

General Information

ATTENDANCE POLICY:

Students are required to attend all scheduled classes, events, and activities associated with the Pre-College Program. It is further expected that students will be on time to all scheduled classes and activities and that they obey all curfews. If a student is ill prior to the beginning of the day, they must notify their RA (resident assistant) and CE staff that they cannot attend class and arrangements will be made. If a student becomes ill during academic activities, they must notify their instructional staff and report to the Continuing Education office to make arrangements for the missed class time. Evening studio time is required for all students.

GRADING + CREDITS:

Participating students earn three college credits for satisfactorily completing their chosen two-week Pre-College Program. A maximum of 6 college credits can be earned. Performance level will be assigned by the program instructors and indicated by a letter grade ranging from A to F. This grade will be based on student participation, effort, and attendance, and will appear on the student's transcript for CIA. The college credits are applied to a student's transcript as a passing grade if they receive a letter grade of a C or above.

DRESS CODE:

Due to the nature of the work at Cleveland Institute of Art (Institute), a casual dress code is acceptable. Appropriate dress is best determined by the kind of work involved. For health and safety reasons, shirts, pants/shorts and closed toed shoes are required for most departments. Individual departments will send more detailed dress codes to address proper attire and safety requirements prior to arrival.

Please send mail/care packages to the following address:

Student Name
Pre-College Program/Continuing Education Office
Cleveland Institute of Art
11610 Euclid Ave
Cleveland, OH 44106

REFUND POLICY:

Plans change! To obtain a refund, please send written notification within three weeks after you made your tuition payment. Since decisions to run the course are based upon the number of paid registrations, there will be no refunds for notifications received more than three weeks after your tuition payment was made.

NOTE: no refunds will be issued to students who are dismissed from the program early due to misconduct.

DISCIPLINARY PROCEDURES:

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

- Verbal warning from a staff member.
- Incident report filed by a staff member, which will result in either:
 - A meeting with the RD (resident director) or faculty member depending upon nature and location of incident.
 - A meeting with the Director of Continuing Education for the purpose of disciplinary review (warning or probation and/or restitution) or dismissal from the program. Please note that no refunds will be issued to students who are dismissed early from the program.

Rules of Conduct:

In order to provide students, visitors and staff with an appropriate program environment, Cleveland Institute of Art's (CIA) Continuing Education Department (CE) has adopted the following Code of Conduct:

The Institute holds its students responsible for their actions, conduct and any resulting consequences.

CE will not tolerate any conduct or behavior that is disruptive of its educational or other programs. Students shall not engage in any conduct or behavior that: (1) threatens or endangers the health or safety of any person on college owned or college controlled property; (2) is self-destructive or threatening to the safety of the individual or other members of the Institute community; (3) obstructs or disrupts teaching, research, administration, disciplinary procedures or other activities, including its public service events or other authorized activities of the college; or (4) is disrespectful of difference either socially, ethnically, or with respect to race or sexual preference. CE has the sole right to determine whether conduct or behavior is in violation of its Code of Conduct.

Some examples of unacceptable behavior are, without limitation:

- violation of any Institute, state or federal drug or alcohol laws or policies, or improper actions resulting from the use of alcoholic beverages or drugs;
- sexual harassment, inappropriate touching, verbal abuse, physical violence or threat of physical violence;
- disruptive behavior in class which undermines the instructor's authority, or which interferes with other students' ability to participate effectively;
- theft of, damage to, or unauthorized use of college property, or the property of a member of the CIA community or campus visitor;
- possession of any firearms, weapons, fireworks, explosives or ammunition, or abuse of flammable substances, on Institute property;
- failure to comply with directions of CIA officials acting in performance of their duties.

Violation of the above may result in sanctions including suspension or expulsion from the CE classes and/or CIA premises; forfeiture of tuition, fees, etc.; financial responsibility for any damage caused; and, in the case of a minor, parental notification and/or being sent home at the parent's expense.

