areas: resume and cover letter writing, job-search strategies, interviewing techniques, self-assessment, freelance work, portfolio presentations, and more. Guest speakers are also invited to discuss areas specific to careers in art and design, from copyright law to how employers review portfolios. Please see the online calendar at my.ccad.edu for workshop dates.

For additional information or to schedule an appointment with Career Services, please call 614.222.4045, request an appointment via our job board at ccadcareers.com or visit the Career Services Office on the first floor of Design Studios on Broad.

ON- AND OFF-CAMPUS JOB OPPORTUNITIES

There are typically hundreds of active art- and design-related jobs advertised on ccadcareers.com, CCAD's online job board and source for on- and off-campus job opportunities. All current full-time students have an account registered under their full CCAD email address as the username. Students logging in for the first time should use "forgot password" to create their password and complete their profile. The site allows access to on-campus job postings, freelance work and commissions, display opportunities and contests, internships, volunteer opportunities, part-time, and full-time jobs, to access on-campus job postings, freelance work and commissions, display opportunities and contests, internships, volunteer opportunities, part-time, and full-time jobs. Students can upload resumes and portfolio pieces, apply for positions, and contact potential employers. Students should regularly check the site for new opportunities and/or set up a "search agent" to email all opportunities that meet their specified search criteria.

Students are welcome to apply for on-campus jobs for which they are qualified through ccadcareers.com. On-campus student employment is available at CCAD in computer, sculpture, ceramics, glassblowing, illustration, printmaking labs, as well as the fabrication labs, offices, facilities management, galleries, the library, the student center, Saturday Morning Art Classes, and summer programs. A student's eligibility for work study will cease if the student exhibits poor performance, is not currently enrolled full-time during that term, or graduates.

Students who would like to work in a classroom with children or other community members may apply to be an assistant with CCAD's Saturday Morning Art Classes or Creative Summer Workshops programs. For more information, students should request an appointment with the Office of Community Education at continuinged@ccad.edu.

INTERNSHIPS

All majors require some form of practical experience, which may include an internship. Students should check with their academic advisor or program chair if they are unsure about whether an internship for academic credit is required for their major.

FINDING INTERNSHIPS

Career Services hosts an annual Connections Career Fair each fall to allow students to meet with potential employers on campus. In addition, internship opportunities are advertised at ccadcareers.com throughout the year. Students are encouraged to set up a search agent to send creative opportunities directly to their inbox. Internship notices are also sometimes emailed directly to students, promoted via Career Services social media accounts, or shared by faculty members. For personal assistance in seeking an internship opportunity, visit Career Services or call 614.222.4045 to schedule an appointment. You may also request an appointment by logging on to ccadcareers.com and selecting "Request a Counseling Appointment" from the shortcuts menu on the right side.

GETTING CREDIT FOR AN INTERNSHIP

To earn academic credit for the internship experience, students must enroll in the online internship course while concurrently completing the internship. (Think of the internship as class time and the online portion as homework.) The internship class includes goal setting, journaling, and reflection activities and concludes with a presentation seminar in which all the interns 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 eligible for academic credit must provide at least 240 work hours within a 16-week period, be in an area related to the student's major, and be supervised by an industry professional. To enroll, students complete an internship application packet, available in the Career Services Office and online at my.ccad.edu/student-services/career-services, by the add/drop deadline of the semester in which the internship occurs (typically by the end of the first week of classes).

Credit for the internship is added to the semester in which the seminar and other evaluative functions occur, and students must register for the internship class by the deadline to add classes that semester. Students who do not complete all internship requirements on time, including written assignments, will not receive credit for their internship, which may prevent a senior from graduating on time.

EMPLOYMENT ASSISTANCE AFTER GRADUATION

Career Services workshops and appointments are open to

alumni seeking career assistance and advice. Alumni are urged to use ccadcareers.com as a job search and job posting tool, participate in CCAD's Career Services Facebook page (facebook.com/ccadcareerservices) and Alumni Facebook page (facebook.com/ccadalumni). More information is available at ccad.edu/i-am/alum. Note: CCAD assumes no responsibility regarding the personal, ethical, or professional integrity of either employer or student/alumni employee, nor will the college represent either party should a dispute arise.

COUNSELING & WELLNESS CENTER

The CCAD Counseling & Wellness Center provides free, confidential counseling and psychiatric services, as well as educational wellness programming, to enrolled degree-seeking students. Counseling & Wellness Center services are available on campus for students who wish to discuss personal or mental health concerns with a licensed mental health professional.

Psychiatric services are also offered at no cost. If a prescription is given, medication management and the cost of filling the prescription are the responsibility of the student. To use psychiatric medication services, an ongoing relationship with a CCAD therapist must be maintained.

The Counseling & Wellness Center is located in the Student Affairs hallway on the first floor of the Crane Center and is open Monday through Friday from 9 a.m. to 5 p.m. More information about the Counseling & Wellness Center is available at my.ccad.edu (my.ccad.edu/counseling-wellness).

APPOINTMENTS

Students can make an appointment by calling the CWC at 614.222.4000 or filling out an online appointment request form at my.ccad.edu/counseling-wellness. There is also a designated urgent walk-in hour from 11 a.m. to noon every day the Counseling & Wellness Center is open, when students can meet with a counselor without a prescheduled appointment on a space-available basis.

EMERGENCIES

Students should go to the nearest emergency room or call 911, CCAD Safety & Security (614.222.6165), or the Netcare crisis hotline (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.

DISABILITY ACCOMMODATIONS

Learning Support Services coordinates accommodations

and support services to ensure equal access for students with documented disabilities, including learning disabilities, deafness/hearing impairments, psychiatric conditions, attention deficit disorders (ADD/ADHD), mobility limitations, and chronic medical conditions.

Eligibility for accommodations is contingent upon documentation from an appropriate professional that describes the current impact of the disability as it relates to the accommodation(s) requested. Once Learning Support receives the documentation, it is evaluated on a case-by-case basis. Documentation must be on file with Learning Support Services for each disability for which a student requests accommodations.

Students are encouraged to learn more about these services by making an appointment with a Learning Support staff member. Students can call 614.222.4044 to schedule an appointment or come to the Student Affairs Office.

EMAIL

CCAD provides Google email accounts for all degree-seeking students called GoMail. The college considers the CCAD GoMail account to be its official means of communicating in writing with students, so students are encouraged to check their CCAD GoMail account frequently to remain informed of important information. Students will be responsible for any information sent to their CCAD GoMail 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 name). Students can access their email on or off campus by visiting ccad.edu and choosing the CCAD GoMail menu option. To retrieve email, students should enter their username (jstudent.1) and password. The initial password created for a student is the last six digits of the student's government ID number. Students should promptly change their passwords to something they will remember after initially logging in. Students have four megabytes of storage space dedicated to their mailbox. Sending messages with attachments larger than the space available in the mailbox will generate an error message. Students may choose to forward email sent to their CCAD email account to a different preferred email account, and information is available through the help links provided with their CCAD GoMail account. Our 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 "computers for student use".

EMERGENCY MESSAGE ASSISTANCE

For assistance in reaching an individual student in an emergency, contact Safety & Security (614.222.6165) or

One-Stop Student Services (614.222.3295), who will deliver emergency telephone messages to students in class.

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 Student Affairs Office at 614.222.4044.

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.

Note: Treatment at hospital emergency rooms can be quite costly and should be utilized in situations of emergency only. However, where illness or accidents are concerned, students should never take chances by delaying appropriate treatment but should use their own best judgment to determine if emergency treatment is warranted.

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 either of the medical practices below, which are located close to campus and have a close relationship with the college; these facilities make every attempt to see CCAD students on the same day that they call for an appointment.

