

Milwaukee Institute of Art & Design
Student Handbook

Last update: 4/18/2012– previous editions are obsolete.

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MIAD ACADEMIC CALENDAR 2011/2012

FALL SEMESTER – 2011

August	10	-	Full Tuition & Fees Due
	20	-	Dorm Move In Begins at 10:00 - The Park – 1824 Park Street, Milwaukee
	21-26	-	New Student Orientation
	21	-	Parent Orientation
	22	-	English Placement Essay (New Foundation Students)
	22	-	In-Person Registration for all new students who have not previously registered
	25-26	-	Transfer Student Orientation
	25	-	English Placement Essay (Transfer Students)
29	-	Fall Classes Begin (Tuition and fees due the first day of the semester)	
September	02	-	Open Enrollment Ends at 2:00 p.m. (by 4:00 PM - Last Day for Withdrawing Students to Receive 100% Refund of Tuition & Fees)
	02	-	Last Day to Add Classes & Register for Fall 2011 Semester
	02	-	Last Day to Drop Classes - Course Will Not Appear on Transcript
	05	-	Labor Day Holiday – No Classes
	09	-	By 4:00 PM - Last Day for Withdrawing Students to Receive 75% Refund of Tuition / Fees Non-refundable
	16	-	By 4:00 PM - Last Day for Withdrawing Students to Receive 50% Refund of Tuition / Fees Non-refundable
	23	-	By 4:00 PM - Last Day for Withdrawing Students to Receive 25% Refund of Tuition / Fees Non-refundable
	24	-	Tuition and Fees Non-refundable
	29	-	4-week Reports Due for 1 st Year Students
	30	-	1 st Year Students Receive Notification of 4-Week Reports
October	04	-	1 st & 2 nd Year Advisors Notified Which Advisees Received 4-Week Reports
	06	-	1 st & 2 nd Year Advisors Request Appointment with Advisees who Received 4- Week Reports
	17-18	-	Fall Break – No Classes
	TBA	-	Advisors Receive Spring Advising Materials & Spring Schedule
	21	-	Mid-Term Grades Due
	22	-	Parent/Partner Day
24	-	Mid-Term Evaluations Distributed to Students	
November	01	-	Recommended Financial Aid Application Date for Spring Semester 2010
	04	-	Last Day to Drop Classes - Course title & "W" will appear on transcript
	11	-	Senior & Junior Registration/1:45 – 5:00 PM
	18	-	Sophomore & Freshmen Registration/1:45 – 6:00 PM
	23-25	-	Thanksgiving Break – No Classes
December	16	-	Last Day of Fall Classes
	19	-	Final Grades Due from Faculty by 2:00 PM
	19	-	Winter Break Begins – No Classes

SPRING SEMESTER - 2012

January	02	-	Full Tuition and Fees Due
	11	-	Dorm Move In Begins at Noon/12:00 PM - The Park, 1824 Park Street, Milwaukee
	12	-	New Student Registration & Placement Essay
	12	-	New Student Orientation
	17	-	Spring Classes Begin (Tuition and fees due the first day of the semester)
	23	-	Open Enrollment Ends 2:00 PM. (Last Day for Withdrawing Students to Receive 100% Refund of Tuition & Fees)
	23	-	Last Day to Add Classes & Register for Spring Semester
	23	-	Last Day to Drop Classes - Course will not appear on transcript
	30	-	By 4:00 PM - Last Day for Withdrawing Students to Receive 75% Refund of Tuition / Fees Non-refundable
February	ASAP	-	Recommended Financial Aid Application Date for the Fall Semester 2012 and Spring & Summer Semesters of 2013

	06	-	By 4:00 PM - Last Day for Withdrawing Students to Receive 50% Refund of Tuition / Fees Non-refundable
	13	-	By 4:00 PM - Last Day for Withdrawing Students to Receive 25% Refund of Tuition / Fees Non-refundable
	14	-	Tuition and Fees Non-refundable
	16	-	4-week Reports Due for 1 st Year Students
	17	-	1 st Year Students Receive Notification of 4-Week Reports
March	08	-	Mid-Term Grades Due
	09	-	Mid-Term Evaluations Distributed to Students
	12-16	-	Spring Break – No Classes
	23	-	Last Day to Withdraw from Spring Courses - Course title and "W" will appear on transcript
April	1-14	-	All Student Advising Week
	TBA	-	Senior Meeting
	06	-	Registration for students that will be Juniors and Seniors Summer/Fall 2011
		-	Senior Exhibition Opens
	13	-	Registration for students that will be Sophomores Summer/Fall 2011
	25	-	MIAD Define
May	04	-	Last Day of Spring Classes
	05	-	Dorm Move Out Day – The Park - Closes at 5:00 PM
	07	-	Final Grades Due from Faculty by 2:00 PM
	12	-	Graduation Ceremony and class photograph
	12	-	Senior Thesis Exhibition Closes

SUMMER SESSIONS – 2012

May	14	-	Session 6A Begins
	14	-	Session 8A Begins
	28	-	Memorial Holiday – No Classes
June	11	-	Session 8B Begins
	22	-	Session 6A Ends
	25	-	Session 6B Begins
July	06	-	Session 8A Ends
	04	-	Independence Day Holiday – No Classes
August	03	-	Session 6B Ends
	03	-	Session 8B Ends
	06	-	All Grades Due (Grades will be due after each session)

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Please Note: Dates published in the enclosed calendar are subject to change. If dates change, notification will be made via MIAD e-mail.



MISSION STATEMENT

The Milwaukee Institute of Art & Design (MIAD) is a degree-granting college where individuals discover and realize their creative potential.

CORE VALUES

The Milwaukee Institute Of Art & Design Values...

Education and lifelong learning
 Visual, verbal, written and media literacy
 Critical thinking and creative problem solving
 Innovation
 Quality
 Passion, commitment and dedication
 Diversity

EDUCATIONAL MISSION & OBJECTIVES

The Milwaukee Institute of Art and Design is Wisconsin's only four-year independent art and design school. The mission of the Milwaukee Institute of Art & Design is to provide intensive, structured, and sequential degree programs in concepts and skills fundamental to visual arts, and to develop students as artists/designers who have the ability to engage in an independent process of professional inquiry and vision. MIAD provides an education in the visual arts, distinguished by its emphasis on assured competence in particular fields.

The specific objectives of the Institute's programs are that our students will acquire and be able to demonstrate the following:

- The ability to think originally and inventively within the creative possibilities of the artist's media;
- Technical excellence in the broad range of design and the visual arts;
- Increased powers of observation and visual awareness;
- Personal dedication to the individual mission of the artist/designer;
- An informed awareness of the society and culture the artist/designer inherits, and his or her relationship with these;
- Critical judgment as it relates to personal and artistic values;
- Strong expressive and communicative abilities in visual and verbal realms;
- An appreciation for the contributions made by all cultures to the visual and liberal arts;
- Knowledge of, and an ability to use, community resources in their professional endeavors and personal lives.

To assist the student's pursuit of the objectives, the faculty, administrators, and trustees of MIAD strive to accomplish the following:

- Recognize, respect, and nurture the individuality of the student;
- Provide a stimulating curriculum and atmosphere in which the student can work, learn, and establish the basis for continued learning;
- Provide a faculty who, as professional artists, designers, and educators, will help the student develop fundamental skills, professional competence, and personal standards of professionalism;
- Provide appropriate physical facilities for the broad range of activities required in the Institute's programs and commensurate individual pursuits;
- Maintain the kind of institutional relationships that foster the student's educative utilization of the surrounding educational, cultural, and business communities;
- Provide an environment that values and encourages cultural diversity through artistic expression and also through the physical make-up of the Institution;
- Provide students with culturally diverse experiences;
- Offer effective degree-granting programs in a broad range of visual arts;
- Provide a system of assessment/evaluation that measures student performance according to stated objectives.

The Milwaukee Institute of Art & Design complies with local, state, and federal laws, and is free of any discrimination based on race, color, national origin, religion, sex, sexual preference, handicap, or age in any of its educational or employment policies, procedures, or practices.

INSTITUTIONAL VALUES

All MIAD students and employees are members of many communities – world, country, state, city, and campus. As such, each is

subject to the mores, values, and codes prescribed by each of these communities. This handbook outlines the standards of behavior necessary from all members of the MIAD community to ensure the College maintain and promote its educational mission. As an academic community and institution of higher learning, MIAD has a vested interest in the safety and well being of members of this community and the perpetuation of a positive educational environment. MIAD is committed to the educational and social development of its members as responsible and principled human beings. MIAD has a priority interest in promoting personal and academic integrity, respect for the rights of others, diversity, free expression of ideas, civility, and the law. This community of learning is governed by standards of conduct that define acceptable behavior in both the academic and non-academic dimensions of campus life. Students, faculty, and staff voluntarily join the MIAD community. By joining the MIAD community, we agree to abide by the standards the College has instituted relevant to its mission, objectives, processes, and procedures, along with the responsibility for the welfare of the community. Under the terms of enrollment or employment at MIAD, its members accept its regulations and acknowledge the right of the College to take disciplinary action for conduct judged unsatisfactory or disruptive of the educational environment.

AFFIRMATIVE ACTION STATEMENT

MIAD strives to achieve a diverse college community. As part of a larger community, the College bears a responsibility to eradicate racism, sexism, ethnic and cultural offenses, and religious intolerance. MIAD requires an atmosphere of acceptance and dignity for all individuals and groups. The College maintains an environment that genuinely appreciates the social and academic values of a diverse educational community. Any condition or behavior that causes discrimination or favoritism constitutes a destructive force within the College and will not be tolerated.

NON-DISCRIMINATION FOR DISABLED PERSONS

The College works to ensure non-discrimination and equal opportunity for otherwise qualified disabled persons. In all matters of employment and education, disabled persons will receive reasonable accommodations to enable full participation in the MIAD community.

NON-DISCRIMINATION FOR GENDER AND SEXUAL ORIENTATION

MIAD is committed to providing a working, living, and learning environment that nurtures and develops the talents of all its members without regard to gender or sexual orientation.

NON-DISCRIMINATION FOR AGE, NATIONAL OR ETHNIC ORIGIN, RACE, AND RELIGION

MIAD vigorously strives to embrace global and diverse perspectives. MIAD promotes an atmosphere of dignity for all individuals and groups within our College. Discrimination based on age, national or ethnic origin, race or religion in any form, individual or institutional constitutes an offense against human dignity.

HARASSMENT STATEMENT

MIAD is committed to providing a civil, respectful working and learning environment for all members of its community. Harassment or other conduct resulting in the creation of an intimidating, hostile, humiliating or sexually offensive atmosphere will not be tolerated. MIAD has established internal procedures to review and resolve harassment complaints. Members of the College who believe they have been a victim of such harassment may initiate the informal or formal complaint procedures as outlined in this Handbook.

STUDENT-FACULTY/SUPERVISOR RELATIONSHIPS

Amorous or sexual relationships that might be appropriate in other circumstances are not appropriate, even if thought consensual, when they occur between a faculty member and a student; or a staff member and a student with whom a professional supervisory or advisory responsibility exists. The respect and trust accorded an instructor, supervisor, or advisor by a student, as well as the power exercised by the faculty, supervisor, or advisor in giving praise or criticism, grades, recommendations for further study and employment, and other benefits or opportunities diminish the student's actual freedom of choice. As such, relationships thought to be consensual may in fact be the product of implicit coercion. College policy requires that all employees maintain professional relationships with students.

HARASSMENT POLICY

MIAD expects that its staff, faculty, and students will act responsibly toward each other in order to maintain a pleasant and secure working and learning environment free from any forms of harassment. MIAD takes violations of this trust very seriously and will vigorously investigate, and prosecute (if necessary) all violations of MIAD's harassment policy.

PROCEDURES FOR FILING A HARASSMENT COMPLAINT

Step 1: It is recommended, although not required, that anyone considering filing a harassment complaint first discuss the issue(s) with the person(s) involved, and/or the person(s) supervisor. Often complaints arise from misunderstandings that can be resolved through discussion and mutual agreement. Speaking directly with the person(s) involved and/or their supervisor(s) ensures that the complaint has an opportunity to be aired, and resolved, in a cooperative, non-adversarial setting.

Step 2: However, when the direct discussion option has failed, or the complainant is not comfortable with addressing the issue directly, the complainant should see the Dean of Students to discuss all the options available to the complainant which range from a mediated discussion to the filing of a Harassment Complaint with MIAD's Affirmative Action Officer.

Step 3: The harassment complaint process is initiated in an intake meeting with the Affirmative Action Officer (*see Administrative Directory in this handbook*). The Affirmative Action Officer will discuss the issue(s) of concern and inform the complainant of the

process for filing a harassment complaint. If the complainant wishes to file an official harassment complaint, they must fill out, and sign an official complaint form. The Affirmative Action Officer will then conduct an investigation of the facts. The complainant has the right to remain anonymous throughout the intake and investigation process. The Affirmative Action Officer will present the results of the investigation to the complainant, at which point the complainant has the option of requesting a hearing of the complaint by the Disciplinary Committee.

Step 4: The Disciplinary hearing process is initiated by the Affirmative Action Officer submitting a letter requesting a hearing to the Chair of the Disciplinary Committee (*see Administrative Directory in this handbook*). The original complaint and all follow up documentation constitute the complaint file and will accompany the Affirmative Action Officer's hearing request. During the Disciplinary Committee's meetings, and for the purposes of the hearing only, the complainant may not remain anonymous. If the Disciplinary Committee finds a student or faculty/staff member responsible for harassment, the Committee may impose a sanction that ranges from a warning up to and including discharge of the harassing employee, termination of a teaching contract, or expulsion of a student, depending upon the severity of the circumstances. The proceedings and decision of the Disciplinary Committee are not public information and will be provided only to the parties directly involved in the Committee's hearing. If a student is found responsible for harassment they have the right to appeal as outlined in the Appeal section of the Student Handbook. Faculty/Staff appeal procedures are outlined in their respective Faculty/Staff Handbooks.

OTHER STUDENT COMPLAINTS

MIAD students are encouraged to speak directly to the persons concerned about any other kinds of complaints they might have. When students complain to MIAD faculty or staff, they have a right to know the outcome of the complaint. If, after speaking to the appropriate persons, the student does not feel that the resolution is satisfactory, the student should file a written complaint through the Dean of Students. The appropriate form for such a written complaint can be obtained from Dean of Students' office, as well as advice about how best to proceed.

CODE OF CONDUCT & CIVILITY

This Code of Conduct and Civility outlines the standards of behavior necessary from all members of the MIAD community to ensure the College can realize its educational mission of creating a learning environment where individuals discover and realize their creative potential. The policies & procedures that follow provide general guidelines for behavior so that community members will understand and appreciate his/her responsibilities. The code also outlines the disciplinary process and consequences for violations. Those charged with the enforcement of the Code will ensure that complaints are heard in a just manner that is consistent with the procedures outlined in this Code.