Acts of Academic Dishonesty

No CIA student shall knowingly perform, attempt to perform, or assist another in performing any act of academic dishonesty, which includes cheating, plagiarism, fabrication or falsification, multiple submissions, complicity/unauthorized assistance, and lying/tampering/theft.

SEXUAL ASSAULT POLICY:

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

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

Students may report sexual assault to any Institute officials including, but not limited to, University Circle Police, residence hall personnel, residence director, faculty, and staff. Students who choose to report an assault will receive any and all assistance requested in notifying the necessary authorities. Students who have been sexually assaulted may go directly to the University Hospital Emergency Room or the University Health Service for medical attention.

SEXUAL HARASSMENT CODE:

Cleveland Institute of Art is committed to creating and maintaining a learning environment free of discrimination. Sexual harassment is a form of discrimination. The Institute prohibits and will not tolerate sexual harassment toward or by members of the college community. It is a violation of the Institute's code of conduct, and it is against the law as outlined in Title IX of the Education Amendments Act of 1972. All members of the Institute, including its students, are responsible for ensuring adherence to this policy, discouraging sexual harassment, and cooperating in any investigation which might result from a complaint of sexual harassment.

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

- submission to such conduct is either an explicit or implicit term or condition of the student's educational opportunities;
- submission or rejection is used as a basis for an educational decision;

- the conduct substantially interferes with the student's ability to perform academically;
- the conduct creates an environment that the students find intimidating, offensive, or hostile.

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

ALCOHOL POLICY:

The serving or possession of alcoholic beverages is limited to persons who are 21 years old or older, following the provisions of the State of Ohio Liquor Control Law. Any student found in the possession of open or unopened containers of alcoholic beverages will be subject to dismissal from the program. Any student who believes another student is or has been consuming alcoholic beverages should immediately contact the Resident Director. The Institute will investigate the matter quickly and in a manner which protects the privacy and rights of all parties concerned. The Institute cannot guarantee confidentiality because of the need to investigate witnesses and receive testimony.

DRUG POLICY:

An Ohio law, and thus the Institute's, forbids the use or possession of drugs or narcotics not prescribed by a physician. Any student involved in the sale or distribution of prescription and/or nonprescription drugs will be subject to dismissal from the program.

GRAFFITI / VANDALISM:

The defacing or damaging of any part of the residence hall, academic buildings or its furnishings, or other student's property, including artwork, is not tolerated. Students found defacing or damaging any institute buildings or equipment will be charged a fee for repairs. A second offense will result in dismissal from the program.

DEPOSITS:

A \$150 room deposit is required for any students staying in the residence hall. This covers any damages to the dorm room or residence hall equipment/property. We also require all students to submit a Material + Lab Deposit of \$100, which covers any damaged or lost classroom equipment. The deposits will be included on your billing statement, and must be submitted with your tuition fee. All payments are refundable at the end of the program, barring any damages to the Residence Hall or to any classroom equipment. Refunds will be distributed by check to the student on the account by the end of August. If you need to request an alternative refund method, please contact our office at 216.421.7460 or precollege@cia.edu to discuss other options.

The Residence Hall

ROOMS:

Students will be staying in CIA's Uptown Residence Hall, located at the corner of Euclid Avenue and Ford Drive. All students will be assigned by floor to a Resident Assistant. Resident Assistants are supervised by the Resident Director, who reports directly to the offices of Student Housing and Continuing Education. Students are assigned to single-gender quads. There are also doubles, singles, and rooms outfitted to meet the needs of persons requiring handicap accessibility.

ROOMMATES:

For many Pre-College students, this is the first time they will be living away from home and sharing a space. Please remember the following roommate guidelines to keep a happy and healthy living environment:

- Be courteous and respectful to your roommate, their belongings, and their space, both personal and physical.
- Always ask before touching or borrowing any of your roommate's belongings.
- Always knock before entering a shared space. The bedroom and bathroom doors lock for your privacy.
- Any conflicts between roommates should be handled first through your RA, then the RD, and finally Continuing Education.