Equitas Health (0.6 mile from CCAD)
750 E. Long St., Suite 3000
Columbus, OH 43215
614.340.6700
equitashealth.com

Capital Primary Care (0.5 mile from CCAD)
500 E. Main St.
Columbus, OH 43215
614.566.9933
capital-primary-care.com

OTHER HEALTH-RELATED SERVICES

Columbus Public Health
240 Parsons Ave.
Columbus, OH 43215
614.645.7417
publichealth.columbus.gov

HandsOn Central Ohio
24-hour referrals for local assistance with any problem
614.221.2255
handsoncentralohio.org

OhioHealth Grant Medical Center
General and emergency care; ambulance service
111 S. Grant Ave.
Columbus, OH 43215
614.566.9000
ohiohealth.com/locations/hospitals/grant-medical-center

Netcare Access
Mental health services; walk-in or call ahead; 24-hour emergency service
741 E. Broad St.
Columbus, OH 43215
614.276.2273
netcareaccess.org

Planned Parenthood
206 E. State St.
Columbus, OH 43215
614.224.2235
plannedparenthood.org

Rape Helpline
Confidential, 24-hour service for sexual assault and abuse
614.267.7020

Suicide Hotline
614.221.5445

HIV TESTING

The following locations offer HIV education with the opportunity for anonymous and confidential testing. Anonymous means that name or any other personal identification is not required. Patients are associated with their test results by number only. Confidential means that test results are put on the patient's medical record, and all information in the medical record is protected. Results may be released with a medical release form, requiring a picture ID to be shown.

Equitas Health
4400 N. High St., Suite 300
Columbus, OH 43214
614.299.2437
equitashealth.com

Columbus Public Health
1555 Bryden Rd.
Columbus, OH 43205
614.645.7417
publichealth.columbus.gov

Planned Parenthood — University District
18 E. 17th Ave.
Columbus, OH 43201
614.222.3604
plannedparenthood.org

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.

INTERNATIONAL STUDENTS

The International Student Admissions and Visa Advisor is located in the Admissions Office. All international students on an F-1 or J-1 visa should immediately visit the advisor upon their arrival to CCAD. Each student on an F-1 or J-1 visa

will receive a copy of the International Student Guide, which contains important information on immigration regulations, American culture, and life at CCAD. Students with questions regarding their student health insurance plan should come to the Student Affairs Office.

Throughout the year, CCAD organizes a variety of functions designed to introduce international students to other students, staff, and faculty at the college. All international students, U.S. permanent residents, and students with international backgrounds will be invited to attend such activities, which are coordinated by a staff member in the Student Involvement Office. Additionally, a CCAD International Student Association exists to help support international students in their CCAD experience. To join this group, students should contact the Assistant Director of Student Involvement and Multicultural Affairs in the Crane Center.

LEARNING SUPPORT

Learning Support staff assist students in becoming effective and self-determined learners and enhancing their abilities to communicate, problem-solve, and apply their creative skills. Services and resources include:

- A quiet study space and repository for study skills information

- Computer lab, equipped with software to assist students who have trouble reading, are auditory learners, or are not fluent in English

- Monthly workshops to address time management, note-taking, organization, planning, and study skill issues

- Writing and creative coaches are available for one-on-one appointments. Students may also meet with professional staff member in Learning Support to get individualized assistance.

More information about these resources is available at: my.ccad.edu/learning-support.

LOST AND FOUND

Articles found on campus should be taken to the Safety & Security Office.

OFF-CAMPUS HOUSING

Internet search sites for local apartments are available by going to the Residence Life section of my.ccad.edu. In addition, ads for off-campus housing opportunities can be found on various campus bulletin boards. Professional residence life staff members are also available to discuss off-campus housing options with students.

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.

TEACHING LICENSURE

Students who are interested in obtaining a license to teach at the primary and secondary levels are able to do so via the TEEL program through Notre Dame College.

STUDENT ACTIVITIES AND ORGANIZATIONS

The Student Affairs staff, in conjunction with the student-led Student Programming Board and student organizations, plan and implement activities supporting rich student life. Some activities are repeated each year, while new programs are initiated according to student interest. Some of the popular programs include Welcome Week, the Big Boo! Halloween party, art fairs, Thrive Week, movie nights, and talent contests. Students are urged to become involved by contacting the Director of Student Engagement and Orientation. The Student Programming Board is always open to suggestions for innovative new programs. CCAD's location in the heart of Ohio's capital city affords a variety of entertainment options. Within a few city blocks, students have access to theaters, parks and gardens, boutiques, libraries, clubs, city festivals, and restaurants offering food from all around the world.

STUDENT ORGANIZATIONS ON CAMPUS

CCAD offers many student-led groups and organizations an outlet to pursue their hobbies and interests outside the classroom. These organizations vary in topic from major-related, art-focused, social, multicultural, faith-based, and educational/leadership-focused. Students who are interested in joining a student organization should contact the Director of Student Engagement and Orientation for more information.

ON-CAMPUS EVENTS BY OFF-CAMPUS ORGANIZATIONS

Meetings and events by outside organizations are often held in the Canzani Center and offer free or reduced admittance to members of the CCAD family. Non-CCAD organizations wishing to rent space on campus should contact the Events Office at events@ccad.edu.

VISITING ARTISTS, DESIGNERS, AND SCHOLARS

Artists, designers, and other speakers noted for being exemplary in their fields are brought to campus throughout the academic year to discuss and present their work, to teach an occasional master class, or to visit classes and studios and critique work. The annual schedule and special events are available at my.ccad.edu.

Students who wish to bring a visiting artist to campus should address their request to their program chair, dean, or the Provost.

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 Advancement 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 Advancement at 614.222.3230. Requests will ultimately be approved or denied by the Vice President for Advancement and the CCAD President.

CAMPUS FACILITIES AND RELATED POLICIES

USE OF COLLEGE EQUIPMENT AND FACILITIES

College equipment is to be used with care. Students are required to respect college policies and regulations. CCAD is not responsible for injury that students may incur from the use of either personal or college equipment in connection with college activities. Students are responsible for their own materials and personal effects. The college cannot be responsible for the personal property of students before,

during, or after their stay at CCAD.

Students 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 student 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.

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 Involvement 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.

USING THE COLLEGE'S NAME AND LOGO
CCAD reserves the sole right to use its name, logo, and other brand assets (e.g., Art Sign) 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.

ATMS
A Huntington Bank ATM is located on the first floor of the Crane Center. An Education First Credit Union ATM is located in the first floor lobby of the Design Square Apartments.

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, with the exception of the Amelita Mirolo Fine Arts building, which has a bicycle rack inside the building on the first floor. Students are encouraged to bring locks and chains to secure their bikes.

Students should be aware 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. Students can use a credit card 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 should not be displayed on the face of walls, doors, and windows.

Note: Bulletin boards are not open to the public. Items posted 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 Involvement or the director's supervisors. The decision to permit solicitation is solely at the discretion of these administrators.

COLUMBUS MUSEUM OF ART
CCAD students, faculty, and staff receive free membership and access to museum galleries, special exhibitions, and the resource center (replete with slides, exhibition catalogues, books, reference materials, and artist files) as well as a 15% discount in the museum store and discounts on workshops and lectures. Student or employee ID cards may be required for museum entry and store discounts. Please be advised that only pencils (no ink pens) can be used in the museum galleries. Additionally, food, drinks, and large backpacks are also prohibited in the galleries.

COMPUTERS FOR STUDENT USE
CCAD has more than 400 computers dedicated to academic computing and available in classrooms and labs across campus. Most of these systems are equipped for general-purpose art and design use. Some specialized systems are designed to support specific needs within a given area of study — including a Cintiq lab, interior design studios, digital animation lab, and more. WiFi internet access is provided in almost all of our buildings for current students, faculty, and staff. A separate ResNet wireless and wired network is available within the residence halls for residents.

More information about the computers, printers, and software on campus is available at my.ccad.edu.

IT HELP DESK & DIGITAL PRINT LAB

Located in Kinney Hall Room 220, near the computer classrooms, the IT Help Desk provides technology assistance for students, faculty, and staff. Turn to the Help Desk when something doesn't work — software, hardware, account access, and more. Stop in, call 614.222.6174, or email helpdesk@ccad.edu.