These regulations are not a criminal code; they should be read broadly and are not designed to define all misconduct. Disciplinary proceedings conducted pursuant to this Code shall be fair and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the College.

VIOLATIONS OF LOCAL, STATE, AND FEDERAL LAWS

Members of the MIAD community are accountable to both governmental authorities and to the College for acts that constitute violations of law and this Code. Conduct allegedly constituting a felony or misdemeanor offense may also be referred to appropriate law enforcement agencies for prosecution. Disciplinary proceedings at the College will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced or otherwise resolved or that such proceedings constitute double jeopardy.

As it may be perceived that faculty and staff represent the College, faculty or staff who testify in any criminal or civil proceeding against a student or MIAD employee must discuss the matter with their supervisor before doing so.

CIVILITY ON CAMPUS

The MIAD campus is a learning environment and every effort will be made by the faculty, the students, and the administration to maintain an environment that is supportive of the learning process. In order to foster an effective educational experience, the faculty and the administration must preserve discipline in the classrooms and studios, and have the obligation to accomplish this in a reasonable and civil manner. The student should understand that the faculty and the administration will define behavioral and performance expectations of all students and students are responsible for complying with these standards. In situations where a student's behavior causes a serious disruption of the learning atmosphere, an instructor may require the student to leave the classroom, studio, or lab immediately. The faculty member will notify the Dean of Students who will take further action. Infractions brought to the Dean of Students may result in disciplinary action.

ACADEMIC EMAIL POLICY

Students are given a MIAD Username and password, which provides access to a number of secure systems, including zmail.miad.edu (the MIAD Email System), courses.miad.edu (the Moodle Course Management System), and the MIAD computer network. Use of these credentials by anyone other than the person to whom they were issued is strictly forbidden. Such use may result in all services connect to that account being locked.

All MIAD faculty and students have MIAD email addresses that they are required to use. When using the MIAD email, students only need to type in the instructor's name in the "To" line in order to access the address. Students should be aware that some instructors only access the MIAD email when on campus. Therefore students should not expect immediate response to an email communication.

Because educational emails can contain sensitive information about a student's academic performance (e.g., grades, indications of academic progress, etc.), faculty and staff can only respond to students through MIAD email addresses. For this reason, and for ease of use, we require that students use their MIAD email address provided through zmail.miad.edu. MIAD email accounts will be set up by the IT staff.

Moodle: Many courses require student access the Moodle open source course management system. Students must use MIAD email accounts to participate in this system. When contacting an instructor or staff member by email, students should consider the email to be a formal communication. Students must be sure to give faculty and staff the respect they deserve. Such emails should be polite, respectful, necessary, and considerate of the faculty or staff's time.

Faculty and Staff: Faculty and staff should only respond to currently-enrolled students via MIAD Zimbra accounts.

APPROPRIATE COMPUTER USE POLICY

1. PURPOSE

Milwaukee Institute of Art & Design (MIAD) provides information technology for educational, research and administrative applications for its current faculty, staff and students (hereinafter, the "MIAD Community"). In general, the MIAD Community may use College information technology (which includes privately owned computers connected to the College network) in connection with the College's teaching and student-centered mission. Because these technologies leverage each individual's ability to access and copy information from remote sources, users must be mindful of the rights of others to their privacy, intellectual property and other rights. This Use Policy codifies what is considered appropriate use of computers and networks with respect to the rights of others. With the privilege to use the information resources of the College come specific responsibilities outlined in this policy.

2. AUTHORIZED USE

2.1 Access to MIAD information technology and network resources imposes certain responsibilities and obligations and is granted subject to College policies and local, state and federal laws. Computer and network resource use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources.

2.2. Authorized use of MIAD-owned computer and network resources is consistent with the education, and service learning mission of the College. Such use includes instruction, independent study, research, community service, communications with professional colleagues and official business of offices, units, recognized student and campus organizations and agencies of the College. The term "authorized use" does not include the use of computer and network resources for private endeavors such as independent contracting, or work for other institutions. Occasionally, students may contract for work that is closely related to their educational activities or the development of their professional portfolios. Provided that it does not interfere with activities directly related to the curriculum, students may occasionally be permitted to use MIAD Computing Resources for such work, on the recommendation of a faculty member and at the discretion of MIAD. The College reserves the right to extend, limit, restrict or deny privileges and access to its computing resources and to retrieve and read any E-mail message sent using College resources.

2.3. Authorized users of MIAD-owned computer and network resources are (1) the MIAD Community and (2) any other individual, group or business entity granted permission by an individual department chair or unit director responsible for particular information technology or network resources, provided such use is otherwise in compliance with this policy and does not unduly interfere with use by the MIAD Community.

3. APPLICABILITY

3.1. Hardware and Software

This policy is applicable to all electronic data storage, retrieval and communication apparatus (computers, servers, networking devices, telephones, printers, networked copiers or other information technology hardware) and all official applications software owned, licensed or leased by the College. In addition, any information technology that connects directly to the College data or telephone networks, connects directly to a computer or other device owned or operated by the college, and/or otherwise uses or affects College information-technology facilities is subject to College information-technology policies, regardless of its owner.

3.2 Data Management and Related Software

For purposes of this policy, information technology and network resources also include all electronic databases made accessible via MIAD but owned by other entities. These databases include on-line services to which the College subscribes on behalf of and for the benefit of the MIAD Community.

A. College Collaborative Technology Resources

The College Collaborative Technologies Resources includes course management systems, social networking, online portfolios, and online classroom collaborative tools, that are provided under the MIAD.EDU domain. Except for information posted to these resources by the Administration, MIAD does not control the content of information or files delivered these resources. MIAD neither accepts nor assumes any obligation to monitor these resources.

B. Electronic Mail

All messages composed, sent, or received on the E-mail system are and remain the property of the College. They are not the private property of any MIAD Community member. The use of the E-mail systems is for College business only and may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.

4. LICENSE GRANTED TO Milwaukee Institute of Art & Design

4.1. By posting messages, uploading files, inputting data or engaging in any form of communication via the network, users grant

MIAD a royalty-free, perpetual, non-exclusive, unrestricted, worldwide license to use, copy, sublicense, adapt, transmit, publicly perform or display any such communication.

4.2. This agreement shall be governed by and construed in accordance with the laws of Wisconsin without giving effect to any principles or conflicts of law. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

5. RIGHTS AND RESPONSIBILITIES

5.1. The rights and responsibilities discussed in this document are designed to ensure fair access for all users. College information technology is intended for the use of the MIAD Community for teaching, learning and administrative college purposes. Any use that is counter to these purposes or that interferes with such use by others is unacceptable. Each person exercising the privilege of using MIAD information technology and network resources accepts certain implied obligations and limitations (such as storage space, bandwidth, time limits, etc.). All persons using MIAD computer resources are solely responsible for their own personal data and its backup. Members of the MIAD Community may not use information technology in ways that interfere with or demean others or that consume excessive college resources.

A. Users of the MIAD Computer Resources may not:

1. Restrict or inhibit any other user from using and enjoying the College Collaborative Technology Resources.
2. Through the use of MIAD's Technology resources violate MIAD's Code of Conduct as outlined in the Student Handbook
3. Post or transmit any unlawful, threatening, abusive, libelous, or defamatory information of any kind, including without limitation any transmissions constituting or encouraging conduct that would violate any local, state, national or international law.
4. Knowingly post or transmit any information, software or other material that violates or infringes upon the rights of others-including material that is an invasion of privacy or publicity rights; material that is protected by copyright, trademark, or other proprietary right; or derivative works with respect thereto-without first obtaining permission from the owner or rights holder.
5. Knowingly post or transmit any information, software or other material that contains a virus or other harmful component.
6. Post, transmit or in any way exploit any information, software or other material for commercial purposes, or material that contains advertising.

B. Users of the MIAD E-mail may not:

1. Abuse the E-mail or Internet systems through excessive personal use or in violation of the law.
2. Send or request delivery of pornography or racially derogatory, discriminating, threatening or abusive communication. Community members should always ensure that the business information contained in E-mail/Internet messages is accurate, appropriate and lawful.
3. Send or receive copyrighted materials, proprietary information, or similar materials without prior authorization. The College reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the E-mail system for any purpose.
4. Retrieve or read any E-mail messages that are not sent to them. All messages should be treated as confidential and accessible only by the intended recipient.

5.2. Privacy

Each user of MIAD information technology and network resources is entitled to a reasonable expectation of privacy except when the MIAD Administration has probable cause to believe a particular use violates local, state or federal law or when the college has reason to believe that the technology is being used in a threatening, abusive, libelous and inflammatory manner. The Director of Technology (DOT) will screen reported problems and direct them to appropriate existing administrative bodies for resolution.

5.3. Academic Freedom of Speech

MIAD establishes its information technology and network resources as "limited public forums." This means that, except as stated below, authorized users may not be censored based upon, or otherwise limited in, the content of data, files, or communication stored, received, or communicated via MIAD information technology and network resources provided such information is related to authorized use as defined herein.¹

5.4. Illegal Speech

Except for Official Information, MIAD exercises no editorial control over the content of information created or published via MIAD information technology and network resources. Except for Official Information, the content of information created or published via MIAD information technology and network resources shall be the sole and exclusive responsibility of the author of such information. Nevertheless, when it is brought to the attention of the Information Technology Department that a user is using MIAD information technology and network resources in violation of this policy or local, state, or federal law, the DOT will screen reported problems and direct them to appropriate existing administrative bodies for resolution.

5.5. Intellectual Property Rights

All users must comply with local, state, and federal laws regarding ownership of intellectual property. Although MIAD accepts no responsibility or obligation to regulate, approve or otherwise exercise editorial control over non-official information published via its computer or network resources, the College reserves the right to remove any material from its information technology or network resources when such material is in violation of local, state or federal intellectual property rights. The DOT will screen reported problems and direct them to appropriate existing administrative bodies for resolution.

6. SPECIFIC PROHIBITIONS

6.1. Harassment

No user may use MIAD information technology and network resources to harass any other person. For purposes of this policy, harassment shall include, (1) using the computer and network resources with the intent to annoy, terrify, intimidate, or threaten another person, (2) using the computer and network resources with the intent to repeatedly communicate with another person (except via Mailing List to which the other person voluntarily subscribes) after that person has informed the user to no longer contact him or her, or (3) using the computer and network resources to disrupt or damage official College functions. Harassment is defined by the recipient of behaviors stated above, and should be dealt with according to the procedures outlined in the MIAD Handbook.

6.1. Commercial Use

No user may use MIAD information technology and network resources for private commercial gain.

6.2. Misrepresentation

No user who creates or maintains a personal web page using MIAD information technology and network resources may represent the information contained therein as official information nor may such user represent that he or she is acting on behalf of MIAD.

6.3. Violations of Copyright

No user may use, publish, copy or store copyrighted material via MIAD information technology and networking resources without the permission of the copyright owner.

UNAUTHORIZED USE OF EQUIPMENT, SUPPLIES, OR FACILITIES

Unauthorized student use of faculty/staff photocopy machines, lab facilities, supplies, or equipment is prohibited. Students found in violation of this policy may be restricted from further use, fined, charged for replacement, and subject to disciplinary action.

APPROPRIATE STUDIO USE POLICY

Disruptive music or behavior, as defined by studio-mates, is prohibited in MIAD studios. Students must respect the rights of students in nearby studios and classrooms and not engage in activities that disrupt the academic work of others.

GRAFFITI & VANDALISM

Graffiti is not only against the law, but it is also a serious violation of the basic trust essential for a community of working artists and designers. Any mark made by anyone on the work of an artist/designer – without that creator's explicit permission beforehand – is considered by MIAD to be a work of graffiti or vandalism; the violator risks serious penalties, including immediate expulsion from MIAD. In addition, the Milwaukee Municipal Ordinance specifies that any person defacing real or personal property not his or her own, with paint or any other liquid or device is guilty of a violation which shall, upon conviction, result in a fine of not less than \$500, nor more than \$5000 for each offense, and in default of payment shall result in imprisonment for not more than 90 days. Signs and posters may not be put up on windows or doors in Lobby area without permission.

ROLLERBLADING AND SKATEBOARDING

The downtown area, including the Historic Third Ward, does not allow rollerblading or skateboarding. However, the lakefront park areas, just four blocks from MIAD, do allow both activities. (The parks close at 11:00 p.m.)

WEAPONS

Firearms or any other dangerous weapons are not allowed anywhere on MIAD's campus. The term "dangerous weapons" also applies to the use and possession of any device or container that contains a combination of oleoresin of capsicum (pepper spray) or other gas or substance that will cause bodily discomfort.

DRUG, ALCOHOL, AND TOBACCO POLICIES

The Milwaukee Institute of Art & Design's Alcohol and Drug Program attempts to address not only policies and procedures for the legal use of such substances but also serves as a support mechanism for individuals who believe they are suffering from a substance abuse problem. While alcohol consumption is legal for persons over the age of 21, MIAD does not allow alcoholic beverages in any campus buildings, including the student residence at The Park. Further, alcohol may not be possessed or consumed during educational endeavors such as field trips or off-site activities. Exceptions to the alcohol free policy may be authorized by MIAD's President for alumni, fund-raising, and other official college events where procedures are employed to prevent the consumption of alcohol by anyone who is under the legal drinking age. While tobacco use is legal for persons over the age of 18, MIAD is a smoke-free environment. Smoking is not allowed in front of the MIAD academic building. Ashtrays are available in front of the Student Union where smoking is permitted. The handicap ramp and stairs must remain clear and accessible at all times. In addition, the possession and/or use of illicit drugs is never permitted on campus. Finally, the manufacture, distribution, possession, or use of controlled substances is prohibited on MIAD property or as part of any of its student activities. MIAD students should understand that civil laws become the Institute's laws and MIAD reserves the right to refer violations to civil authorities for

prosecution. Any violation of these policies or civil laws is grounds for immediate disciplinary sanctions, up to and including dismissal and referral for legal prosecution. Disciplinary sanctions may also require the successful completion of an appropriate rehabilitation program. Announcements and/or advertisements that encourage alcohol or drug abuse or excessive alcohol consumption will not be permitted on campus. (See "Bulletin Boards" in the "Services and Support Systems" section of this Handbook for more information on posting notices.)

ALCOHOL AND DRUG TREATMENT PROGRAM - PROCEDURE

A student's involvement with drugs can adversely affect academic performance, jeopardize personal well being, and lead to an undermining of the professional and academic stature of the College. MIAD's goal is to maintain a healthy and efficient atmosphere free from the effects of drug use.