All room changes require the consent of all parties involved. Students must request room changes through their RA. The RD and Continuing Education must approve all room changes.

CHECKING IN/OUT OF THE HALL:

Students will be issued an ID card that provides keycard access to the residence hall. Each student is responsible for the condition of the room and its furnishings during the period of occupancy. Students must report any damages when checking into their room. This report, if filed, is the basis for assessment of damage or loss attributed to the student at the termination of the Pre-College Program.

After the exhibition, students will return their key cards to the Resident Director at the Residence Hall. Suites must be free of all refuse and discarded material and left as clean as at the time of check-in. Rooms requiring additional cleaning will be charged \$75 per student. Check-out concludes when students have completed the check-out form and returned their temporary housing room key card to a designated RA or RD. Failure to perform this vital step will result in a charge of \$25 for the key card.

DAILY LEAVING / RETURNING TO THE RESIDENCE HALL:

Between the hours of 9-10pm, all students MUST sign in and out of the residence hall at the front desk upon entering and exiting the building. When traveling to and from class, studio

times, cafeterias, coffee shop, or other campus destinations, students are encouraged to travel in groups of two or more. Students are not permitted to go outside of campus boundaries without a staff member or parent. A map of the campus with the travel boundaries is included in your student binder.

If a student wishes to leave the campus boundaries with a parent/guardian, the parent/guardian must notify Continuing Education 24 hours ahead of time and specify the day(s) and hour(s) the student will be off campus. Please remember, as the Pre-College Program carries undergraduate credit hours, there will be very few instances that the student will be available to leave the campus due to scheduled class, studio, or event times. Please schedule doctor, dentist, and other appointments accordingly.

CURFEW:

All residential students must be back in the residence hall by 10PM each evening, and must sign in when they arrive for the night. The only exceptions are during scheduled events or activities, in which case students should adhere to the curfew listed in their schedule for that evening.

QUIET HOURS:

Quiet hours begin every day in the residence hall at 12AM (midnight), and end every day at 8AM.

GUESTS:

Pre-College residential students are permitted to be in each other's room until 12AM (midnight) each night. At that time, all students must be in their own rooms. The maximum number of students allowed in a single room is eight. If more than eight students are found in a room at any given time, an RA or Hall Director will ask all students to return to their own rooms. Any time any student who does not reside in your room is visiting (regardless of sex or gender) all doors need to be propped open.

Guests (anyone who is NOT a residential Pre-College student) are not permitted in the Residence Hall at any time. This includes commuter students, parents, family members, friends and partners. The only exception is during move-in or check-out.

PAPER + CLEANING PRODUCTS:

Additional toilet paper, tissues and paper towels can be acquired from the RA on duty. Students may borrow mops, brooms, disinfecting wipes and other cleaning supplies from the RA on duty.

COOKING:

Cooking is not permitted in the residence hall with the exception of the use of microwave ovens. Misuse of microwaves will result in additional charges if additional cleaning, repairs or replacement are necessary.

ELEVATOR:

Students are expected to refrain from tampering with the elevator in any way. If the elevator is

broken, students should inform an RA or the RD.

EMERGENCIES:

In emergency situations, students should follow these steps:

- Between the hours of 8:30AM and 8:30PM immediately call the Continuing Education office at 216.421.7493
- Between the hours of 8:30PM and 8:30AM immediately call the RA on call at 440.941.4462.

Students will be signed up to receive important notifications via text message and/or email from the office of Continuing Education using the REMIND alert system. This information is used only in the event of an emergency, and is not saved after the program ends.

ID KEY CARDS:

All students will receive an identification badge/key card at Orientation. The key card serves as the swipe card for entry into the residence hall and assigned suite. The temporary ID and key card must be kept with the student at all times. The key card must be returned at the end of the program. Please note that a \$25 fee will be charged to any student who loses their keycard.