Current students also have access to the Digital Print Lab located in Kinney Hall next to the IT Help Desk.

COPYRIGHT INFRINGEMENT

Copyright infringement is considered an act of academic misconduct when such material is used in support of academic projects (see "Academic Misconduct").

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.

APPROPRIATE USE OF CCAD COMPUTERS AND TELECOMMUNICATION SYSTEMS

By using CCAD's email systems or other equipment such as college computers, individuals consent to abide by guidelines for appropriate use, consent to monitoring by the college, and acknowledge the college's right to conduct such monitoring. Users are required to abide by all applicable license agreements and federal, Ohio, and all other applicable laws. Communications that are abusive, defamatory, or disparaging of others are prohibited. The college cannot guarantee the ultimate privacy of messages and cannot ensure the ultimate privacy of any information that users have accessed through the computer system. As with any electronic communication, users must assume that any and all messages or information may be read and viewed by someone other than the intended or designated recipient or viewer. In order to be safe, users should not send or access anything through the computer systems (particularly through email or the internet) that they would hesitate to have read or viewed by others.

Any information run through the college computers and systems may not include content that could reasonably be considered offensive or disruptive to other students, faculty, or staff members. Offensive content includes but is not limited to sexual comments or images, racial slurs, gender-specific comments, and any comments that would offend someone on the basis of age, gender identity or presentation, religion, national origin, sexual orientation, or disability. Students found misusing the systems are subject to disciplinary action.

Students may not load unapproved software programs onto college computers or download any programs or updates from the internet or related online services. Users shall not tamper with, open or, remove college hardware without prior authorization. In addition, users shall not tamper with system software including unauthorized access of system accounts and modification of system software. Finally, users shall not use college equipment, software, or systems to tamper with or break into other computer systems on the network

EXHIBITIONS

BEELER GALLERY

Located on the first floor in the Canzani Center 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/

STUDENT THESIS GALLERIES

Acock Gallery found in Canzani Center second floor, Byers Gallery found in Design Studios on Broad, and Beaton Gallery found in Amelito Mirolo Fine Arts Building. Primarily supporting the Fine Arts major these spaces also serve as special project opportunities for the CCAD community.For more information https://www.ccad.edu/experience-art/student-galleries

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.

FITNESS FACILITIES

A fitness facility is available in the lower level of the Schottenstein Residence Hall for use by all students, faculty, and staff. This facility contains treadmills, ellipticals, a recumbent bicycle, a four-station weight stack unit, a stretch trainer, and dumbbells with a bench.

Private shower facilities are available on the first floor of the Crane Center.

The fitness facility in Design Square Apartments is reserved for Design Square residents.

FOOD SERVICE OPTIONS AND MEAL PLANS

The Market is CCAD's main dining facility and is located on the first floor of Design Square Apartments. The Market provides an all-you-care-to-eat dining option, and individuals can enter either by using a point on their meal plans or by paying the set meal price by cash or credit/debit card. Shirt and shoes must be worn by those who enter the Market.

Other food service options on campus include the Café, Ampersand Emporium, and vending machines.

The Café, located in the lobby of the Crane Center, provides sandwiches, salads, soup, snacks, Crimson Cup Coffee, and fruit smoothies. Ampersand Emporium offers a variety of healthy and locally sourced snacks and drinks.

MARKET HOURS

The Market is open Monday – Friday, 7 a.m. – 7:30 p.m. (closing at 6:30 p.m. on Fridays), and Saturday – Sunday, 11 a.m. – 6:30 p.m. However, full menu service is offered only during these specific times:

Monday – Friday:

 Breakfast 7 – 9:30 a.m.

 Lunch 10:45 a.m. – 2 p.m.

Dinner 5 – 7:30 p.m. (6:30 p.m. on Fridays)

Saturday – Sunday:

Brunch 11 a.m. – 1 p.m.

Dinner 5 – 6:30 p.m.

A more limited menu is provided outside these times. Hours of operation and more information about meal plans and flex dollars are available at ccad.campusdish.com.

MEAL PLANS

Upper-level students (non-freshmen) living on campus are required to purchase one of the CCAD meal plan options, and first-year students living on campus are required to purchase the most comprehensive meal plan. Nonresidential students, faculty, and staff may purchase a meal plan through One-Stop Student Services, add dollars to their CCAD ID card through ccad.campusdish.com or buy meals with cash or credit/debit card.

Each meal plan provides a set amount of "flex dollars." Flex dollars are automatically provided with the purchase of a meal plan and allow CCAD ID cards to serve as a debit card at the Market or the Café.

When a flex dollar balance is depleted, more "add-on" dollars can be added by going to ccad.campusdish.com or by depositing money at One-Stop Student Services.

"Add-on" dollars are funds that are added to students' ID cards outside of standard meal plans. Students can add extra money to their meal plan through ccad.campusdish.com or by paying at One-Stop Student Services. Those add-on dollars can be used in any food service outlet on campus or at The Hills Market on Grant Avenue.

Please note that students cannot use the original flex dollars that come with their meal plan to buy items at The Hills Market; only extra add-on dollars added onto students' cards can be used there.

Meal plan points are not transferrable between semesters and are deleted at the end of each semester without any refunds. Unused flex and add-on funds will be transferred from the Fall Semester to the spring semester, provided a student purcases another meal plan in the spring term, but will be deleted at the end of the spring semester without any refunds.

Meal plan points can only be used by the individual to whom the points have been credited. (In other words, you cannot share your "swipes" with other students or family members.)

FOOD ALLERGIES AND SPECIAL DIETS

Recipes for each day's menu are posted at the entrance to the Market. All items containing tree nuts are labeled.

Dining Services staff will make reasonable attempts to accommodate special dietary restrictions. Individuals with special dietary needs are encouraged to speak directly with the Dining Services Manager and with the Learning Support Office to see what additional accommodations may be appropriate.

HOUSING OPTIONS

Full-time, first-year students and transfer students under the age of 21 who have less than 24 completed semester credit hours at another institution are required to live on campus their first year; they may choose between the Schottenstein Residence Hall and the Design Square Apartments if there's space available. Students from central Ohio are exempt from this requirement.

The Schottenstein Residence Hall offers incoming students convenient housing with security and a variety of special features. Each four-person suite contains two study/sleeping rooms, furniture (beds, dressers, and shared wardrobe), a workstation with stools, phone/cable/internet service, and a bathroom with shower. There is a lounge on each level, equipped with cable TV and vending machines. Designated lobbies can be used for work on group or individual projects or for lounge space. The residence hall also has a spray room for special artwork, a laundry facility, a fitness room, wireless and wired internet access, secure building access, and air conditioning. Computers and a black-and-white laser printer are provided on the first floor for convenience. Suites tailored for persons with disabilities are available.

The Design Square Apartments building provides apartment-style living for students of all classification levels, including some first-year students. Each fully furnished two- or four-bedroom apartment has private bedrooms, a full bathroom for every two occupants, a kitchenette, and a living room. Additionally, each apartment has a swipe-card lock, wireless and wired internet access, cable TV access, and phone service. Computers and a black-and-white laser printer are provided on the first floor for convenience. A private fitness room, lounge, and monitored front desk are provided on the first floor.

The Director of Residence Life oversees the live-in residence hall staff, which consists of the residential community coordinator and student resident advisors (RAs). The Residence Life staff attends to the safety, security, and living needs of the residents; conducts programming; and offers support for students living on campus at CCAD. Refer to the Residence Life Policies Handbook for more information.

LABS AND STUDIOS

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.

ILLUSTRATION

The Illustration lab has several Cintiq computer monitors available.

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. The facilities include silkscreen, intaglio, lithography, and relief.

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.

BODILY FLUIDS POLICY

CCAD supports students' creative expression and installation aesthetic throughout their 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.