1. Students desiring confidential assistance for a drug, alcohol, or other personal problem should contact the Coordinator of Disability Services (Rm. R100BX3347) who will facilitate a referral to the Substance Abuse Counselor at Marquette University's Counseling Center. Students are also encouraged to contact or the MU Counseling Center directly (288-7172).
2. When an instructor or staff member believes a student should be referred for treatment, the instructor or staff member first notifies the student that he/she believes a problem exists. The instructor or staff member then contacts the Coordinator of Disability Services to initiate the referral process to the MU Counseling Center.
3. If an incident occurs on campus that involves an individual who is violent because of alcohol or drugs, security should be contacted immediately. Security will dispatch the appropriate services.
4. Students who desire a substance-abuse support group are encouraged to contact the Coordinator of Disability Services.

PARENTAL NOTIFICATION:

The College reserves the right to notify parents/guardians of students who are found to be in violation of College policies and/or state statutes regarding underage possession or consumption of alcoholic beverages or drugs for which the student does not have a valid prescription.

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol: Alcohol is a mood-altering drug that depresses the central nervous system. Initially it will appear to stimulate and reduce inhibitions. When consumed in greater amount, alcohol will depress parts of the brain, leading to loss of judgment and impaired sensory perception and motor skills (impairs coordination reflexes, memory, and judgment). Abuse of alcohol can cause a number of health risks including damage to the heart and liver; irritation of the stomach lining, possibly leading to ulcers; and depression of brain centers, causing lack of coordination, confusion, disorientation, coma, stupor, and death. Brain damage is permanent when caused by alcohol abuse.

Stimulants: (Amphetamines, Cocaine). Stimulants are drugs that stimulate the central nervous system. These drugs have high potential for abuse because use can result in psychological dependence. Low doses of stimulants can cause increased heart rate, increased blood pressure, increased breathing rate, sleeplessness, and anxiety. Higher doses of stimulants cause irritability, excitability, feelings of paranoia, and illusions or hallucinations. Abuse of stimulants causes increased risk of heart failure, malnutrition, and a weakening of the body's immune system.

Depressants: (Barbiturates, narcotics, hypnotics, and tranquilizers). Depressants depress the central nervous system and may produce habituation and physical dependence. Depressants slow bodily functions, causing sleepiness or grogginess, impaired motor skills, poor memory, and faulty judgment. Large doses of depressants may cause unconsciousness or death. Depressants taken over time will result in physical dependency. Abruptly stopping the depressant can cause delirium and convulsions. If physically dependent on depressants, withdrawal from the drug must be medically supervised. When depressants are used in combination with other CNS depressants, specifically alcohol, the risk of death is greatly increased. Many unintentional overdoses result from combining alcohol with other depressants.

Hallucinogens: (PCP, LSD, and Mescaline). Hallucinogens can cause habituation and/or psychological dependence. When regular use of the drug is stopped, there are no withdrawal symptoms; however, there may be unpleasant psychological reactions. Psychological risks include breaks from reality, flashbacks, emotional breakdown, and memory lapse. More severe reactions can include convulsions, partial paralysis, delusion, hysteria, and outbreaks of violence.

Marijuana: Marijuana produces an intoxicating effect that slows reasoning abilities. It impairs concentration and problem-solving abilities. It may also result in slow reflexes and reaction time, poor peripheral vision, and possible damage to the heart and immune systems.

WISCONSIN'S LEGAL SANCTIONS FOR ALCOHOL VIOLATIONS

OFFENSE	SANCTION
Procure alcohol for underage person (under 21 years)	1st: \$250-\$500 & 30-90 days jail, <u>SUS</u> 2nd: \$300-\$500 & up to 1 yr. jail, <u>SUS</u> 3rd: \$500-\$750 & up to 2 yrs. jail, <u>REV</u>
Underage Consumption	1st: \$250-\$500 & 30-90 days jail, <u>SUS</u>

	2nd: \$300-\$500 & up to 1 yr. jail, <u>SUS</u> 3rd: \$500-\$750 & up to 2 yrs. jail, <u>REV</u>
Driving While Intoxicated	1st: \$440-\$550 & 6-9 months <u>SUS</u> 2nd: \$550-\$1250, 5 days-6 months & up to 1 yr. jail, <u>SUS</u> 3rd: \$500-\$750 & up to 2 yrs. jail, <u>REV</u>
Open Container in Vehicle	Driver: \$125 Passenger: \$67.50
Homicide while DWI	Up to \$10,000, up to 5 yrs. Jail, 5 yrs. <u>REV</u>
Chemical Test Refusal	1st: 12 months <u>REV</u> 2nd: 24 months <u>REV</u> 3rd: 36 months <u>REV</u>

Please note these fines may change at any time.

SUS = Suspension of Drivers License REV = Revocation of Drivers License

WISCONSIN AND FEDERAL LEGAL SANCTIONS FOR DRUG VIOLATIONS

The Controlled Substance Act (CSA 1970) is the "legal foundation" of the government's fight against drugs in our society. The CSA has placed all controlled substances in one of five SCHEDULES (SC I-V) according to the drug's potential for abuse and safety or dependence liability.

SC I: High potential for abuse and no medical use (i.e. LSD, opiates, mescaline).

SC II: High potential for abuse and accepted medical use (i.e., cocaine, amphetamines, marijuana).

SC III: Has potential for abuse and accepted medical use (i.e. narcotics, stimulants, depressants).

SC IV: Low potential for abuse and accepted medical use (i.e. some depressants).

SC V: Low potential for abuse and accepted medical use (i.e. prescription drugs and some narcotics).

	Wisconsin Sanctions		Federal Sanctions
SC	Manufacture or Distribution	Possession	
I	<u>Narcotics</u> : \$25,000 and/or up to 15 yrs. jail <u>Others</u> : \$15,000 and/or up to 5 yrs. jail	<u>Narcotics</u> : \$25,000 and/or up to 15 yrs. jail <u>Others</u> : \$5,000 and/or up to 5 yrs. jail	All drugs in schedule except narcotics: \$100,000 and 20 yrs. to life jail
II	<u>Narcotics & others</u> : Same as above <u>Heroin (>3 g)</u> : \$100,000 - \$200,000 and/or up to 15 yrs. jail	<u>Narcotics</u> : Same as above <u>Heroin (>3 g)</u> : \$15,000 and/or up to 5 yrs. jail <u>Amphetamines (.3 g)</u> : \$1,000 - \$100,000 and/or up to 5 yrs. jail	Same as above
III	\$15,000 and/or 3 yrs. jail	\$10,000 and/or 3 yrs.	\$500,000 and/or 3 yrs. jail
IV	\$5,000 and/or 1 yr. Jail	\$5,000 and/or 1 yr. Jail	\$200,000 and/or 1 yr. jail

DISCIPLINARY PROCEDURES

Disciplinary action is taken when students engage in conduct defined as a violation of the law, harm to individuals, destruction of College property, serious disruption of the learning atmosphere, threat of harm to self or others, academic dishonesty, or non-payment of financial obligations to MIAD or its agents. If, through the course of disciplinary action, a student is found responsible, disciplinary sanctions will be consistent with the severity of the offense. Disciplinary action begins with a preliminary meeting

between the student and the Dean of Students. The decision of whether the incident will be resolved through mediation, by an Administrative Hearing, or by the Disciplinary Committee will be made at the initial meeting between the student and the Dean of Students. To be considered by MIAD's disciplinary process, complaints must be filed with Dean of Students or the Provost by the end of the second week of classes in the semester following the one in which the incident is alleged to have occurred. If a student withdraws after the filing of any complaint against the student either: a "registration hold" will be placed on the student's academic record and the student will be notified that disciplinary action may be initiated upon the student's readmission to the College, or disciplinary action will proceed as outlined in the following paragraphs.

Student Rights in the Disciplinary Process – *Any student charged with a violation of MIAD policies has the following rights in the disciplinary process:*

- The right to notice of the charge(s) and the basis for the charge(s).
- The right to remain silent to avoid self-incrimination when charged with any act that may be in violation of criminal law.
- The right to five working days' notice before the disciplinary hearing is convened.
- The right to present written information to the hearing officer or members of the hearing board prior to the hearing, including signed statements from witnesses and arguments.
- The right to either an Administrative or Disciplinary Committee hearing (except for potentially suspendable or expellable charges).
- The right to consult an advisor.
- The right to one appeal.

Any student brought before the Disciplinary Committee has these additional rights:

- The right to view in advance of the hearing written material to be presented to the Disciplinary Committee.
- The right to have one advisor present at the hearing. The advisor is permitted to give the student advice during the hearing, but is not permitted to address the Disciplinary Committee or question any of the witnesses. The advisor may only be in the hearing room during those times when the accused student is before the Disciplinary Committee.
- The right to present questions to the Disciplinary Committee Chair to be asked of all witnesses.
- The right to have a record made of the hearing.
- The right of access to the hearing record.

Mediation – Mediation is a non-judicial mechanism through which complaints can be resolved when all involved parties agree to the process. The Dean of Students or the Provost will preside over the mediation in an effort to identify a mutually agreeable resolution to a complaint. However, if an acceptable resolution is not identified through mediation, the complainant retains the option of pursuing a disciplinary hearing.

Administrative Hearing – The charged student may elect to have the incident resolved in an Administrative Hearing when the potential sanction(s) do not include either suspension or expulsion. If the student elects to have the incident adjudicated by Administrative Hearing, the date, time, and place of the hearing will be set at the preliminary meeting. The Dean of Students will serve as the Administrative Hearing Officer. At the Administrative Hearing the student may present evidence relevant to the issue and may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at the student's expense. The decision of the administrator presiding at the hearing will be based solely on the evidence presented at the hearing. The student will be provided a written statement summarizing the evidence and stating the rationale for the decision. If the student is found responsible, the letter will also include the sanction for the policy violation and instructions on how to appeal the decision.

Administrative Hearing Sanctions - The Administrative Hearing Officer may apply any of the following sanctions, consistent with the severity of the offense:

- Letter of reprimand for student file
- Reduction in grade for project, paper, or class (for academic violations only)
- Removal from a class (for academic violations only)
- Fines and/or reimbursement of costs to MIAD
- No Contact Orders prohibiting a student from interacting with specific individual(s)
- Restitution or other service to the MIAD community
- Required counseling or drug and alcohol assessment
- Restrictions of access to MIAD facilities
- Reassignment in or eviction from the Residence Hall
- Request for a MIAD Disciplinary Hearing, which could result in suspension or dismissal from the institution.

Disciplinary Committee – The Disciplinary Committee is convened by the Provost for all potentially suspendable or expellable offenses or when the student elects to have the incident resolved by the Disciplinary Committee rather than by an Administrative Hearing. The Provost will determine membership of the hearing panel. The Provost will also set the date, time, and place for the Discipline Committee hearing. At the Discipline Committee hearing the student may present evidence relevant to the issue and may be advised at the hearing by one or more persons of their choice, including an attorney, at the student's expense. The student's advisor has no voice in the hearing and may only consult with the accused student. The decision of the Disciplinary Committee will be based solely on the evidence presented at the hearing. The student will be provided a written statement summarizing the evidence and stating the rationale for the Committee's decision. If the student is found responsible, the letter will also include the sanction for the policy violation and instructions on how to appeal the decision. The Disciplinary Committee may suspend or expel a

student or apply any of the already listed sanctions. Failure by the student to appear at a Disciplinary Committee or Administrative Hearing will not prevent the adjudicating body from proceeding and making a decision on the incident based on the information before them.

Disciplinary Hearing Guidelines – The following guidelines apply to both administrative hearings and hearings before the Disciplinary Committee:

- All hearing officers and Disciplinary Committee members must be impartial and not personally involved in the alleged violation(s) with which the student is charged.
- The hearings are closed to the public.
- The Administrative Hearing Officer or Disciplinary Committee Chair will exercise control over the hearing. The presiding officer is not bound by the rules of evidence observed by the courts and may exclude unduly repetitious or irrelevant evidence.
- Written statements must be presented by all potential witnesses three working days prior to the date of the hearing.
- Any person, including the charged student and their advisor, who disrupts a hearing, may be excluded from the proceedings.
- The decision of responsibility on the charge(s) will be based solely on preponderance of evidence and testimony presented at the hearing. However, the Administrative Hearing Officer or the Disciplinary Committee, in imposing any sanction(s), will take the complete record of the student's prior conduct into account.
- Deliberations on the hearing are closed to everyone but the Hearing Officer and members of the Disciplinary Committee.
- The accused student will be sent notification of the decision, the rationale for the decision, and the sanction(s), if applicable, in writing within 10 working days of the conclusion of the hearing.
- Only the accused student, the person(s) bringing the complaint, and the appropriate MIAD offices (if sanctions are imposed) will be notified of the results of the hearing; otherwise the results of a disciplinary hearing are confidential.
- If a student fails to appear at a hearing after proper notice, the hearing will proceed on the charge(s), responsibility will be determined based on the preponderance of evidence presented, and if the charged student is found responsible, sanction(s) will be imposed.

Disciplinary Committee Sanctions – In addition to all the sanctions available to the Administrative Hearing Officer outlined above, the Disciplinary Committee may also impose suspension or expulsion.

Interim Disciplinary Measures – In most instances a student charged with a violation of College policy goes through the full disciplinary process before any action is imposed by the College. However, in situations where there is cause to believe that the student poses an imminent threat to themselves or others or to property, interim actions may be taken immediately, without prior notice or hearing. If interim action is taken, the student is entitled to a disciplinary hearing as soon as is reasonably possible, but no later than five working days after the interim disciplinary action is taken. Interim actions available to the Provost or the Dean of Students include:

- Interim restrictions, including reassignment or removal from MIAD housing, limitations on access to College facilities, or restriction of contact or communication with specific individuals.
- Interim suspension, including temporary prohibition from all College facilities.

DISCIPLINARY APPEAL PROCESS

Students may appeal any sanction imposed for violation of MIAD policy by submitting a written appeal according to the instructions included in their sanction letter. Written appeals must be submitted within ten working days of the imposition of the sanction. The appeal is not a re-hearing of the original violation and will only consider information that was not presented at the original hearing and/or appropriateness of the sanction imposed in the original hearing.

ADMISSIONS & CRIMINAL HISTORY POLICY

The College maintains the right to investigate and take administrative action for behavior of prospective MIAD students in off-campus situations when such behavior is believed to have an adverse impact on the MIAD community (e.g. alleged instances of criminal activity, harassment or assault, past or present felony criminal charges, violations of city ordinances, or other criminal activity). The decision to take action in such cases will be determined by the Dean of Students in consultation with appropriate College officials. This provision is also applicable to students studying abroad.