If a student is locked out or a room key card is lost, the student must contact the RA on duty. Resident Assistants are not permitted to open a room for anyone other than its occupants under any circumstances. Any unauthorized duplication of keys or unauthorized changes in door lock cylinders is prohibited.

LAUNDRY FACILITIES:

The residence hall is equipped with complimentary washers and dryers in the fourth floor laundry room. It is recommended that clothes be removed promptly from the laundry area after drying to avoid possible theft or damage to clothing. Please keep the laundry door open. Any broken machine should be reported to an RA or the RD.

LOUNGE AREAS:

Students are responsible for cleaning up after themselves in the lounge areas. Lounge furniture may not be removed from the lounges. No personal property should be left in the lounge areas.

MAINTENANCE PROBLEMS:

Students should report maintenance problems to a RA, who is responsible for contacting campus maintenance personnel.

PERSONAL PROPERTY:

The Institute is not liable for loss or damage to personal property due to insufficient heat, fire, water, steam, or the elements or actions of third persons. Personal property of residents is not covered by CIA insurance. Students should carry their own insurance against loss or damage of their personal property. Students are advised to safely carry and store cash, credit or debit

cards. There is no general storage in the Residence Hall.

RA ON CALL:

One or more RA is assigned to be available to students every night from 8:30PM – 8AM. The RA on call schedule is posted in the lounge. Any problems or emergencies arising during that time are taken to the RA on call. Non-emergency problems within the dorm occurring any other time should be reported first to your own floor's RA, and then to the RD, if required.

The RA on call phone number is 440.941.4462.

RESIDENCE HALL DAMAGE:

Students will be assessed for all damages to their rooms. Any damage to public areas of the building (including paint on the walls, floors, carpets, or in the sink) that is unaccounted for will be the financial responsibility of all students of a specific floor or of the entire building, if necessary.

ROOM INSPECTIONS / SEARCH:

The Institute reserves the right to inspect rooms in order to ensure proper maintenance for sanitation and life safety standards, to take inventory, plan for and make necessary repairs to rooms and furnishings, to enforce program policies, and to ensure location of students.

ROOM MODIFICATIONS:

No modifications of a permanent nature are allowed. Only BLUE painter's tape should be used to hang items on the walls. All rooms must be restored to their original condition at the end of each student's residency. Each student is financially responsible for any damages that occur as the result of modifications.

SAFETY PROCEDURES:

Personal safety and security is the responsibility of the community and the individual. The residence hall is locked 24 hours a day to promote a safe and secure atmosphere. It is in the best interest of all students to exercise caution and secure their valuables. Acts that endanger the safety or well-being of individuals in the residence hall are prohibited. Damage and theft of property in the residence hall is prohibited. Adhering to the following suggestions will help ensure personal safety:

- lock your room whenever you leave, even for a few minutes
- do not prop open outside doors
- all hallways must remain clear at all times
- do not admit strangers or non-students
- report any non-students to an RA or the RD
- report suspicious behavior to an RA, the RD, or security

THE FOLLOWING ITEMS ARE PROHIBITED IN THE RESIDENCE HALL:

- Smoking and/or possession of cigarettes and e-cigarettes for students under 18 years of age on all campus grounds

- Use of bicycles or motor vehicles
- Possession or burning of incense or candles
- Pets of any kind, with the exception of a certified companion animal
- Playing of outdoor sports inside any Institute building
- Air conditioners, halogen lamps, hot plates, and other such appliances which place an extraordinary load on the electrical system
- Use of materials that are flammable or require ventilation (torches, sprayers, kerosene, turpentine, paint thinner, spray paints, spray adhesives, and fixatives)
- Possession or use of rifles, shotguns, pistols, or other firearms, ammunition, gunpowder, fireworks, air rifles, air pistols, large knives, or other dangerous instruments

The following materials should be used ONLY in the studios in the academic building:

- Oil paint
- Ceramic Clay
- Plaster of Paris