LIBRARY

Located in the lower level of the Canzani Center, CCAD's Packard Library is a gathering place for students, faculty, and staff — whether for study, discussion, drawing, inspiration, or just enjoying the view of the courtyard. The library offers a collection of books, periodicals, electronic resources, digital images, DVDs/Blu-rays, and more. Through the library's participation in the OPAL and OhioLINK consortiums, CCAD students have access to more than 50 million unique print titles, varied electronic research databases, and collections of e-books, all of which can be accessed at my.ccad.edu/library.

The library has Mac and PC computers with internet access, Microsoft Office, and Adobe Creative Cloud. The Mac workstations are also equipped with scanners and Wacom tablets. A small amount of equipment including DSLR cameras, GoPros, and digital projectors is available for student checkout on a first-come, first-served basis. Color copying and black-and-white copying and printing options

are available. Additional resources include a group study room; WiFi access throughout the library; light tables; and skeletons, skulls, and manikins to help students develop their drawing skills.

HOURS
Fall and Spring Semesters

Monday – Thursday, 7:30 a.m. – 9:30 p.m.

Friday, 7:30 a.m. – 5 p.m.

Sunday, 1 – 5 p.m.

Summer and Breaks

Monday – Friday, 8 a.m. – 5 p.m.

CONTACTS
Phone: 614.222.3273
Email: library@ccad.edu

ALUMNI PRIVILEGES
CCAD alumni have lifelong library privileges. Alumni in good standing may check out books and DVDs/Blu-rays. Alumni may check out up to five items at a time and are subject to the same fines and fees as current students.

Due to contractual obligations, alumni do not have off-campus access to online resources, but these resources may be used in the library. Alumni also do not have borrowing privileges for equipment.

CIRCULATION
Students in good standing with a valid CCAD ID may check out circulating items; however this does not include bound periodicals. Some specialty items have different due dates, fines, and replacement costs.

CCAD Books: three-week lending period (renewable up to six times). Fines for these materials are 10 cents per item per day. Most lost or non returned items are billed at $100 each.

CCAD DVDs & Blu-rays: one-week lending period (renewable one time). Fines for these materials are 50 cents per item per day. Most lost or non returned items are billed at $100 each.

OPAL/OhioLINK Materials: variable lending periods (renewable up to six times Fines for these materials are 50 cents per item per day. Lost or non-returned items are billed at $125 each.

To avoid fines, items may be renewed online, in person, or over the phone. A reminder is sent via campus email shortly before the item(s) are due. Overdue notices and bills are sent via campus email.

COURSE RESERVES
Faculty often place course materials and textbooks on reserve. A valid CCAD ID is required to obtain these materials.

These items may be obtained at the circulation desk and are for in-house use only.

The library staff strives to provide the best service possible during your search for information. The library staff are knowledgeable in the arts and happy to assist students with questions. The website has been designed to help students find and use library resources. Reference service is available at the library circulation desk, by email, and by phone. In addition, interlibrary loan is available for access to resources not owned by CCAD or OhioLINK.

LIBRARY SECURITY
Cutting tools, ink, and paint are not permitted inside the library, but may be used at the table provided in the hallway. The library is not responsible for unattended personal belongings. Students may inquire about lost items at the front desk. Courteousness is requested regarding conversation and cell phone use in the library.

MAILROOM DROP-OFFS
Students may request to leave a written paper in the mailroom (located in the Administration Building) for an instructor, but mailroom staff cannot accept artwork left for an instructor by a student.

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 One-Stop Student Services 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.

REGULAR PARKING PASS
• The cost for a regular parking pass is $180 for the academic year.

• Students using a regular parking permit may park in any campus lot designed for student parking except for the overnight parking lot.

• Students using a regular parking 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 PASS
• The cost for an overnight parking pass is $675 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 pass 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 One-Stop Student Services Office.

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 an handicapped parking indicator from the Ohio Bureau of Motor Vehicles with a written statement of approval from the attending medical physician. CCAD cannot issue an 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 One-Stop Student Services staff at 614.222.3295 or in the Crane Center.

Students with temporary health situations that prevent them from walking long distances may provide medical documentation verifying the situation to CCAD Learning Support Services staff. If approved, Learning Support Services staff will arrange for a temporary parking spot.

PERSONAL ELECTRONIC DEVICES

CCAD encourages the incorporation of digital learning tools wherever appropriate in academic classwork. The college also recognizes that certain classroom environments pose challenges to that goal. Used in alignment with the college's educational goals, technology can be a valuable resource, but the possibility for distraction is an ever-present concern.

Subject to the individual instructor's own classroom policy, personal devices will be allowed for the sole purpose of serving classroom needs (for example: taking notes, looking up a reference for class purposes, using a smartphone to record lectures).

The following policies describe the correct usage of personal electronic devices in classrooms. Failure to abide by these policies could result in a student being asked to relinquish a device during class, leave the classroom and be counted absent for the day, or other disciplinary action.

CELL PHONES

The use of any image-recording device is strictly prohibited in the presence of nude models on campus. Additionally, cell phones may not be used in other classrooms unless permission is granted by the instructor. Students who are on-call or who are anticipating an emergency phone call should inform the instructor at the start of class. Cell phones should be turned off during any testing or examination period. During the test/examination, cell phones should be stored in a case, bag, backpack, or purse and not placed on the table, desktop, or student's lap.

E-READERS

With the proliferation of electronic versions of textbooks, students are advised to ensure that their e-books match the assigned printed version's pagination. Both Nook and Kindle e-readers offer settings that provide matching pagination to a printed edition.

LAPTOPS

Laptops, netbooks, and other mobile computing devices are only to be used with permission from, or by direction of, the class instructor.

Students may only use laptops for academic purposes. Checking personal email, visiting social networking sites, instant messaging, and playing music/video files are not acceptable.

When in the presence of a nude model, students are prohibited from using any cameras or image-recording devices.

Students will abide by the terms described in "Appropriate Use of CCAD Computers and Telecommunication Systems," found under "Computers for Student Use" (page 55).

ANIMAL POLICY

CCAD recognizes that a variety of reasons exist for why animals may need to be on campus. The different animal types that we recognize, including policies and rules for each, are as follows:

PETS: Pets are defined as animals that are independently purchased and owned by a student/faculty/staff for personal enjoyment and companionship. Pets are not allowed in areas designated as "Pet Free" (see below). Students/faculty/staff are permitted to have their pet at a work location as long as the work location is not designated as a "Pet Free" area and permission from the supervisor is obtained. All pet owners who 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.

- 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 owner at all times. It is prohibited to leave a pet tied to a structure or in a vehicle.

- 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 for clean-up. Pet waste should 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, One-Stop, 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:

1. the student has a disability and its symptoms

2. the life activities impacted by the disability in a housing environment

3. the animal is prescribed as part of a treatment plan

4. the ESA is necessary to afford the student an equal opportunity to use and enjoy campus housing

5 . a clear identifiable relationship, or nexus, between the documented disability and the assistance the animal provides.

CCAD may restrict an ESA from housing if it:

1. poses a direct threat to the health or safety of others

2. would cause substantial physical damage to the property of others

3. would pose an undue financial and administrative burden,

4. results in a fundamental alteration of CCAD's program(s).

An ESA is only permitted in the student's on-campus housing assignment and may not be anywhere else on campus.

To request an accommodation for an ESA, please contact learningsupport@ccad.edu in order to obtain the full policy and procedures, which outline specific guidelines and rules related to an ESA.

SAFETY AND SECURITY

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 getrave.com/login/ccad.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND 2017 CAMPUS CRIME STATISTICS ACT REPORT

CCAD makes this information available to all students, employees, and applicants for enrollment or employment as required by the U.S. Department of Education.

1. CCAD places a high priority on safety and seeks to provide a safe campus environment. Over the years, CCAD has not experienced a significant number of serious crimes, but no campus is isolated or immune from crime. Therefore, the college has developed policies and procedures designed to enhance campus security for students, employees, and guests.