Procedure - Once a prospective student has applied and the administration is made aware of the prospective student's inappropriate activity, the following procedure takes place:

- I. The Director of Security checks into the prospective student's criminal record to confirm the accusation and to provide a background report. If a felony or other criminal offense is confirmed:
- II. An impromptu committee is formed, chaired by the Dean of Students, with representatives from:
 - a. Student Services
 - b. Security
 - c. Admissions
- III. The charge of the committee is to answer the following questions: "Is the College and its community at risk if this student is allowed to attend? Does the negative impact on the MIAD community outweigh the positive impact that this student might provide?"
 - a. The committee may choose to hear from the student in person to clarify information but is not obligated to speak to the student.
 - b. Criteria to consider

- i. Was the crime violent?
 - ii. Would the student body be in danger if the student is allowed to enroll?
 - iii. Are there extenuating circumstances which need to be addressed and/or clarified?
- IV. The committee can elect to:
 - a. Enroll the student with no conditions
 - b. Allow the student to attend with special conditions determined by the committee
 - c. Prohibit the student from living in the Residence Hall
 - d. Rejection of the student's enrollment application
- V. After a decision is made:
 - a. The Dean of Students drafts a letter that is sent to the student.
 - b. A copy of the letter including the committee's decision, the information upon which the decision is based, and conditions for enrollment is submitted to
 - i. The Registrar
 - ii. The Provost
 - iii. The Director of Admissions

RE-ADMISSION AFTER DISCIPLINARY SUSPENSION

A student who has been suspended for disciplinary reasons is eligible to re-apply for admission at the end of the period of suspension. Re-admission is contingent upon satisfactory completion of the conditions imposed with the suspension. A request for readmission after disciplinary suspension must be made, in writing, to the contact person listed in the sanction notice. Students who are dismissed from MIAD are prohibited from applying for readmission into the Institute.

ADMINISTRATIVE WITHDRAWAL POLICY

MIAD strives to balance its concern for the health and welfare of individual students with those of the larger campus community. Consequently, when a student's conduct is dangerous or disruptive by other members of the MIAD community, regardless of the causal factors, MIAD may take administrative action to ensure the safety of the community. In the case of psychological disorders that disrupt the MIAD community the Dean of Students, in consultation with the Vice President for Enrollment Management, may take administrative action to ensure that the best interests of the community and the individual student are protected, to the extent the safety of the community is not compromised. The range of administrative actions available to the Dean or VP for Enrollment Management includes, but is not limited to, mandated psychological assessment, removal from MIAD housing, interim suspension, and/or administrative withdrawal from the Institute. Students subject to administrative action for psychological reasons will be accorded a meeting with the Dean of Students and/or the VP for Enrollment Management. This meeting will consist of a review, with the student, of the student's actions and explanation of the impact of the student's actions on the community. The meeting will be conversational and non-adversarial.

Readmission into the Institute and re-entry into housing must be initiated, in writing, by the student to the Dean of Students. Final determination of the student's enrollment at MIAD or re-entry into housing will be made by the Dean of Students and/or the VP for Enrollment Management. A student who is permitted to continue at MIAD will be required to follow conditions of continued enrollment or re-admission as established by the Dean or the VP for Enrollment Management. The student will be required to sign a release giving appropriate Institute officials access to relevant psychological assessments, risk assessments for violence, counseling or medical documentation. Written verification by an appropriate professional of the student's ability to safely and successfully function in the MIAD community are preconditions for re-enrollment at MIAD or re-entry into campus housing. Confidentiality throughout this process will be provided to the student according to MIAD's policies on student records.

INFORMATION & ADVICE

CATALOG

Every student should have a personal copy of the current MIAD Catalog, since this publication contains essential information. This publication is available from the Admissions Office. The Catalog contains complete descriptions of MIAD's programs of study and courses offered. Students who do not have a copy of the MIAD Catalog may obtain one in the Admissions Office (R70). Students are responsible for the academic requirements in place the year they enter MIAD. However, re-admitted students are responsible for the academic requirements in place the year of their re-admission.

ORIENTATION

MIAD's orientation program is based on the belief that MIAD students begin a professional career when they enter the College, not just when they graduate. Therefore, MIAD has provides a fall orientation process for all incoming students that begins to address the vocational and personal questions with which all professionals struggle. In addition to completing all the logistical tasks necessary to begin college, orientation participants also begin considering notions of commitment to professional preparation, community engagement, and personal identity. New students are strongly encouraged to attend the entire orientation program. The information participants obtain will be invaluable to a successful experience at MIAD. MIAD also offers a full day Parents and Partners Orientation at the beginning of the Fall Semester and an orientation program for new students beginning in the Spring Semester.

ADVISING

At the onset of the Foundations year, students will be assigned a full-time Foundations instructor or Liberal Studies instructor who

will act as their advisor during their first year of study. When students begin their sophomore year, they will be assigned an advisor from the Fine Arts or Design faculty. The Academic Program Office provides information on course textbooks and academic resource areas: AV equipment, cutting areas, spray booths, photo/slide rooms, and critique rooms. Information is also provided for studio contracts, taborets, and studio lockers.

This Faculty Advisor will be the student's advisor throughout their MIAD academic career. The purpose of the advising program is to assign each participating student to a practicing artist/designer and instructor with whom there can be a continuing discussion about life, art, and professional conduct. This relationship will enhance, but not replace, the work done by other professional services offered by MIAD including the following:

The Registrar's Office gives final approval to all schedules and schedule changes.

The Financial Aid Office can guide students through the financial aid application process.

The Learning Resource Center provides academic support through academic tutors and writing, time management, and study skills development. In addition, students can obtain referral information to professional counselors or therapists through MIAD's contracted service with the Marquette University Counseling Center (which is free for MIAD students).

The Career Services Office can assist students in their career decision making by providing information about, and research into, the various art and design professions.

The Admissions Office provides advising to international students about visas and other international student documentation. The Director of Enrollment Alliances is the only MIAD official registered with the U.S. Immigration and Naturalization Office and is the only college official with authorization to sign the I-20 Form and other related documents.

The Student Services Offices provides information on counseling, advising, co-curricular activities, support for student organizations, and assistance with on and off campus housing issues.

FRESHMAN YEAR EXPERIENCE

Full-time Foundations students are required to take a course entitled "Freshman Year Experience or FYE." This pass/fail course continues the orientation process and prepares students for choosing a major by introducing them to the academic divisions of the College and to the major areas. In addition, FYE students will meet with the Director of Registration Services, who will provide them with a Program of Study folder to use during their MIAD education. This required seminar meets weekly in 50 minute sessions. First Year students will register for FYE during their first semester of study at MIAD. Continuation into the sophomore year is contingent upon receiving a passing grade in FYE.

INTERNATIONAL STUDENTS

All international students must follow admissions procedures for the BFA Degree Program in addition to specific procedures for international students. The Student Services Office provides counseling on Visa status and other international student documentation. For more information, students should consult Ricky Heldt, the Associate Director of Student Services, in addition to the MIAD Catalog, their faculty advisor, and the Admissions Office.

ACADEMIC POLICIES

REGISTRATION INFORMATION

All continuing students must register on one of the published registration dates during the semester before the next semester's classes. All continuing students must register on their assigned date, unless alternative arrangements have been made in advance with the Director of Registration Services, or a late registration fee will be charged. All students must complete registration by the end of the Open Enrollment Period, which begins on the first day of classes and ends at 2:00 p.m. on the fifth day of the semester. A late registration fee is charged if registration is concluded after classes have begun. Students on the MIAD/AMS Payment Plan, for whom the first installment has been received, are considered registered. Students are also considered registered if the Executive Director of Fiscal Affairs grants them an extension for payment. This extension may be given to students who are approved for and dependent upon financial aid. Students who do not complete one of the registration arrangements listed above will be charged a late registration fee and barred from attending classes until arrangements have been completed. For more information, see the "Finances and Financial Aid" section of this Handbook.

CLOSED CLASSES / WAIT LIST

When a course reaches the enrollment limit during registration, the class is considered closed. Students wishing to enroll in a closed class may request to be placed on a waiting list in the Registrar's Office. The course will not appear on a student's official class schedule until an opening occurs and they are officially added to the class. Due to very specific size limitations in some of the studio courses, majors will have priority registration privileges for these classes. A waiting list will be established for all courses that have exceeded their enrollment limits. If space becomes available in a closed course, students on the waiting list for that course will be notified by the Registrar's Office before the start of classes and allowed to register for the course. Students should attend only those classes for which they are officially registered.

ADDING/DROPPING A COURSE

All course Additions and Drops must be completed on an official Add/Drop Form available from the Registrar's Office (R45D). Students may add courses and change class sections prior to the close of open enrollment which ends on the 5th day of the 1st week of classes. Students will not be authorized to add a class after the open enrollment period ends. Students may drop a course or completely withdraw from school through the twelfth week of the semester. Courses dropped before the close of open enrollment

will not appear on the student's transcript. The course title and a "W" will appear on the student's transcript for any classes dropped during the second through twelfth week of the semester; such withdrawals will not affect the student's grade point average. Refunds are calculated from the date of withdrawal on the ADD/DROP Form or Complete Withdrawal Form and are explained under Refunds/Repayment in the "Finances and Financial Aid" section of this Handbook.

CREDITS

Credits at MIAD are determined as follows: In studio courses, one semester hour represents two hours of in-class time per week for 15 weeks; in Liberal Studies courses, one semester hour of credit represents one hour of in-class time per week for 15 weeks. MIAD sets high standards for the awarding of credits. Therefore, students will find that their instructors usually require a considerable amount of work outside the class meeting. NASAD guidelines suggest one additional hour per week for each credit earned in studio classes and two additional hours for each credit earned in liberal studies classes. It is the student's responsibility to maintain accurate information regarding credits earned toward their degree. The Director of Registration Services is available to assist students with the evaluation of their credits earned.

FULL-TIME STATUS

Students will be considered full-time when they enroll for a minimum of 12 credit hours per semester. Full-time tuition is based on a flat rate charge for 12 to 18 credit hours per semester. Students may take more than 18 credits per semester, but they will be charged additional tuition. To be considered a student in good standing at MIAD, students must fulfill the academic requirements as well as the financial obligations to the Business Office and the MIAD Library. (See "Satisfactory Academic Progress" later in this section.)

STUDENT ON LEAVE: Policy/Procedure

A student who wishes to temporarily withdraw from MIAD can become a Student on Leave.

Eligibility & Requirements

- Students are eligible to be on Leave for up to two consecutive academic semesters.
- Students must be in good academic standing at time of Leave.
- Students cannot use a Leave to withdraw from classes or MIAD during a semester.
- Students must request a Leave before the first day of classes of the semester of their Leave.
- MIAD will hold in place MIAD scholarships for up to two consecutive academic semesters of the Leave.
- Students must be in good financial standing with the MIAD Business Office upon return to MIAD following the Leave.
- Students on Leave can enroll at MIAD/register for classes at the end of their Leave without applying for readmission.
- Curriculum changes during a student's Leave will apply. Students should see the Associate Registrar, Jean Weimer (Room RL45D), who will assist them with potential changes to their program of study.
- Students may only apply for Student on Leave one time during their academic career at MIAD.
- If a student chooses not to enroll at the expiration of his or her leave, the student's status is considered the same as a withdrawal from the college. If a student decides to return to MIAD at a later date, the student must re-apply to the College through the Associate Registrar's Office

Procedure

- To request a leave of absence from MIAD, a student must complete an interview with the Dean of Students, Tony Nowak (Room RL45C), or in his absence the Associate Dean of Students, Jennifer Crandall (Room RL95) and complete a Student on Leave Form.
- Prior to the expiration of the leave, a student must contact the Associate Registrar's Office to enroll in classes. (Contact Jean Weimer, Room RL45D, Ph: 414-847-3272, email jeanweimer@miad.edu) A student should also contact MIAD's Financial Aid office and Business Office to review finances before enrolling in classes.

WITHDRAWAL

Students who find it necessary to withdraw from MIAD must fill out a Complete Withdrawal Form available in the Registrar's Office (R45D). Before students withdraw, however, they should contact their advisors. Students may withdraw through the tenth week of the semester. Courses will not appear on a student's official transcript if the student withdraws from MIAD before the end of open enrollment. Students who withdraw during the 2nd – 10th week of the semester will have course titles and a "W" appear on their transcript for all of the classes in which they were enrolled that semester; such withdrawals will not affect their grade point average. (See Refunds/Repayment in the "Finances and Financial Aid" section of this *Handbook*.) Lockers must be cleaned out within one week of withdrawing from the Institute; anything remaining in lockers will become MIAD property to be recycled or discarded. Students who return to MIAD following withdrawal must re-apply through the Admissions Office. Please refer to the current MIAD Catalog for additional information.

MEDICAL LEAVE OF ABSENCE OR REDUCED COURSE LOAD

A student may request a reduced course load (less than full-time status), or a leave of absence from MIAD for medical (health & mental health) reasons. A student experiencing medical difficulties that are interfering with the successful completion of academic course work should see the Associate Dean of Students (R95/x3344) for information on the policy & procedure of medical leaves or reduced course loads

TRANSCRIPTS

Students may obtain a copy of their transcript, or have it sent to another institution, organization or employer by submitting a written

request to the Registrar's Office along with a \$ 5.00 per transcript processing fee. Academic transcripts will not be released until the student has satisfied all financial obligations to MIAD. A transcript issued to the student is stamped "ISSUED TO STUDENT" and is not considered an official transcript.

CIVILITY IN THE CLASSROOM

The classrooms and studios on campus, and MIAD related off-campus instruction, are learning environments and every effort will be made by the teacher to maintain a positive atmosphere. In order to foster effective education, the teacher must preserve discipline in the classrooms and studios, and has the obligation to accomplish this in a reasonable and civil manner. In situations where a student's behavior causes a serious disruption of the learning atmosphere, an instructor may require the student to leave the classroom, studio, or lab immediately. The faculty member will notify the Dean of Students who will take further action. Infractions brought to the Dean of Students may result in disciplinary action. The student should understand that the teacher will define behavioral and performance expectations of all students and students are responsible for complying with these standards.

CLASS ATTENDANCE POLICY

MIAD considers attendance crucial to the successful completion of a course. If a student's absences total more than 10% of the number of classes scheduled for the semester, the instructor may elect to lower the student's grade for the course.

ACADEMIC HONESTY

Academic work that is submitted to an instructor is assumed to be the result of one's own work, thought, research, or self-examination. Further, when wording, organization, images, music, lyrics, audio sources, or ideas are borrowed from another source, that source is to be adequately acknowledged according to proper academic conventions. Academic dishonesty can exist in visual work as well as in written work. In the interest of avoiding the perception of academic dishonesty, images copied, scanned, collaged, or otherwise appropriated from existing sources, must be cited according to proper academic conventions. This will be the case even when the appropriated images are re-configured to make a different organization and/or meaning than the original piece. Projects completed for an assignment in one course cannot be turned in for another course, unless the two courses have assigned a joint project. Collaborative works should acknowledge the contribution of each of the collaborators. Plagiarism is the failure to acknowledge the use of works, ideas, images, music, and/or organization of another. Anyone engaged in plagiarism may face a disciplinary hearing, possibly leading to dismissal from MIAD.

ACADEMIC EMAIL POLICY

If contacting an instructor by email, students should consider the email to be a formal communication, and make sure that they are giving the instructor the respect due him or her by virtue of the teacher/student relationship. As such, the email should be polite, necessary, and considerate of the instructor's time.

All MIAD faculty have MIAD email addresses that they are required to use. When using the MIAD email, students only need to type in the instructor's name in the "To" line in order to access the address. Students should be aware that some instructors only access the MIAD email when on campus. Therefore students should not expect immediate response to an email communication.

It compromises student privacy to send emails to an address that cannot be verified as belonging to that student. For this reason and for ease of use, we recommend that students use their MIAD email address through zmail.miad.edu. These email accounts can be set up with the IT staff.

CRUELTY TO ANIMALS

The use of live animals, fish, insects, or birds in artwork is illegal and strictly prohibited.

STUDENT WORK

MIAD reserves the right to retain examples of student work for reproduction, exhibition, and promotional purposes. For further information regarding exhibitions, see the "Exhibition Policy" in the Galleries section of this Handbook.

USE OF ARTWORK & PERSONAL PHOTOGRAPHS

The Milwaukee Institute of Art & Design has the right to photograph students and student art work on campus, or at any MIAD sponsored event off-campus. MIAD also has the right to publish these photographs, in digital and printed form, for the purposes of documentation and promotion of the College.

GRADUATION INFORMATION

BACHELOR OF FINE ARTS DEGREE

Students whose enrollment in MIAD began the Fall Semester of 1999 or later, will be conferred the Bachelor of Fine Arts Degree after successful completion of 124 required credits. The BFA Degree program is comprised of 81 studio credits and 43 Liberal Studies credits, which include 12 Art History credits, 12 Writing credits, and 19 credits distributed among the Humanities and Sciences. Full-time students who complete the Foundations-year program will graduate in four years by following their Program of Study Form provided by the Director of Registration Services. Students who enrolled in MIAD prior to the Fall Semester of 1999 will be conferred the Bachelor of Fine Arts Degree after successful completion of 123 required credits. The BFA Degree program is comprised of 81 studio credits and 42 Liberal Studies credits, which include 15 Art History credits, 12 Writing credits, and 15 credits distributed among the Humanities and Sciences. Satisfying financial obligations at MIAD is a precondition to graduation.

ACADEMIC RESIDENCY POLICY

To be eligible to receive a BFA degree from MIAD, students are required to complete their last 30 credits, including Senior-level

studio courses, at MIAD and have a minimum cumulative GPA of 2.0. Transfer credit will not be awarded toward the completion of a student's last 30 credits.

GRADUATION CEREMONY

Graduation takes place on the first or second Saturday following the last day of classes in the spring semester. All students who have been certified for graduation by the Director of Registration Services, and are in good standing at MIAD, are eligible and encouraged to participate in the ceremony. The graduation ceremony is followed by a reception at MIAD for the graduates, their families, the faculty and staff, and the MIAD Board of Trustees.

STUDENT RIGHT-TO-KNOW INFORMATION

The Student Right-to-Know Act of 1990 requires all post-secondary schools in the country to disclose their graduation completion rates to all prospective and enrolled students. The Milwaukee Institute of Art and Design's current graduation rate is 58%. This rate is based on statistics of students who entered MIAD in the Fall Semester of 2005 as Foundations students with no previous college credit. It represents those students who enrolled as full-time students who completed their degrees within 6 years. This rate represents only a portion of MIAD's graduating population, since it does not include part-time students, transfer students, or students who enroll in the Spring Semester. For additional information about graduation rates, contact MIAD's Director of Registration Services.

GRADES AND RELATED ISSUES

GRADING POLICY

Although it is very difficult to assign grades to creative work, MIAD has a grading system that requires faculty members to evaluate student work and assign a grade. Each MIAD course has specific objectives which each student is expected to accomplish. Artwork, class participation, tests, and/or papers, in accordance with specific objectives of that course, will measure performance in a course. MIAD uses the following system for grades and semester grade points:

<u>Grade</u>	<u>Grade Points</u>	<u>Grade</u>	<u>Grade Points</u>
A	4.0	C	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	F	0.0
B-	2.7	N/C	0.0
C+	2.3	P/F	N/A
C	2.0	CR	N/A

(There is no "D-" grade.)

The semester grade point average is computed by totaling grade points and dividing that figure by the total number of credits taken in that semester.

GRADING CRITERIA

- A** The "A" grade indicates work of sustained excellence - work that demonstrates a high degree of technical quality, creativity, and critical inquiry.
- B** The "B" grade indicates work of significantly better than competent quality, work that demonstrates above average technical skills, creativity, and critical engagement.
- C** The "C" grade indicates satisfactory work — work that demonstrates technical, creative, and critical competence. It reflects regular attendance, continuing improvement, and successful accomplishment of course objectives.
- D** The "D" grade indicates marginal competence in most or all areas of course study. (Instructors may also award the D grade to students who demonstrate minor academic deficiencies. The D grade is not a substitute for the F grade and will be awarded only to students whose work indicates that they are prepared to advance to the next level of course work.)
- F** The "F" grade indicates unsatisfactory quality and/or quantity of work.
- N/C** The "N/C" grade indicates no credit in a credit/no credit course, and has an affect on GPA.
- P/F** The "P/F" grade represents the successful completion (P) or failure (F) in a required seminar or tutorial course. A failing grade in a seminar or tutorial course has no affect on GPA.
- CR** The "CR" grade indicates successful completion of credits that are counted toward graduation but have no affect on GPA.

INCOMPLETES

A faculty member may assign a grade of "I" (Incomplete), when work has been delayed due to unusual circumstances such as serious illness or death in the family.

Delinquent work must be completed within 30 calendar days of the end of the semester. The faculty member will then assign a grade. If the delinquent work is not submitted within 30 days, the Incomplete will automatically convert to a grade of "F." Incomplete grades that have converted to an "F" after the 30 day period can only be changed by the faculty member with permission from the Provost.

FOUNDATIONS MID-TERM EVALUATIONS

Foundations students, receive a mid-term evaluation from each of their instructors. These evaluations help Foundations students assess their progress in each course at the eight-week mark. The evaluations help Foundations students see where their successes are and where their work needs to improve.

UPPER LEVEL MID-TERM WARNINGS

At mid-term of each semester, faculty teaching upper-level courses submit a list of all students in danger of failing a course to the Director of Registration Services' Office. Upon receipt of the list, the Director of Registration Services will notify each student listed, in writing, of their status.

DEAN'S LIST

Each semester students are named to the Dean's List by the Provost. Students will be placed on their division's Dean's List when they earn a semester grade point average of 3.30 while taking 12 credits or more.

PRESIDENT'S LIST

Each semester the President of MIAD names students to the President's List. Students are named to the President's List when they earn a cumulative grade point average of 3.70 in their studies at MIAD while maintaining full-time status (12 or more credits).

ACADEMIC SCHOLARSHIPS

A number of scholarships, of varying amounts, are awarded each spring and summer to full-time students who will continue their studies at MIAD at the sophomore, junior, or senior levels in the next academic year. All scholarships are awarded based on merit.

Please see the "Finances and Financial Aid" section of this Handbook for more detailed information on the eligibility requirements of these scholarships.

SATISFACTORY ACADEMIC PROGRESS

General Academic Requirements: Satisfactory academic progress is defined as progressing in a positive manner toward fulfilling the requirements of the BFA. Students are required to fulfill all 100-level course requirements before enrolling in 300-level (junior) courses. In order for a student to register for senior level courses in their major, they must have successfully completed all required 200 level courses including liberal studies courses. A student whose grade point average falls below a 2.0 GPA and/or consistently fails to receive credit for courses in which they are registered, will be placed on Academic Probation. Notification of probationary status will come from the Director of Registration Services. To be removed from probation, students must satisfy the conditions described in their probation notification letter.

Financial Aid Eligibility: The student receiving financial aid must meet all of the above general academic requirements. Additionally, students on academic probation who fail to earn a 2.0 cumulative GPA at the end of the probationary semester will become ineligible for financial aid until a 2.0 cumulative GPA is achieved.

Credit Completion Schedule: To remain eligible for financial aid, a BFA candidate must successfully complete the degree requirements within six academic years of full-time study (an academic year equals two semesters plus summer session), or ten academic years of part-time study (enrollment for 23 credits or less in an academic year).

Cumulative Credits Completed: Students must earn a minimum number of cumulative credits by the end of each year. Please see the following schedule.

One Year.....	21 credits
Two Years.....	42 credits
Three Years.....	63 credits
Four Years.....	84 credits
Five Years.....	105 credits
Six Years.....	124 credits

Students with a declared minor will need 133 credits and a possible additional year. Part-time study will be prorated (students who start a semester enrolled full time and drop to part time will be considered full time for Satisfactory Progress Standards). Full-time students can receive financial aid for a maximum of six years or 184 credits. Transfer credits will be considered in this process in a case-by-case basis. In determining quantitative progress, all periods of a student's attendance at MIAD will be considered, regardless of whether or not they received financial aid for these periods. For transfer students, the number of transfer credits accepted will be used to place the student appropriately within the maximum time frame.

*The following will **not** be considered as credits successfully completed:*

AU.....	Audit
F.....	Grades
I.....	Incomplete
W.....	Withdrawn
NC.....	Non-credit Course

Repeated courses will count in the calculation of credits successfully completed if the student receives a passing grade, but only the higher grade will be used in calculating the cumulative GPA. If students change majors or an area of concentration, the maximum time requirements for completion of the BFA Degree will remain the same. If, as measured at the end of the academic year, students have not successfully completed the requisite total number of credits according to the Credit Completion Schedule above, they will be placed on Credit Completion Warning Status. During the academic year in which students are on Credit Completion Warning Status, they must successfully complete the cumulative credit requirement for that academic year as defined by the Credit Completion Schedule. Failure to do so will result in the student being ineligible for financial aid until such time as they successfully complete the cumulative credit requirement in accordance with the schedule. Withdrawal from MIAD has no effect on a student's satisfactory academic progress upon re-entry. Appeal: Students have the right to appeal the loss of financial aid eligibility due to

mitigating circumstances such as substantial academic progress during the probationary semester, serious physical or emotional illness, or death in the family. Appeals must be addressed, in writing, to the Executive Director of Financial Aid, who will appoint an appeal committee to consider the appeal and make a recommendation to the Executive Director for final decision.

GRADE APPEAL

Only the class instructor may change a student's grade. However, students have the right to appeal decisions concerning grades. MIAD encourages students to communicate directly with their instructors in an effort to resolve the issue before a formal appeal. If, however, no resolution is possible, students must see the Dean of Students. If the issue remains unresolved, students may file a written request for an appeal with the Dean of Students. This formal appeal must be made within 18 calendar days of the mailing of the Grade Notification from MIAD. The Dean of Students will appoint an appeal committee to consider the issue. The appeal committee, after deliberation, will communicate a Statement of Position to the Dean of Students. The Dean of Students can consider this statement, along with other relevant materials, and issue a non-binding recommendation to the faculty member. However, as previously stated, only the faculty member may change grades.

ACADEMIC PROBATION

Students can be placed on academic probation in each of the following situations:

- The cumulative grade point average (GPA) falls below a 2.0 ("C");
- The semester grade point average is below a 2.0 ("C") for any semester;
- Consistently failing to receive credit for the courses in which they have registered.

The Director of Registration Services notifies students, in writing, when they are placed on academic probation. Students placed on probation may be required to meet regularly with an advisor, tutor, or counselor while on probation.

In order to be removed from probationary status, the following must be achieved:

- If the cumulative GPA fell below a 2.0 ("C"), it must be raised to 2.0 after the probationary semester.
- If the semester GPA is below a 2.0 ("C") for any semester, it must be raised to a 2.0 average or better in the following (probationary) semester.
- Students who consistently fail to receive credit in courses for which they have registered, must pass their courses the following semester.
- Students must also satisfy all of the conditions set forth in their probation letter.

Failure to be removed from probationary status following the probationary semester will result in academic dismissal from MIAD.

ACADEMIC DISMISSAL

Students on academic probation, who fail to achieve a 2.0 semester point average (GPA) after the probationary semester or do not meet all of the conditions established during their probationary semester, may be academically dismissed from MIAD. Students may also be dismissed after one semester if the quality of their work indicates that there would be no chance of removing probation in the following semester. The Academic Standards Committee, appointed by the Dean of Students, is empowered to make this decision. Students who are dismissed are liable for full tuition, fees, Library fines, and other outstanding accounts. A student has the right to appeal. This formal appeal must be made to the Dean of Students within 18 calendar days of the mailing of the dismissal notice from MIAD. The Academic Standards Board will be convened by the Dean of Students to evaluate the dismissed student's appeal. The student will receive written notice of the outcome of their appeal from the Dean of Students within 10 working days of receipt of the appeal. The Academic Standards Board's decision on the appeal is final – and cannot be appealed further.

RE-ADMISSION

A student who has been academically dismissed is eligible to re-apply for admission with the Admissions Office one year after the date of dismissal or after the conditions for re-admission have been met. Re-admission is contingent upon the approval of the Academic Standards Committee.

STUDENT RECORDS & PRIVACY RIGHTS

Unless otherwise notified, MIAD will consider all students "dependent" as defined by the Internal Revenue Code of 1954, Section 152. MIAD will disclose information contained within a dependent student's education record to parents or legal guardians when requested. Students who consider themselves "independent" must show proof of independence by submitting a certified copy of the student's or their parents' most recent federal income tax form to the Director of Registration Services within two weeks after the first day of class for the fall or spring semester. MIAD accords all the rights under the law to students who are declared independent. The College will neither disclose nor provide access to any information from a student's education record without the written consent of the student. Student personal information and permanent records will not be released to any individual, agency, or organization except MIAD faculty and staff performing legitimate educational duties; government agencies as noted in the Family Education Rights and Privacy Act of 1974; or in connection with a student's application for, and receipt of, financial aid. Ordinary directory information, i.e., local address and phone number, is not considered confidential and can be released to MIAD faculty and staff unless a written request to the contrary is filed annually with the Registrar's Office. Directory information is not publicly released outside the MIAD community except in emergency situations.