A significant part of every campus security program is prevention, including cooperative and precautionary measures by employees and students themselves. Accordingly, CCAD sponsors ongoing programs and information on security-related issues, and provides informational booklets and pamphlets on safety topics. Students and employees should periodically inspect their surroundings, become familiar with all safety and health procedures, and identify and report unsafe conditions to the director of safety and security.

2. CCAD's Annual Campus Security Act 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 vice president for student affairs, 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.

3. 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 campus security force is comprised of full-time security officers. Campus security officers are not commissioned police officers and neither carry weapons nor have the power to arrest. They are, however, trained and available to assist in maintaining a safe and orderly campus environment. Security officers are on duty 24 hours a day, seven days a week. They regularly patrol buildings, lots, and grounds to ensure a safe environment exists. Observations regarding security and safety are reported by the officers to the director of safety and security for resolution.

CCAD frequently augments the campus security force with off-duty Columbus police officers. CPD officers maintain the authority and arrest powers granted them by the city of Columbus while on campus. Further, CCAD maintains a close relationship with the community affairs officer from the 16th Precinct including monitoring and obtaining information related to crimes occurring in areas on and adjacent to campus.

Additional security is provided for our campus by the Special Improvement District (SID), which has security personnel dedicated to patrolling CCAD's neighborhood (called the "Discovery District").

4. CCAD encourages community members to report crimes or suspicious activity promptly and accurately. Criminal actions or suspicious activity may be reported and requests for assistance made to any security officer directly or by calling 614.222.6165 at any time. Emergencies may be reported at any time to the CPD by calling 911. Additionally, CCAD has installed 11 Emergency Call Stations, identified by a blue light, throughout campus. The caller can report a crime or suspicious activity to either campus security or 911 through the choice of push buttons on the call box. Reports should contain sufficient information to provide reasonable grounds for campus security to pursue an investigation or to refer the matter to local authorities for investigation and prosecution. CCAD will investigate reports of criminal activity and will refer reports of felonious crimes including murder, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft as required by law for prosecution or investigation by the CPD.

5. Academic and other campus facilities are open to students, employees, and guests during normal business hours. 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. There is no formal policy requiring identification and admission of visitors on campus; however, specific policies govern access to buildings that remain open after 9:30 p.m. and restricted access to residence halls at all times. Security is an important factor in college decisions regarding facilities, landscaping, and lighting. Refer to this handbook for specific security and access policies for residence halls and other facilities.

6. In compliance with federal law, CCAD compiles and reports certain crime and arrest statistics on an annual basis. It is the policy of the college to make timely reports to the campus community on any incident of criminal activity considered to be a continuing threat to other students and employees. Security incidents will be communicated to students, faculty, and staff via CCAD email and/or the CCAD Alert notification service.

7. From January 1, 2015, through December 31, 2017, the following on-campus, residence hall, and public property criminal offenses were reported to campus security or local police agencies:

On Campus	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Fondling	2	2	1
Rape	2	1	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

Note: Includes all college-owned property contiguous to campus, educational in purpose, or used by students.

On Campus in Residence Halls	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Fondling	2	2	0
Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0

Arson	0	0	0
Negligent manslaughter	0	0	0

Note: These statistics are also included in the "On Campus" category

On Public Property	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Fondling	2	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	1	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

Note: This category includes crimes reported on public streets, sidewalks, and lots immediately adjacent to campus property. These statistics are not included in the "On Campus" category.

8. The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534) occurred on-campus and on-campus in residence halls from January 1, 2015, through December 31, 2017, and were reported to campus security or local police agencies:

Hate Offenses on Campus	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Fondling	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

Hate Offenses in Residence Halls	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0

	2015	2016	2017
Fondling	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

Note: The above statistics are also included in the "Hate Offenses on Campus" category.

Hate Offenses on Public Property	2015	2016	2017
Murder/non-negligent manslaughter	0	0	0
Fondling	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

Note: The above statistics are not included in the "Hate Offenses on Campus" category.

9. From January 1, 2015, through December 31, 2017, the following arrests and disciplinary actions/judicial referrals occurred:

Arrests on Campus	2015	2016	2017
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Arrests in Residence Halls	2015	2016	2017
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Note: These statistics are also included in the "Arrests, On Campus" category.

Disciplinary Actions/Judicial Referrals on Campus	2015	2016	2017
Liquor law violations	14	4	2
Drug law violations	12	2	7
Illegal weapons possession	0	0	0

Disciplinary Actions/Judicial Referrals in Residence Halls	2015	2016	2017
Liquor law violations	14	14	2
Drug law violations	12	2	6
Illegal weapons possession	0	0	0

Note: The above statistics are also included in the "Disciplinary Actions/Judicial Referrals on Campus" category.

Reports of Domestic Violence, Dating Violence, and Stalking Incidents	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	2	5

Note: Domestic violence, dating violence, and stalking statistics are a new federal reporting requirement and are only available starting in 2013. These statistics represent a good faith effort to count campus-based incident reported to campus security authorities or local police agencies

10. CCAD does not recognize off-campus student organizations and has no policy for monitoring the activity of such organizations off campus. CCAD does not have any non-campus buildings or property.

11. 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, onto CCAD property. This includes but is 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. This excludes faculty 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, termination of employment, termination of educational standing with the college, and referral to authorities for prosecution.

12. Crime prevention programs and resources will be offered

periodically on campus. Programs facilitated by the Student Affairs Office are available to all students, faculty, and staff. Presentation schedules are communicated to students and faculty/staff via CCAD email.

13. Sexual assault includes any physical sexual act directed against another person forcibly, against the victim's will, when the victim is incapable of giving consent (e.g. when the victim is intoxicated), or when the act constitutes statutory rape. Sexual assault is unacceptable regardless of the prior or current relationship of the perpetrator and the victim. This includes date or acquaintance rape.

Survivors and other students are strongly encouraged to promptly report any alleged sexual assault to a member of the Residence Life staff, the Dean of Students (614.222.4004), Campus Security (614.222.6165), and/or the Columbus Police Department at 911. A report should be made as soon as possible after the incident. Medical personnel who receive such reports attempt to help comfort the survivor and obtain preliminary details so they can ascertain the best way to assist. Emergency health care will be summoned if needed or requested. The survivor will be provided with information about how to seek additional medical care and preserve evidence by not bathing and not throwing away clothing. There are rape crisis centers located in the emergency rooms of Grant Medical Center, Riverside Hospital, and The Ohio State University Wexner Medical Center that are specifically equipped to treat sexual assault survivors. If transportation to any of these facilities is requested, college personnel will assist in providing it. Attending college personnel will also notify the Columbus Police Department and inform the survivor about how to file a police report and/or charges. The decision whether to file, however, rests with the survivor.

Perpetrators of sexual assault will be subject to college disciplinary action up to and including suspension or dismissal from CCAD and referral to authorities for prosecution. Campus disciplinary proceedings may occur before, during, or after pending criminal or civil proceedings for sexual assault charges. When a complaint of sexual assault is filed, normal administrative or disciplinary committee procedures will be followed as outlined in this handbook. To the extent required and permitted by law, the complainant and the accused will be given notice of the outcome of the campus disciplinary hearing on the complaint. CCAD will assist in changing academic and living arrangements as appropriate.

CCAD presents periodic programs primarily through the Student Affairs Office to inform students about how they can prevent being perpetrators or victims of sexual assault. These programs involve presentations about the significant role alcohol and other drugs can play in sexual assault, incidents to promote positive interpersonal relationships and eliminate abusive ones, and enhancing personal safety and health. Schedules are communicated to students, faculty, and staff via CCAD email.

14. CCAD prohibits the unlawful use, possession, distribution, or sale of drugs and alcohol by students and employees on the premises or as any part of the college's activities. The use of alcoholic beverages is permitted at select campus locations by persons of legal age when authorized at college events and in accordance with local and state laws and with proper permits. Possession and usage of alcohol or alcohol containers must comply with the Student Code of Conduct as described in this handbook.