Students may not inspect and review the following as outlined by the Act:

- Financial information submitted by their parents;
- Confidential letters and recommendations associated with admissions;
- Employment, or job placement, or honors to which they have waived the rights of inspection and review;

- Education records containing information about more than one student, in which case the Institute will permit access only to the part of the record that pertains to the inquiring student.
- Confidential letters and recommendations placed in student files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

STUDENT RECORD APPEALS

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss the records informally with the Registrar's Office. If the Director of Registration Services' decision is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and informed by the Registrar's Office of their right to a formal hearing. Requests for a formal hearing must be made, in writing, to the Provost, who, within a reasonable period of time after receiving the request, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense. The Provost will determine membership of the hearing panel adjudicating educational record challenges. The Decision of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of a written statement summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The student's record will be corrected or amended in accordance with the decision of the hearing panel. The written statement will be placed in, and maintained as part of, the student's record, and released whenever the record in question is disclosed. Students who believe that the resolution of their challenge was unfair, or not in keeping with the provisions of the Act, may request, in writing, assistance from MIAD's President to aid them in filing a complaint with the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, Washington, DC 20201. *Students, faculty, and staff will be notified when revisions and clarification to this policy are made.*

COURSE AND DEGREE REQUIREMENTS

COURSE DESCRIPTIONS

Descriptions of all courses offered in MIAD's degree programs can be found in the current MIAD catalog or web-site. More detailed descriptions can be obtained from the appropriate division office.

COURSE SYLLABI

Students will receive a syllabus from each of their instructors for each course they take. Each syllabus will include, but not be limited to, the following:

- Course Description
- Textbooks
- Performance Objectives
- Bibliography
- Criteria for Evaluation
- Attendance Policy
- Supplies/Materials
- Other Policies and Procedures

Additional copies of course syllabi are on file on the MIAD Moodle and posted in classrooms.

MAJOR EMPHASIS

Toward the end of the Foundations year (first year) at MIAD, each student will select a major emphasis. MIAD offers the following majors:

Design

- Communication Design
- Illustration
- Industrial Design
- Interior Architecture + Design

Fine Arts

- Drawing
- Painting
- Photography
- Printmaking
- Sculpture
- Integrated Fine Arts Studio

Cross-Divisional

- Time Based Media

MINOR EMPHASIS

Students may declare a minor area of study in addition to their major. MIAD offers minors in all 9 studio disciplines, Animation, Integrated Fine Arts Studio, Time-Based Media, Video, Art History, and Writing. Business and Advertising minors are also available through MIAD's cross-registration program with Marquette University. See the Director of Registration Services (R45D/R45J) for information on declaring a minor.

SPECIAL PROGRAMS

CROSS REGISTRATION PROGRAMS

MIAD maintains a Cross-Registration Program with Marquette University in order to provide students more choices in the field of Liberal Studies and additional academic minor options. Courses in this program may be used to satisfy requirements in Liberal Studies, provided the Registrar's Office approves the courses. All prerequisites that are required by the hosting institution must be met. Up to six credits per semester may be taken. The Cross-Registration Program is not in effect during the summer. Students must register for classes in the Cross-Registration Program in the MIAD Registrar's Office (R45D/R45J). The cost of tuition is

included in MIAD's tuition; there are no additional tuition charges for participating in the Cross-Registration Program. Program participants are responsible for book or supply purchases. Students must be at least sophomore status, full-time and in good standing at MIAD to be eligible to participate in the Cross-Registration Program.

AICAD MOBILITY PROGRAMS

The Association of Independent Colleges of Art and Design (AICAD) is an association of 35 internationally recognized colleges of art and design. The association provides numerous benefits to its member colleges, a student mobility program, access to international study, opportunities to study in New York, and advocacy for improved art education. Many of the colleges of art who are members of AICAD participate in the Student Mobility Program. Through this program students may apply to spend from one semester up to one year in a similar degree program at one of the participating member institutions. Mobility students retain their MIAD residency and student aid eligibility during the term of the Mobility Program. Regular credit is received for Mobility Program courses; it is recorded on the student transcript, and applied toward MIAD graduation requirements. To be eligible, program applicants must be full-time MIAD students, must be in good standing, and be a junior or first semester senior. The Mobility Program is recommended for the junior year. Interested students should begin to explore options during their sophomore year. Prospective participants begin the process of participating in the Mobility Program by first consulting the Registrar's Office (R45D/R45J). The Director of Registration Services can explain the process and provide a complete list of the institutions involved in the Mobility program.

INTERNATIONAL PROGRAM

MIAD students may elect to take advantage of opportunities for international study while receiving credit toward MIAD graduation. MIAD maintains academic affiliations and exchange opportunities for study with other notable art and design colleges throughout the world. Students interested in MIAD'S international program can receive further information by contacting Ricky Heldt, Associate Director of Student Services (R45B/X3242). Students with disabilities for which they require accommodations are referred to the *Students with Disabilities/Special Needs Participating in International Programs* policy in the ACADEMIC RESOURCES section of this handbook.

MIAD GALLERIES & EXHIBITION POLICIES

MIAD operates a number of exhibition spaces throughout its campus. Each area has its own distinct character and exhibition criteria. Students are encouraged to become involved in the exhibitions, both as patrons and as exhibitors. Students may submit proposals for exhibitions and installations in the Student Gallery, Project Room, River Level Gallery, Entrance Gallery, and other non-traditional exhibition spaces at MIAD. All proposals should be directed to Mark Lawson, MIAD's Director of Institutional Galleries (Room G5B / x3350).

FREDERICK LAYTON GALLERY

The Frederick Layton Gallery, located on the River Level near the reception area of the building, is named after Frederick C. Layton, a nineteenth century philanthropist, and supporter of the arts. In 1880, Layton founded the first art gallery in Milwaukee which later became the site of the Layton School of Art; this gallery is MIAD's largest exhibit space. Annually there are eight to ten shows, ranging from internally generated shows to national touring exhibits, covering a wide range of media and artistic perspectives.

BROOKS STEVENS GALLERY OF INDUSTRIAL DESIGN

This gallery, located on the River Level behind the reception area, is named after Brooks Stevens, the industrial design pioneer who served as a MIAD trustee and faculty member before his death in 1995. The gallery offers annual exhibitions of product design from local, national, and international designers, focusing on aesthetic and historic themes. A selection of Mr. Stevens' work is also featured in this gallery.

EAST STUDENT GALLERY & PROJECT ROOM

These two spaces are primarily for student exhibitions and installations.

East Student Gallery – This space is located on the River Level across from the cafeteria. This gallery exhibits primarily MIAD student work.

Project Room – This space is located on the River Level near the Brooks Stevens Gallery and is for presentation of installations, video, and digital work.

ENTRANCE & RIVER LEVEL GALLERIES

These two exhibit areas are part of a visitor's initial experience upon entering the College. In these areas, MIAD maintains higher standards of quality of work and seeks to respond to the diverse perspectives of MIAD visitors.

Entrance Gallery – Located on the First Level around the stairwell, this exhibit area consists of two long walls with fabric covered panels for hanging work. The area has the dual characteristic of a large room in which work can be seen from a distance, and a passageway through which work can be viewed in close proximity.

River Level Gallery – this area consists of three walls under the central stairway and is ideal for work that is best viewed in an intimate setting.

COMMON AREA EXHIBIT SPACE

These spaces are diverse in location and character and in the criteria for works being displayed.

EXHIBITION POLICIES

MIAD's mission is to provide quality visual art and design and liberal studies education programs for our students. To support that mission, we encourage imagination, freedom, and investigation, coupled with responsibility, maturity, and personal growth. The presentation of art in our hallways, galleries, and public areas is integral to MIAD's mission. It provides an educational forum for students, faculty, and staff, and serves to advance the public's understanding of contemporary art, to foster the exchange of ideas, and to enhance our service to the public. Therefore, exhibition of art in our non-classroom areas is a public activity requiring the institution to provide general guidelines for maintaining professional and educational responsibility. The institution shall balance the rights of the presenter as well as the right of the audience. MIAD will ensure that those who choose to view or attend an exhibition will do so without interference. However, in areas such as the main lobby and the river level reception area, the public's ability to choose to view is non-existent, and therefore the institution must reasonably restrict the content of exhibitions in these areas. Such a policy is not written out of a desire to control the content, taste, or aesthetics of the art produced at MIAD, rather it is motivated by a concern for the ultimate protection of the institution.

EXHIBITION IN PUBLIC AREAS

The Milwaukee Institute of Art & Design encourages and ensures freedom of expression, and will avoid curtailing that freedom if at all possible. When presenting work publicly, the college will be aware of the principle of freedom of expression, as well as the educational goals and aspirations of our students and faculty. However, all exhibitions in public areas must be viewed in light of the equally significant responsibility of the institution to its public constituencies. While granting as much freedom of expression as possible, and while refraining from casual intrusions into issues of taste and subject matter, the institution may restrict the display of art in the College's public areas. Public areas are defined as the entrance lobbies in the main building and residence hall, reception areas and hallways, stairwells, and corridors located throughout both buildings, as well as adjoining exterior walkways. Electronic media such as web sites and home pages, as authorized by the college, are also defined as public areas.

INSTALLATION OF WORK

Exhibitions in public areas will only be installed with the permission of the Director of Institutional Galleries or his/her designate in consultation with the appropriate gallery committee. Any work displayed in public areas that has not been reviewed and approved for exhibition by the Director of Institutional Galleries will be removed. Exhibitions in the lobbies, galleries, hallways, and reception area are to be juried by the Director in consultation with the gallery committee, with respect to the exhibition policy as stated above.

EXHIBITION IN GALLERIES

Presentation in the Frederick Layton Gallery, Student Gallery, and Brooks Stevens Gallery of Industrial Design are thematic exhibitions. Proposals for exhibition in these areas must be presented to the Director of Institutional Galleries and reviewed and approved in consultation with the gallery committee. Proposals must be submitted outlining the theme and goals of the exhibit, and contain general examples of the work to be included.

EXHIBITION SALES

Sales of art work which occur through exhibition or displays held under the auspices of MIAD will be assessed a 20% commission, unless specifically stated otherwise by the Director of Institutional Galleries. Ordinarily, all sales are handled by the gallery staff or by the reception staff.

EXHIBITION STATEMENTS

At the discretion of the Director of Institutional Galleries, the following statement may accompany exhibitions in the Frederick Layton and Student Galleries:

This exhibition may contain work that may not be suitable for young viewers and/or may conflict with an individual's racial, sexual, social, political, and/or religious beliefs. Therefore, you are advised that entering this exhibition and viewing the work on display is at your discretion. What is included in this exhibit is not necessarily the choice of the Milwaukee Institute of Art & Design, but reflects the view of a particular artist. In its spirit of encouraging freedom of expression, MIAD does not, as a matter of course, review individual art pieces for selection/rejection in gallery exhibits. Rather, the theme of an exhibit and the work which is selected is the choice of the curator, who has previously submitted an outline stating the theme and goal of the exhibit, and given general examples of work to be included.

The President, after consultation with the appropriate gallery committee, exhibitor, and President's Council, may remove works of art from public areas and galleries in extreme situations where approved exhibitions are contrary to law or endanger the health, safety, and/or well being of the College or its faculty, students, staff, and public constituents, or an exhibition that deviates substantially from the original proposal.

ACADEMIC SUPPORT SERVICES

ACADEMIC COMPUTING SERVICES

There are eight academic computer labs on the second floor (Yellow Level) of the Pettit Building. Student monitors are the primary resource for questions pertaining to the computer labs and are available at the Lab help Desk, located near the Copy Center. Members of the Technology staff are a secondary option but may not be immediately available. Each computer lab is designed for specific courses and majors and has software appropriate to those areas. *The labs and their locations follow:*

- Open Lab (Y10A) – available to all MIAD students
- Foundations Lab (Y10B) – for Foundations coursework

- Multimedia Lab (Y20) – for Communication Design coursework
- Communication Design Lab (Y25) – for Communication Design coursework
- Continuing Education Lab (Y30) – for Continuing Education coursework
- Silicon Graphics Lab (Y35) – for Industrial Design coursework
- CAD Lab (Y45) – for Interior Architecture and Industrial Design coursework
- Photo/Video Lab (Y100E) – for Photography and Video Fine Arts coursework
- Advanced Video Lab (Y40) – for Advanced Video coursework

Note: Food and drink are NOT permitted in ANY of the computer labs.

ACCESS TO COMPUTING LABS

The Open Lab is available to all MIAD students. All other computing labs are restricted to students who are enrolled in classes held in those labs. Students will be required to read and sign the Student Technology Policy before they will be allowed access in any of the MIAD student computer labs. Additional computer resources, that are used for specific courses only, are located within Visual Resources and the Industrial Design studios (1st floor Blue Level), The Fine Arts area (3rd Floor Green Level), and the Illustration area (4th floor Purple Level). Computers are available for all students within the Library and Student Union for Internet and email access. Special permission for access to any of the above labs, or resources outside of a student's enrolled major, must be obtained from the corresponding Deans of Design, Fine Arts, or Foundations. Special access to the Continuing Education lab must be obtained through the Dean of Outreach and Educational Support.

3-D LAB (ROOM B45)

The 3-D Lab is a physical and instructional resource for all MIAD students who require the means to produce three-dimensional work. The Lab contains the tools, equipment, and bench space for working a wide range of materials, including wood, plastics, and cold metals. Professionals, whose job is to insure student safety and answer student questions, staff the 3-D Lab. MIAD students receive a complete orientation to the 3-D Lab during their Foundations year or by special tutorial if they are transfer students. Following orientation, MIAD students are welcome to use the lab as needed for their course of study or as their interests otherwise dictate.

Lab hours during the Spring and Fall Semesters:

Monday – Thursday	8:00 AM	–	11:00 PM
Friday	8:00 AM	–	5:00 PM
Saturday	10:00 AM	–	5:00 PM

(Hours are shorter during the summer and semester breaks - check with the Lab staff. The 3-D Lab extends its hours significantly during the last three weeks of each semester.)

LIBRARY & LEARNING COMMONS (R100)

MIAD's Learning Commons combines the resources of the library with the personnel of the Learning Resource Center to give students comprehensive services in one convenient location. Situated on the River Level, at the far west end of the building, the Learning Commons is a comfortable oasis where students can study, get help with research and writing, read, or just relax and enjoy the river view. In the library students, faculty, staff and alumni have on-site access to over 23,000 books, videos, and DVD's, 126 current periodicals, research databases, reserve items, and an impressive and up-to-date collection of career materials. In general, library materials circulate for 4-week periods, with the possibility of two renewals. Computers in the library offer access to the on-line catalog, research databases, electronic reserves, the Internet and word processing programs. A copy of the Library's Circulation Policy is available on the MIAD website. *Students need a valid, BARCODED MIAD ID in order to borrow library materials.* The library is a member of SWITCH, a consortium of eight area colleges sharing their library resources. Using the on-line catalog called TOPCAT, students are just a click away from more than 600,000 additional books, videos and DVD's that can be requested on-line and delivered to MIAD in one to two school days. TOPCAT may be accessed at <http://topcat.switchinc.org>. Information on the hours, addresses, and phone numbers of these schools is available online.

Library hours during fall and spring semesters

Monday – Thursday	7:30 a.m. – 9 p.m.
Friday	7:30 a.m. – 5 p.m.
Sunday	3:00 p.m. – 9 p.m.

(Hours vary during summer and semester breaks – check with library staff or online)

LEARNING RESOURCE CENTER (ROOM R100)

The Learning Resource Center is an integral part of MIAD's Library and Learning Commons. The Learning Resource Center provides resources and services to meet students' personal academic needs. Students go to the Center seeking help with course studies, research and tutoring assistance, English language learning assistance, disability services, and counseling support. The Learning Resource Center is located in Learning Commons, Room R100 of the Pettit Building.

Tutoring: A team of trained tutors, both professional Learning Resource Specialists and peer tutors, provide individualized instructional support to meet the learning needs of all students. Students can receive tutoring in writing, reading, research, communication strategies, time management, and college study strategies. MIAD's Learning Resource Specialists also provide English language assistance as well as learning strategies for students with disabilities. The aim of all tutoring at MIAD is to

promote independent learning.

English as a Second Language (ESL) Assistance: English language instruction/tutoring is available in the Learning Commons. For more information on our ESL services, please contact the Associate Dean of Students (R100/x3344).

DISABILITY SERVICES (ROOM R100)

MIAD provides students with disabilities reasonable and appropriate accommodations. Students with a disability, whether physical, learning, or psychological, are encouraged to contact the Institute's Student Accessibility Coordinator, Sara Numan. Sara's office is located in room R100. Students must meet with the Student Accessibility Coordinator before they can obtain accommodations for their disability. MIAD complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. MIAD does not discriminate against any qualified disabled individual solely by reason of disability. MIAD ensures non-discrimination through program accessibility, equal opportunity, and full participation in programs, activities, and services. A summary of MIAD's policies and procedures for people with disabilities follows. For complete information on how to document a disability, how to gain support for academic success at MIAD, and how to initiate a grievance process, see the Student Accessibility Coordinator for an explanation of the written procedures. Confidentiality: All disability documentation will be treated as confidential medical information; it will be stored in secured files in the Associate Dean of Students' office, and will be released only with the student's informed and written consent.

RIGHTS OF STUDENTS WITH DISABILITIES

- Students with disabilities have the right to reasonable and appropriate accommodations for their disability that will afford them equal opportunities.
- Students with disabilities have the right to equal access to an education and to employment opportunities.
- Students with disabilities have the right to confidentiality.
- Students with disabilities have the right to equal and fair treatment.
- Students with disabilities have the right to a grievance procedure for disability related complaints.

RESPONSIBILITIES OF STUDENTS WITH DISABILITIES

- Students with disabilities will adhere to MIAD's policies and procedures for people with disabilities.
- Students with disabilities must be their own advocates.
- Students with disabilities must notify the Student Accessibility Coordinator of their disability to receive academic accommodations.
- Students with disabilities must meet privately with the Student Accessibility Coordinator to determine reasonable and appropriate accommodations.
- Students with disabilities must provide the Student Accessibility Coordinator documentation of their disability and disclose pertinent information regarding their disability.
- Students with disabilities must meet privately with faculty and supervisors to discuss accommodations (not their disability).
- Students with disabilities must seek tutoring as needed.
- Students with disabilities must initiate all services in a timely manner.

PROCEDURE FOR OBTAINING DISABILITY ACCOMMODATIONS

First, students must notify the Student Accessibility Coordinator, Sara Numan (Room R100, x3347, saraNuman@miad.edu) of their disability.

Next, schedule a private conference with the Student Accessibility Coordinator to determine reasonable and appropriate accommodations. Students must bring documentation and other pertinent information about their disability to this conference. MIAD's guidelines for documentation are available in the Student Accessibility Coordinator's office (R95).

Finally, after the Student Accessibility Coordinator has determined reasonable and appropriate accommodations, the student will be provided a letter inviting their course instructors and/or work supervisors to meet with the student and the Student Accessibility Coordinator to discuss the accommodations (not the disability) outlined in the letter. Students must present the letter from the Student Accessibility Coordinator to the appropriate faculty and staff before they can receive accommodations. Students receiving accommodations must also meet with the Student Accessibility Coordinator when they believe they need modifications in their accommodations. The Student Accessibility Coordinator will determine any modifications and, if necessary, issue a new letter for faculty and staff. Students requiring accommodations are to meet with MIAD's Student Accessibility Coordinator no later than the first three weeks of class. Students must renew accommodations at the beginning of each semester.

STUDENTS WITH DISABILITIES/SPECIAL NEEDS PARTICIPATING IN INTERNATIONAL STUDY PROGRAMS

The following MIAD policy pertains to students with disabilities who are eligible for and admitted to MIAD sponsored and run international programs or classes. MIAD provides students with disabilities reasonable and appropriate accommodations and does not discriminate against students with disabilities or special needs. However, in order to provide reasonable and appropriate accommodations for students participating in international study programs, students must discuss their disability related/special needs with the faculty and staff running the program. MIAD's Student Accessibility Coordinator will assist students and be their advocate throughout this process. Students applying for international programs must first inform the Student Accessibility

Coordinator about their intention to participate in the program. The Student Accessibility Coordinator will then inform the appropriate administrators and faculty. In addition, information on a student's disability related needs may be sent to the international college, when appropriate, to provide that college with better means of assisting the student. The student will also need to contact the disability service provider (or designee) upon arrival at the school. Every attempt to provide accommodations at international programs will be made by MIAD. Because disability policies pertain to the United States' educational system, and are mandated by US laws, students cannot take for granted that other countries can or will make the same or similar accommodations for students with disabilities. MIAD's Student Accessibility Coordinator and the Coordinator of International Programs will assist the student in ascertaining what accommodations, if any, are possible and whether the program is accessible to the student. Questions should be directed to MIAD's Coordinator of International Programs and Student Accessibility Coordinator.

COUNSELING & HEALTH SERVICES

MARQUETTE UNIVERSITY COUNSELING CENTER

The Marquette University Counseling Center is located in Room 204 of Holthusen Hall at 1324 West Wisconsin Avenue. To make an appointment contact Jennifer Crandall in the Learning Commons (R95) or Tony Nowak in Student Services (R45C) for a referral, or call Marquette's Student Counseling Center (414-288-7172) and identify yourself as a MIAD student. The Center is open Monday-Friday 8:00 am to 4:30 pm and closed on weekends. Maps and directions to the Marquette campus are available in the Office of Student Services on the River Level (R45) and at the back of this handbook.

Marquette's Counseling Center provides free and confidential short-term therapy services for all full-time MIAD students. Visits are not recorded on your permanent MIAD record. Individual and/or group counseling are available for students dealing with a wide variety of emotional issues including stress, anxiety, loneliness, sexual assault, grief and loss, depression, low self-esteem, and problems in relationships, family, and school. The Center offers career counseling, as well as assessment and screening for drug/alcohol issues and eating disorders. In the case of a mental health emergency, walk-in services are available.

Counseling Center Hours: Mon - Fri.: 8:00 a.m. - 4:30 p.m. (No appointment hours are available on weekends.)

For more information, see either Jennifer Crandall the Associate Dean of Students (R95 / x3344) or Tony Nowak, the Dean of Students (R45C / X3240).

MARQUETTE UNIVERSITY HEALTH SERVICES

All full-time MIAD students who pay the health fee will be provided full counseling and health services at Marquette University at no additional cost. Students who received an exemption from the health fee and part-time students may still go to Marquette but they will be billed for the services they receive. Marquette University's Health Service Clinic is equipped to diagnose and treat most outpatient conditions, and most of its services are free to all MIAD students. Students with major medical problems or problems requiring specialized care will be referred to consultants at their own expense. The Clinic is located on the east side of North 16th Street, between Clybourn and Wisconsin Avenue, in the center of the block. The entrance faces the east, away from the street. The only parking is at on-street meters.

Patient Care Hours

Monday - Thursday: 8:30 a.m. – 5:00 p.m.

Friday: 8:30 a.m. – 4:30 p.m.

Saturday: 10:00 a.m. – 2:00 p.m.

(During noon hours, evenings, and Saturdays, there is reduced service.)

You may see a nurse or doctor without an appointment for immediate attention. Some emergencies may be referred to the Family Care Center at 9th Street and Wisconsin Avenue, at the student's expense. You must present your MIAD student ID and have your Immunization & Health History on file to obtain services from MU's Health Service Clinic.

Walk-In Health Services (appointment recommended but not required)

- Diagnosis of acute illness
- Treatment of minor injuries and emergencies
- Diagnosis and treatment of gynecological
- Health education
- Minor surgical procedures (suturing lacerations,
- Prescriptions for medications
- Orders for treatment
- Referral to consultants problems (by appointment only)
- Acne care, draining abscesses, etc.)

Health Services Requiring an Appointment

- HIV testing (anonymous)
- Nutrition counseling
- Ear irrigation
- OB/GYN exams
- Allergy injections (\$20 fee per semester; student brings their own prescription serum)

For more information about these services, contact the Dean of Students (R45C) or call the Marquette Health Service Clinic at 288-7184.

DIAGNOSTIC LABORATORY SERVICES AT MARQUETTE

Lab procedures are for diagnosis and treatment as prescribed. Studies not done by the Health Service lab will be sent out at the student's expense. Students with major medical problems or problems requiring specialized care will be referred to consultants at

their own expense.

EMERGENCY MEDICAL SERVICES

In case of an emergency, medical services may be obtained at any local hospital. Area hospitals are open 24 hours for emergency care. Students are responsible for all costs incurred and should remember to take appropriate insurance information with them when going to emergency facilities. Marquette University Health Services are not equipped to handle serious injury, major illness, or needed hospitalization. For a complete list of health services and clinics in the area, refer to the list at the end of this section.

HEALTH INSURANCE

Students working at the college are covered by State Worker's Compensation Insurance. The college does not assume financial responsibility for any illness or accident that occurs on campus. All full-time matriculated students are automatically enrolled in a basic health insurance plan. The spouse and dependent children (who are not self-supporting and reside with the MIAD student) are also eligible to enroll in the insurance program. All full-time students are required to have health insurance. Proof of insurance is a condition of enrollment for international students. For additional information and application forms contact the Dean of Students.

FINANCES AND FINANCIAL AID

At MIAD, student financial matters primarily handled through two separate offices that have very different functions.

The Business Office, R45G, is where you go to ask questions about your MIAD charges and to pay your tuition and other charges.

The Financial Aid Office, R25A/R25B Suite, is where you go with questions on how to finance your MIAD education. MIAD participates in a variety of institutional, federal, state, and private financial aid programs. Financial aid options at MIAD include scholarships, grants, work opportunities, and loans. Every MIAD student is strongly encouraged to investigate the possibilities of financial aid.

BUSINESS OFFICE

Payments for Tuition, Residence Hall, Meal Plan, & Fees - Tuition, Residence Hall and Meal Plan charges, and other fees, less any confirmed financial aid, are due in full by the tuition due date - approximately three weeks before the semester begins. (See the "Academic Calendar" in the front of this Handbook for the exact date.) If a student account is not paid in full or under an AMS payment plan once financial aid is applied, the student may be charged a late payment fee of \$50.00 per semester. Further, if you fail to fulfill your financial obligations, you may be barred from attending classes, removed from the residence hall, have your board plan cancelled, and you may be subject to dismissal at any time. Transcripts are not available to any current or former student with an outstanding financial obligation to the school.

Payment Plan – Students who cannot pay tuition and other fees in full on the due date should consider the following payment plan:

Full Year Plan: Spreads tuition costs for the full academic year over 10 months. MIAD's payment plan program is administered by Academic Management Services (AMS.) The only charge is a \$55 enrollment fee for the Full Year Plan. There are no interest fees; however, AMS will assess a late fee on any past due accounts. These programs also provide Tuition Protection coverage at no additional cost.

REGISTRATION AND ADMISSION TO FIRST CLASSES

MIAD policy states that a student will not be allowed to attend the first day of class if tuition and fees are not completely paid or if the student has not made appropriate payment arrangements with the Business Office. (See "Registration Information" in the "Academics" section of the Handbook for more information.) If you have not complied with this policy or have outstanding bills, you must report to the Business Office. You will then be issued an admittance slip after arranging with the Business Office. If accounts are current, you need not report to the Business Office.

MIAD REFUND POLICY

If you drop credits after financial aid has already been credited to your account and/or you have received a financial aid cash payment, any tuition refund will be calculated and returned to the appropriate account (except for Federal Work Study moneys). If you withdraw from MIAD after receiving financial aid for that semester, any refunds of tuition, residence hall and meal plan charges, and other fees will be calculated according to the MIAD "Schedule of Refunds," and you may be required to repay a part of the aid funds advanced to you. Because financial aid is expected to help meet educational costs, any tuition refund, up to the amount of financial aid received for that semester will be refunded to the Financial Aid Program(s) from which you received the assistance. If you wish to withdraw or reduce your course load and receive a refund for tuition costs, you must do so in writing or by phone to the Director of Registration Service's Office. (See section entitled "Withdrawal" in the Academics section of this Handbook.) The tuition and financial aid refund is calculated based upon the date the written notice is received.

The "MIAD Schedule of Refunds" for tuition, fees, residence hall and meal plan charges is as follows:

Withdrawal Date	Tuition/Fee Refund	Residence Hall/Meal Plan Refund
End of first day of class.....	100%	100%
End of first week of class	100%	100%
End of second week of class	75%	75%
End of third week of class.....	50%	50%
End of fourth week of class.....	25%	25%
After the fourth week of class	No Refund	No Refund

The "MIAD Schedule of Refunds" will be used for course drops as well as total withdrawals. Changes in registration status may

change the cost of attending MIAD and the types and amounts of financial aid available to students.

NOTE: For the exact dates, see the "Academic Calendar" at the front of this Handbook.