15. Drug and alcohol abuse education programs are available through the CCAD Counseling Office at 614.222.4000. For information on additional off-campus programs, students and employees may contact HandsOn Central Ohio, a local referral agency, at 614.221.2255.

16. Up-to-date information about known sexual offenders living in Franklin County, including the vicinity of the CCAD campus, can be obtained by visiting the Franklin County Sheriff's office website at sheriff.franklin.oh.us, and clicking on the Sexual Offender Database link.

17. CCAD utilizes an emergency notification service, "CCAD Alert," which can be used to quickly notify students, faculty, and staff of impending emergencies via phone, email, and/or text messaging. Members of the campus community must first register for the service by going to the Safety & Security page at ccad.edu, clicking on "Emergency Notification Alert System," and following the registration steps. Only registered students and current employees are able to register in the system, but each individual can register multiple contact numbers/addresses for his or her account (including numbers for family and friends). Only authorized CCAD administrators will be permitted to send messages through the system and only in cases where we need campus constituents to take immediate action to protect their safety or in cases of weather emergency.

18. CCAD's Campus Safety & Sustainability Committee, comprised of faculty and staff, meet periodically to discuss ways to improve the health and safety of our campus facilities and community.

19. A daily crime log is available for public review in the CCAD Safety & Security Office. All crimes occurring on campus are written into the log within two days of the crime report.

CCAD 2017 ANNUAL FIRE SAFETY REPORT

Each on-campus student housing facility is equipped with a fire safety system installed by Simplex Grinnell/ Security Corp. Each facility is installed with smoke detectors, sprinkler systems, and fire monitor panels that directly communicate to the ATECH Fire Safety Company's monitoring station and the CCAD security office. Anyone discovering a fire or other safety concerns should contact CCAD security immediately at extension 6165.

CCAD Safety/Security Director and Residence Life Staff conduct two fire drills during each semester at each on-campus student housing facility to ensure the system is functioning properly and to educate students and staff how to safely evacuate a facility in case of a fire or other emergency.

CCAD Safety/Security Director and/or the Columbus Fire Department provide life safety training, fire safety inspections, and emergency evacuation drills on an annual basis. Fire and safety training is also available upon request to all on-campus departments.

The CCAD Residence Life Office distributes a notice of the Residence Hall Living Guide to all building occupants at the beginning of the academic year, available for download on their web page at http://www.ccad.edu/ccad-campus/residence-life/residence-life-policies. The guide addresses fire safety concerns as well as evacuation procedures for students living in on-campus housing facilities.

Breakdown by Residence Hall

Design Square Apartments

Number of Fires Injuries Deaths Property

Damages

0 0 0 $0.00

Schottenstein Residence Hall:

Number of Fires Injuries Deaths Property

Damages

0 0 0 $0.00

Evacuation Instructions:

Design Square Apartments:

• Evacuate to west parking lot located on N. Grant St. (walk

out the west entry doors to that lot)

Schottenstein Residence Hall

• Evacuate to church parking lot on E.Gay St. (walk out main

doors and walk across Gay St. to lot)

Helpful Telephone Numbers:

• Emergency at any campus location 911

• CCAD Security Officers 614.222.6165

• Columbus Fire 614.221.2345

• Columbus Police 614.645.4545

• Sheriff's Office 614.525.3333

• Design Square Apartments Front Desk 614.453.2200

• Schottenstein Residence Hall Front Desk 614.222.3240

• Director of Safety and Security 614.222.6172

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. Reports of retaliation will be investigated and the appropriate disciplinary action taken.

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. The facilities are open Monday – Friday, 7 a.m. – 2 a.m., and Saturday – Sunday, noon – 2 a.m.

The student lounge consists of:

• The Café (with specialty coffees, smoothies, and food)

• Study lounge (with WiFi)

• Television room (with flat screen TV, cable, and hook-up for gaming consoles)

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.

SUPPLY STORE

The campus art supply store is located on the main floor of Kinney Hall. The store works in conjunction with faculty to ensure that it carries all the necessary supplies students might need. Purchases over $3.01 receive a 10% discount off retail and 5% discount for textbooks. Freshmen kits are available in the fall and contain materials a new student will need for each class. These kits are available at a 20% discount. Textbooks may be returned within two weeks of purchase. The sales receipt must accompany any materials returned. Visa, MasterCard, and Discover are accepted.

Hours of operation: Monday – Thursday, 7:45 a.m. – 9 p.m., Friday – Saturday, 7:45 a.m. – 4:30 p.m. During the summer, hours of operation are Monday – Friday, 8:30 a.m. – 4:30 p.m.

UNCLAIMED OR IMPROPERLY STORED ITEMS

Students 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.

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.

GRADUATE PROGRAM POLICIES

All policies in the CCAD Student Handbook also apply to graduate students unless specifically stated otherwise.

GRADUATE ACADEMIC CREDIT AND PROGRESS TOWARD A DEGREE

DEGREE PLAN

Degree requirements are outlined in the MFA/MDes Guidebook. Students are responsible for understanding them and monitoring their progress toward the degree. Individual academic plans are available online to use as a tool in tracking student progress.

ASSESSMENT

Students must receive a C or better in all graduate level courses. In addition all first-year MFA students are required to successfully complete the Graduate Progress Assessment, GRNP5080X. Student progress is assessed through grades, critiques, and participation. Students have an individual meeting assigned with the director, chair, or assistant director of the program at the end of each year to assess their progress.

GRADUATION

It is each student's responsibility to understand and track progress toward completion of degree requirements by reviewing transcripts and degree requirements and meeting with the Director of Graduate Studies. Students who are candidates for graduation must complete an application for graduation by the graduation application deadline for the semester they intend to graduate. (For the relevant deadline, consult the CCAD Master Schedule, academic calendar, and posted notices.) Graduation applications must be submitted to the One-Stop Student Services Office in the Crane Center before the posted deadline. The Director of Graduate Studies approves participation in commencement. Both May and December graduates participate in May commencement.

WITHDRAWAL AND RE-ADMISSION

The New Projects and Integrative Design curricula are designed to be completed in two years. However, if

unforeseen circumstances arise, a student in good standing may apply to the Director of Graduate Studies for a leave of absence of up to one year. Students who withdraw in good standing may be re-admitted into the program within one year of withdrawal without needing to reapply.

GRADUATE REGISTRATION AND ADVISING

Registration for graduate courses is restricted to matriculated graduate students and honors students with instructor permission. Graduate students may register online through Self Service or at the One-Stop Student Services each semester. Questions regarding course selection should be directed to the Director of Graduate Studies. The Master Schedule is published twice per year prior to registration for the Fall and Spring Semesters and is available online. Please consult the schedule for further registration instructions and details.

SCHEDULE CHANGES

It is the student's responsibility to be aware of degree requirements and the potential consequences that dropping/adding classes may have on academic progress toward a degree. Dropping any required course can potentially delay graduation. All students should be aware that a course load of 12 – 18 credits is considered full-time status. Any student who elects to drop below a 12-credit course load may jeopardize financial aid and scholarship monies, as well as student visa status for international students. Any student wishing to take more than 18 credits in a semester will incur an additional tuition charge.

GRADUATE STUDENT ADVISING

Academic advising is an important part of a student's experience and is integrated throughout the entire graduate program at CCAD. The Director and Assistant Director of Graduate Studies, along with the studio mentor or thesis advisor, advise students in the graduate programs.

AUDITS

Graduate students may take undergraduate classes for audit on a space-available basis. No credit is awarded; the graduate student is not responsible for homework, exams, or reviews. It is required that students attend class meetings for courses they are auditing.

TRANSFER CREDITS

Full-time MFA students may transfer a maximum of 12 credits of graduate-level coursework from another institution.

GRADUATE GRADES AND STUDENT RESPONSIBILITIES

CLASS ATTENDANCE

Unless otherwise indicated by the instructor, students are expected to attend all meetings of each class in which they are enrolled.

GRADING POLICY

All MFA courses are graded on a standard letter grade system. Only grades of C or better are considered passing. Students must pass or transfer all required courses to earn their degree.

GRADES AND TRANSCRIPTS

Grades will be released only upon a student's written request. Grades are posted electronically. Grades are awarded as follows:

Grading Code	Quality Points	Grading Code	Quality Points
A	4.00	C	2.00
A-	3.67	C-	0
B+	3.33	D+	0
B	3.00	D	0
B-	2.67	D-	0
C+	2.33	F	0
AU	Audit		
I	Incomplete		
NP	No Pass		
W	Withdraw		
P	Pass		
NR	Not Reported		

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

To request a transcript, students must submit a request to the One-Stop Student Services Office. Official transcripts cannot be released without written consent from the student.

INCOMPLETES

Incomplete (I) grades are given only in circumstances where a student has not completed assigned work by the end of a semester due to illness or other extenuating circumstances. Incomplete grades require an Incomplete Contract, which may be obtained from the Director of Graduate Studies and must be signed by the student, the supervising faculty member, and the program director. Incompletes must be fulfilled according to the timeline agreed upon in the Incomplete Contract. If the contract is not fulfilled by the designated deadline, the grade is automatically changed to a failure.

INCOMPLETES IN THE FINAL SEMESTER

Graduate students may receive an incomplete in their terminal semester only if their thesis is incomplete. Students must complete all work toward their degree within five years of their matriculation.

ACADEMIC PROBATION

Students must maintain a 3.0 GPA. Students whose GPA drops below 3.0 will be on academic probation for the following semester and must meet with the Director of Graduate Studies to develop a plan to improve performance.

ACADEMIC DISMISSAL

Students who fail two or more courses will be dismissed from the program.

CONTESTING A GRADE: Contesting a grade follows the same process and policies for undergraduate and graduate students alike. Please see "Contesting a Grade" on page 9.

GRADUATE FACILITIES AND LAB ACCESS

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 Director 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.

GRADUATE STUDENT EMPLOYMENT

GRADUATE ASSISTANTSHIPS

Graduate Assistants provide lab, technical, research, and teaching support of greater responsibility and technical expertise than undergraduate student employees can provide. Graduate Assistantships are budgeted and administered through Graduate Studies.

Graduate Assistantships are competitively awarded on the basis of merit and ability either at the time of entry to the graduate program or during the period of study. They are subject to review at the end of each semester. Should students not pass their reviews, assistantships may be revoked or reassigned.

Roles and Responsibilities: Although specific duties will vary, Graduate Assistants must possess advanced knowledge in the areas assigned and be motivated, responsible, and highly organized. Graduate Assistants may supervise undergraduate monitors, help faculty with research, and assist in the teaching of undergraduate courses. Please consult the Director of Graduate Studies for specific responsibilities of lab, research, and teaching tracks.

The work may be distributed over more than one track but should total no more than 20 hours per week. The chair or dean of the area assigned will define the assistant's duties.

Graduate Assistantships:

• Provide the institution technical, research, and pedagogical support to ensure program quality.

• Give graduate students valuable insights about academic operations, curriculum development, and studio teaching practices.

• Promote safe, clean, and sustainable studio environments.

• Support development of new curriculum and initiatives.

• Support community/business partnerships.

- Support selected high-performing faculty with studio assistance for projects that raise the visibility of the college.

Graduate Assistantship policies include:

- Proposals for Graduate Assistantships are developed by the deans, chairs, and directors in consultation with the Director of Graduate Studies.

- All new Graduate Assistantships are subject to the approval of the Provost and the Director of Graduate Studies.

- Graduate Assistantships are budgeted through the Graduate Studies budget request.

- Graduate Studies will review and reauthorized all assistantships each semester.

- Hiring and overall assistantship design will be performed by the dean or director who submitted the initial assistantship request. Interviews of potential candidates will be arranged by Graduate Studies.

- Supervision and performance assessment will be performed by those faculty or staff who have been identified in the initial proposal as having supervisory duties.

- Graduate Lab Assistants are compensated $3,600 per semester and are expected to work 20 hours per week.

- Assistantships may be one-year, two-year, or ongoing.

- To maintain their position and/or determine next term's assignments, Graduate Assistants must have a Graduate Assistant Short Form Review at the end of semesters 1 and 3 and a Graduate Assistant Long Form Review at the end of semesters 2 and 4.

- Graduate Assistants may appeal a recommendation to terminate an assistantship to the Provost. The decision of the Provost is final.

- Graduate Assistants function as employees of the college and are bound by all rules and regulations pertaining thereto.

OTHER GRADUATE STUDENT EMPLOYMENT

Students who are not awarded a Graduate Assistantship may apply for other student employment at CCAD. Those interested should talk to the Director of Graduate Studies and the Career Services Office.

GRADUATE TEACHING ASSOCIATE POSITIONS

Although graduate students will not represent a significant portion of the undergraduate faculty at CCAD, all graduate students do have the opportunity to complete a teaching internship as part of the GRNP5071 Teaching Methods class. (For more information about teaching internships, see "Certificate of College Art Instruction" below.) Upon successful completion of the internship and after earning 30 credits, students may apply for Graduate Teaching Associate positions. These positions are not guaranteed and are offered at the discretion of the applicable dean or chair. Graduate Teaching Associates do not receive tuition waivers and may not teach more than six contact hours per semester.

The Certificate of College Art Instruction is an internal certificate program recognizing successful completion of designated coursework and a series of teaching internships focused on the teaching of studio art at a post-secondary level. This is an elective program and is not required for the MFA degree.

The goal of the certificate is to provide a strong experiential foundation for teaching studio art at the college level. This foundation is based on class observation, mentoring, classroom assisting, workshops, and discussions. The range of experiences will help students develop skills and techniques needed for successful art instruction at the college level.

Students who complete the program will receive the certificate at graduation and have an official note of the program made on their CCAD transcript.

Certificate Requirements: To earn the certificate, students must successfully complete the Teaching Methods class (GRNP5071) and two teaching internships (GRNP5072 and GRNP5073).

Students must sign up for Teaching Methods and a teaching internship during the Fall Semester. The Director will assess student needs and capacities during the Fall Semester and will match students with appropriate master professors for Spring Semester internships. Each teaching internship is to be completed in one semester and students will be closely mentored by the selected faculty member.

The actual plan of the internship may vary from class to class but will follow this basic outline.

1. Students are partnered with faculty; they meet and the faculty member provides the course syllabus and other course materials.

2. Students attend the class for the first few weeks and observe. They may ask the faculty member questions about structure, style, or other pedagogical issues during class if time allows. During this phase, students have the opportunity to discuss in the Teaching Methods course any issues that may arise. Students are expected to post observations about their experiences on their learning blogs.

3. When students have achieved a level of comfort with teaching and the faculty member believes they are ready to assume the responsibility, they will be asked to assist individual students during lab sessions. The nature of this

assistance will vary depending on the course and media.

4. After a few weeks of such assisting, graduate students may be asked to more formally present material to the class. They will be given ample time to prepare and may work with the faculty member in preparation.

5. When it is appropriate and approved by faculty, some students may be given an opportunity to teach an entire class project as the lead teacher.

6. Workshops covering different pedagogical issues are offered in conjunction with the Teaching Methods course. Some of the topics covered include:

• How to conduct a critique

• How to plan a course

• How to set expectations and determine grades

• How to help students find their voice

• How to develop an attitude of independence and self-reliance

• How to handle difficult students

• How to figure out your teaching philosophy

The progression of this sequence varies from student to student and course to course. Some students may spend a few weeks observing class while others may be comfortable assisting in labs very early on.

Students' participation in the teaching internship will be assessed as part of their grade in GRNP5071 Teaching Methods. Mentor faculty members are asked to give an assessment of their intern in class work. Graduate students are also asked to give feedback about their experience. Both of these responses are confidential and seen only by the Teaching Methods instructor and the Director of Graduate Studies. The Director maintains a semester-by-semester database of all graduate internship placements and uses this data to make recommendations for any adjustments and improvements to the program.

MFA THESIS REQUIREMENTS
After successful completion of the first-year curriculum and the Graduate Progress Assessment, students are invited to participate in the second, or thesis year, of the program. To ensure the highest quality and success the development, work, and final presentation of the thesis projects will be closely monitored. Students will also work with a thesis-writing advisor to develop the final Thesis Overview document. The process will follow this outline.

THESIS YEAR SEQUENCE
1. Choice of thesis advisor (by the end of the first week of the first semester)

2. Submission of thesis brief with presentation to Thesis Projects class (second week)

3. Submission of working thesis proposal, needed resources if known, and any supporting material to class (third week)

4. Individual discussions with Thesis Committee (third and fourth weeks)

5. Work on project with supervision of advisor (first semester)

6. Work with MFA writing advisor on critical and theoretical research (first semester)

7. Choice of second Thesis Committee member (midterm first semester)

8. Progress reviews with adviser and committee (midterm first semester)

9. Progress update, documentation of work completed, updated proposal and timeline, and individual discussions (end of first semester)

10. Work on project with supervision of advisor (second semester)

11. Work with MFA writing advisor on final thesis overview (second semester)

12. Pre-thesis review (second semester)

13. Final thesis exhibition with overview submitted

14. Oral defense of project and overview (during exhibition)

15. Online documentation submitted (by final grades deadline in second/graduating semester)

THESIS ADVISORS
Thesis advisors are selected from eligible graduate faculty or approved outside faculty. The advisors assist as mentors for the entire thesis year and serve on the student's Thesis Review Committee. All thesis advisors will meet with the Director of Graduate Studies periodically to report on student progress. Students may have up to three thesis advisors but must designate one as the chair or primary advisor.

THESIS BRIEF
The thesis brief should start to map out the territory the student is interested in exploring over the next nine months. This should be in the form of a well-articulated question or statement. This only needs to be a few lines with images either by the student or others. This brief will anchor the production of the thesis work and research. It is a pronouncement of intent and as such serves as one of the standards by which the work will be reviewed. However, it may be "fuzzy" in other words, the research question can evolve as studio work is made and research proceeds. The dance between intention and realization begins with the

thesis brief.

The thesis brief should be no longer than three pages and must include:

• A well-articulated research question or statement

• Supporting images, videos, or other materials

INITIAL THESIS PROPOSAL
The initial thesis proposal is a working document that evolves throughout the project and forms the basis of the final thesis report in the spring. It should build on previously developed research questions or statements and add some practical and theoretical context. It's helpful to start planning needs and timelines for the project, at least as far they are known. (For example, "By week seven, I will have completed 10 drawings and two paintings and have some idea of what I'm doing.") The student should also be scouting out the intellectual landscape that will be traversed.

The thesis proposal must include:

• A well-articulated research question or statement

• Supporting images, videos, or other materials

• A list of anticipated resource, lab, and specific instructional needs

• An initial timeline of production goals (best estimate)

THESIS COMMITTEE
The thesis committee consists of the student's thesis advisors and the program director. Additional members may be chosen by the student if approved by the director.

THESIS PROPOSAL REVIEW
Progress reviews will take place in the Thesis Projects course at midterm of the Fall Semester. The committee will pay special attention to:

1. Is there a good start in the studio and with the research?

2. Is the project's scope realistic in terms of the student's abilities, experience, and time available?

3. Is there evidence of a production plan that anticipates the possibility of delays and unexpected problems and how they'll be addressed?

PROGRESS UPDATE AND DOCUMENTATION
At the end of the Fall Semester, progress will be reviewed to see how the proposal has evolved. Students should keep track of this change and be ready to discuss it with the thesis committee. In addition, students will be required to provide documentation of the work so far in whatever form is appropriate, as well as begin to discuss expected needs for exhibition.

Requirements include:

• Updated research question or statement

• Documentation of work in progress

• Updated list of anticipated resource, lab, and specific instructional needs

• Updated timeline of production goals

• Estimated budget

• More developed discussion of theoretical and historical context for the work, including preliminary bibliography

• Description of how the work might be exhibited and possible needs for exhibition

PRE-THESIS REVIEW
The object of the pre-thesis review is to make sure candidates are progressing toward their final thesis semester and to help coordinate details of the thesis exhibition. The review will be with the thesis committee.

• Students will discuss their thesis work to date.

• The committee and student will develop a more specific set of evaluation criteria for the exhibition, defense, and written thesis.

• A timetable for completion of the thesis and arrangements for the upcoming exhibition, setup and logistics will be discussed.

THESIS EXHIBITION
Public display of the final thesis project is required. This may take the form of an exhibition, performance, website, screening, or other appropriate form. Collaborative projects are allowed but individual students must be able to demonstrate their contributions to the final project. The college will make traditional gallery space available but students who require specific or non traditional spaces are encouraged to make their own arrangements. Off-campus and community-based exhibitions are encouraged. The final exhibition will be presented at the highest professional level.

Students are responsible for promotion, marketing, and opening.

Criteria:

• Artistic quality

• Originality of vision

• Conceptual unity

• Professionalism of presentation

THESIS OVERVIEW
The thesis committee will meet with the candidate during the

thesis exhibition to discuss the exhibition and the overview. This will be a candid and frank discussion of the work. All previous criteria for the exhibition and overview will be discussed. In addition, the committee will be interested in the candidate's ability to verbally present the work and the correspondence of the overview to the work.

Criteria:

• Thoroughness of execution, touching on all salient dimensions of activity

• Clarity of presentation

• Citations where necessary

• Inclusion of notational material/text from blog/journal

• Presentation design

• The thesis overview must be presented to the Thesis Committee a minimum of four days before the thesis discussion.

ONLINE PRESENCE
All thesis projects are required to have an online presence. Relevant images, videos, and other supporting documentation should be available. The thesis overview should also be available online at this site. Students are encouraged, but not required, to link this site to their program learning blog. 2D and 3D exhibitions should include a minimum of 15 digital images documenting individual works and installation views. Video clips of time-based media should be included. The site should give a clear introduction to the project along with documentation of the final project and exhibition or screening. Projects that originate online should provide some form of introduction. The CCAD logo and program title are required to be on the introduction page.

All students are required to include a disclaimer in their blog posts releasing the college of any responsibility and liability for blog content. Please see the Assistant Director of Graduate Studies for more information, including disclaimer language.

THESIS SUBMISSION REQUIREMENTS
The submission of a thesis marks the successful completion of the degree. College policy requires that students submit an electronic copy of documentation of exhibition, thesis overview, online components, and any additional related material of their theses to the CCAD Packard Library. Each thesis will be listed in the library's catalog. Students may submit electronic copies by email, CD, or USB flash drive.

OHIOLINK ETD CENTER FORMAT GUIDELINES
The OhioLINK ETD Center accepts multiple formats and multiple files per paper, such as a main PDF file with supplementary data files and video clips. The list of acceptable formats is an institutional decision. As an overall rule, OhioLINK recommends file formats that are platform-

independent, vendor-independent, non proprietary, stable, and widely supported. The same criteria apply to audio and video codecs and other embedded software.

Preferred formats include:

• For formatted documents: Adobe Acrobat Portable Document Format (PDF). PDF files should have all fonts embedded and may not disable printing or text access. PDF files being uploaded to Proquest/UMI must be unlocked (no security options selected).

• For images: Portable Network Graphics format (PNG), TIFF, JPEG

• For video: MPEG, MP4, AVI

• For spreadsheets or data files: Comma-separated values (CSV) or other delimited text

OhioLINK discourages the use of HTML unless authors take considerable care in ensuring that their markup conforms to published standards and that their use of links and inline images can stand alone in the ETD Center.

For reasons of long-term accessibility and preservation, OhioLINK strongly discourages documents in proprietary word processing formats such as Microsoft Word or Excel.

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