RETURN POLICY FOR TITLE IV FUNDS

When a MIAD student receives Federal Title IV financial aid funds to attend MIAD and then withdraws, drops out, takes an unapproved leave of absence, is expelled, or otherwise fails to complete the semester for which he or she received Title IV funds, federal law and regulations require MIAD to possibly return Title IV financial aid funds to the federal government. Federal Title IV financial aid funds at MIAD are: Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, Wisconsin Talent Incentive Grant, Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Parent Loan for Undergraduate Students. Title IV student financial aid is "earned" on a prorated basis. The financial aid earned is prorated based on the percent of the semester completed by the student up to 60% of the semester. After 60% of the semester has passed, Title IV financial aid is assumed to be 100% earned. Unearned Federal Title IV financial aid for the semester is returned to the federal government. A MIAD student's date of withdrawal can be the actual date the student began the MIAD withdrawal process, the last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying MIAD. The Registrar's Office determines the last date of attendance.

An example of the MIAD Return of Funds Policy - A MIAD student receives \$1000.00 in Federal funds for the Fall Semester of 2001. This student attends 50% of the semester and then withdraws completely; 50% of the Federal funds have been earned and 50% must be sent back to the federal government.

$$\text{Total Federal Aid} - \text{Amount Earned} = \text{Amount Returned}$$

When Federal Title IV financial aid is returned there is the possibility that a student may owe a balance to MIAD or the Federal Government. Federal Funds are returned in an order specified by federal statute. Amount owed will be reflected on a final statement issued by the MIAD Business Office. Students should contact the MIAD Business Office to arrange to pay the balance.

VETERAN'S BENEFITS

As a veteran, you may be eligible for benefits if enrolled in the BFA Degree Program. Dependents of deceased veterans may also be eligible. You must contact your local area office of the Veteran's Administration for eligibility forms that you then must submit to the Director of Registration Services at MIAD. The Director of Registration Services will complete the eligibility forms and return them to the Veterans Administration Office. You will then be issued checks by the Veteran's Administration, beginning approximately 60 days later.

FINANCIAL AID OFFICE

How to pay for a college education is one of the most important decisions a student and family have to make. MIAD is committed to helping all students make a decision on how to finance a MIAD education that is correct for them. Students and families have as a resource the information and assistance available through the Financial Aid Office. Financial Aid staff members work with each student and family in developing a successful financial plan that will allow access to a MIAD education. We can help with all sources of potential student financial aid, including those that are not based on financial need. The Financial Aid Office strives to make funds available to all students in a fair and equitable manner. MIAD determines your eligibility for financial aid based on information submitted to our office by the Free Application for Federal Student Aid (FAFSA). Financial aid at MIAD consists of scholarships, grants, loans, and work opportunities. The funds for these financial aid programs come from MIAD, the federal government, the State of Wisconsin, and private lenders. Institutional, federal, and state rules and regulations govern financial aid programs. A MIAD financial aid award is generally a combination of various types and sources of aid.

ELIGIBILITY FOR FINANCIAL AID

In order to be considered for MIAD financial aid, applicants must be aware of the following:

1. You must be enrolled as a degree-seeking student for at least six credits.
2. You must be a citizen or permanent resident of the United States.
3. You must maintain satisfactory academic progress as defined by MIAD.
4. You must meet the eligibility requirements of each of the aid programs in which you have chosen to participate.
5. You must comply with Selective Service requirements.
6. You can not be in default on any educational loan or owe a repayment on a grant or loan.

FINANCIAL AID APPLICATION PROCESS

You must apply for student financial aid each year. All students interested in receiving student financial aid at MIAD must complete a Free Application for Federal Student Aid (FAFSA). Continuing students will receive a Renewal FAFSA in their mailboxes in December or you can complete the application process on the World Wide Web. The information submitted on the FAFSA is used to determine eligibility for all of the various types of financial aid that MIAD participates in (including the MIAD Grant). After you mail your application to the processor, you and MIAD will receive an analysis of the information that has been submitted. You should review the results for correctness. If corrections are needed, MIAD will do them for you electronically. Many students are selected to provide MIAD with additional information. Most of the time all that is needed is your (and your parents') federal tax return. MIAD will tell you if additional information is needed. It is the student's responsibility to complete the financial aid process. After MIAD receives all required information, the award is calculated and a financial aid package sent to you. Your MIAD financial aid package will tell you the kinds and the amounts of financial aid you are eligible for. It will have information as to specific requirements that you have to fulfill to receive your financial aid. In your aid package, you will receive an award letter that you have to sign and return to MIAD to accept or decline the financial aid awarded to you. It is important to review all information in your financial aid package.

Contact the Financial Aid Office if you have any questions about your award.

STUDENT CONSUMER INFORMATION

Data on student retention rates is available from the Registrar's Office. Information on academic programs, faculty, and physical facilities is available from the Provost's office. Information on MIAD Accreditation is available from the Office of the President. Standards of academic progress in relation to financial aid eligibility criteria are located in the student handbook.

SCHOLARSHIPS

A number of scholarships, of varying amounts, are awarded each spring to full-time students who will continue their studies at MIAD at the sophomore, junior, or senior levels in the next academic year.

The scholarship program of MIAD is continually under review and revision, and subject to change. All students are notified in March via student mailboxes of the Scholarship Process, including the deadlines. All scholarships are awarded based on merit.

Scholarship eligibility requirements are as follows:

1. Completion of a full-time semester during the previous academic year (spring or summer) with a 3.0 GPA;
2. Completion of a full-time semester during the current academic year (fall semester) with a 3.0 GPA;
3. Full-time enrollment during the current spring semester;
4. For new fall students — completion of a full-time semester during the current academic year (fall semester) with a 3.0 GPA;
5. Students already receiving renewable Frederick C. Layton scholarships or renewable scholarships awarded at the time of admission are not eligible to enter the annual scholarship competition.

PRESIDENT'S SENIOR HONOR SCHOLARSHIP

One design student and one fine arts student entering their senior year will be awarded a President's Senior Honor Scholarship. The recipients will be determined by President's List eligibility and be awarded to the student in the fine arts division and the design division with the highest GPA achieved by the end of the fall semester their junior year. Recipients must be full-time students both semesters of their senior year in order to receive the award. These top students are eligible for the President's Senior Honor Scholarship regardless of their holding another MIAD scholarship or other tuition remission.

CAREER SERVICES & STUDENT EMPLOYMENT

JOBS, INTERNSHIPS, STUDENT EMPLOYMENT

MIAD Career Services offers students a variety of resources to supplement their education and help them achieve their professional goals. Information is available to students from their freshman year through their senior year and as a MIAD graduate. All questions relating to employment and careers may be directed to the Career Services staff.

MIAD Career Services
Second Floor, room 275
careerservices@miad.edu

Katie Nickels, Career Services Coordinator
katielnickels@miad.edu, 414-847-3276

Duane Seidensticker, Director of Career Services
duaneseidensticker@miad.edu, 414-847-3274

CAREER SERVICES OFFICE VISITS AND APPOINTMENTS

Students are encouraged to visit Career Services any time during the day; however, an appointment will assure that you get the time you need. Emails and calls are also welcome.

CANVASSCAREERS WEB SYSTEM

This is Career Services web-based system that includes part-time and full-time job announcements, freelance and commission projects, internships, and exhibit opportunities. Student/graduate profiles that are viewed by employers can be set-up on this system. Please contact Career Services or visit the MIAD web site (www.miad.edu) and locate Career Services under "Resources". Students are strongly encouraged to regularly use this system to learn about the variety of professional opportunities available to designers and artists and to become involved with these opportunities to gain professional experience.

CAREER LIBRARY RESOURCES

Students are encouraged to do independent career research by using the career books and magazines in the MIAD Library and via the MIAD web site. These resources cover topics such as:

Career Research & Job Search

- Art and design job options
- Portfolio preparation
- Job listings and classifieds
- Resumes
- Interviewing/portfolio presentation
- Telephone skills
- Employment agencies and recruiters
- Salaries and wages
- Letters and other written correspondence
- Internet searches
- Researching art/design related businesses

Self Employment & Art Sales

- Legal information/contracts
- Marketing and self-promotion
- Tax information
- Gallery connections
- Freelancing
- Representatives and agents
- Pricing
- International opportunities
- Graduate schools
- Alumni connections
- Grants
- Associations and organizations
- Insurance
- Funding

ON-CAMPUS EMPLOYMENT AND FEDERAL WORK STUDY (FWS)

Nearly all MIAD areas and offices hire students to work on-campus. Most on-campus positions are funded by the Federal Work Study (FWS) program. The FWS program provides need-based financial aid to students by allowing them to earn money by working part-time on MIAD's campus. Such FWS jobs require students to be eligible for FWS. Contact the Career Services Coordinator with questions.

INTERNSHIPS

Internships give students the opportunity to work in a professional setting related to their area of study and interests. Internships are required for photography majors and are elective for all other majors. Several businesses offer compensation for the internship. Students will receive a grade for their performance and three credits—the same as any studio course elective.

INTERNSHIP APPLICATION PROCESS

Students interested in an internship should follow this process:

- Step 1: Contact Career Services to review internship eligibility, requirements, and guidelines. Then contact your Faculty Internship Advisor.
- Step 2: Career Services will review internship sites with you. You may then contact the representative businesses to hopefully arrange an interview/portfolio review. The Faculty Internship Advisor and Career Services staff can assist you with your portfolio, resume, and interviewing. Career Services will also provide an internship registration/agreement form.
- Step 3: If selected by a business, you and your supervisor must complete and sign the internship registration/agreement form.
- Step 4: Submit the internship registration/agreement form to the Career Services Office. You must submit this form at the start of your internship hours to register and receive credit.
- Step 5: Complete the internship. If you have any questions or concerns during the internship, contact Career Services.
- Step 6: Your internship supervisor will complete and submit an evaluation form provided by Career Services. Depending on the major and the internship experience, students may also need to complete their own evaluation, a written paper, and/or other assignments before a final grade is determined.

 MIAD's programs are designed to prepare students and graduates to pursue their profession. However, MIAD does not guarantee that students/graduates will be placed in any particular job or employed at all. The MIAD Career Services Office serves as a referral source for jobs and other opportunities and generally cannot make specific recommendations regarding off-campus employers. The Career Services Office makes no guarantees about the positions listed by the Office. The Office is not able to research the integrity of each and every organization or individual that is listed. Students and alumni are urged to research and use their common sense when applying for any job or opportunity. Please contact the Career Services Office with questions or if you determine any listing has been misrepresented or is misleading.

SAFETY AND SECURITY

Colleges and universities are required to provide all students detailed information in writing about security issues. The intent of this requirement is that you have complete information about the extent of any problem, the risks involved, the legal standards that have been adopted, and the offices and agencies in the community to which you can turn for help. In order to comply with the Wisconsin State Legislature and the U.S. Congress, the following information is provided. This information is only a summary of what is necessary for you to protect yourself, to assist your friends, and to join us in making our community a safer place to live and work. For more detailed information, contact the Security Office.

FACILITY ACCESS

The MIAD Security Office is responsible for campus security and safety. Security guards are on duty at MIAD during all hours that the building is open. Students, faculty, and staff are required to carry their ID and the Security Staff may ask you to show it at any time. Please understand that they do so to make sure the facility remains safe for all of us at all times.

BUILDING HOURS

Building hours are posted on the front doors of the Pettit Building.

VISITORS

All visitors to MIAD must sign in at the entrance security desk. If you are having visitors meet you in the main building, you must meet them at the Security Desk at the first floor entrance. You should accompany your visitors throughout their time in the building. Naturally, you are responsible for your guests while they are in the building. (For information about guests in the Residence Hall, please see that section in this Handbook.)

SAFETY IN STUDIOS, LAB AREAS, AND CLASSROOMS

MIAD students need to be aware of the potential hazards in studios, lab areas and classrooms. Students must be alert to their environment dangers presented by machinery, tools, equipment, gases, chemicals and other materials in their labs, classrooms and studios. Students must protect themselves with the appropriate safety eyewear, clothing and shoes. Each lab area has specific rules and regulations that need to be followed in order to ensure the safety of all students. Lab areas have a [Safe Practices in the Arts & Crafts Studio Guide](#) posted in their area for reference.

SECURITY OFFICE PERSONNEL

The MIAD Security Office is currently composed of the Security Director and the contracted professional security service, Wackenhut Security Services. The officers receive their authority from the MIAD Board of Trustees to maintain order on campus. While officers are not armed and do not make arrests, they gather information, maintain order, and insure that all state laws and municipal ordinances are adhered to on campus. They also have authority to contact local police and emergency services when necessary.

CRIME PREVENTION

The MIAD Security Office takes pride in being able to provide a safe and secure environment for all faculty, staff, students, and visitors. Our approach to crime prevention and the reduction of criminal offenses is proactive. This Office makes use of a variety of innovative techniques and programs, striving to improve the level of services provided. While we recognize that crime can never be eliminated, we do know that incidents of crime can be reduced. In particular, we focus on making faculty, staff, students, and visitors more alert about what they can do to discourage criminal activity. To accomplish this goal, the Security Office conducts information presentations on crime prevention and awareness through new student orientation, sponsorship of personal safety and crime prevention seminars on campus, and development of proactive programs to reduce incidents of crime, including engraving programs, security surveys, newsletters, etc. *Community cooperation—YOUR cooperation—is key to crime prevention.* Everyone benefits when you take the following precautions:

- Report all crimes and/or suspicious activities to the Security Office;
- Protect your personal property as you would your money;
- Mark valuable property with an identification number, such as your driver's license number.

REPORTING SUSPICIOUS OR CRIMINAL ACTIVITIES

Report all suspicious or criminal activity. You may think there is no use, but the Security Office (1) can often aid you more than you suspect and (2) needs to know what's going on in order to institute preventative measures. Report any suspicious or criminal activity directly to the MIAD Security Desk or to any Security Officer. The Security Desk can be reached from within MIAD at ext. 3300, and on off campus lines at 847-3992.

CRIME STATISTICS

In compliance with the 1990 Campus Security Act, the following statistics about criminal incidents on our campus are provided to raise your awareness and encourage your participation in keeping our campus safe. By law, the "Annual Offense Report" must contain campus crime statistics for murder, sexual assault, robbery, aggravated battery, burglary, and motor vehicle theft. The report also cites the number of arrests for liquor law violations, drug abuse, and weapons violations.

Offense	08/09	07/08	06/07	05/06	04/05	03/04	02/03	01/02	00/01
Murder	0	0	0	0	0	0	0	0	0
Sex Offense	0	1	0	0	0	0	0	0	1
Robbery	0	0	0	1	1	0	0	0	0
Aggravated Battery	0	0	0	2	1	2	0	1	1
Burglary	0	0	0	0	0	0	1	2	2
Vehicle Theft	1	0	0	1	1	2	0	1	0
Theft from Auto	1	1	2	6	1	6	11	5	4
Liquor Law	0	1	0	6	4	5	0	4	3
Drug Abuse	1	0	0	3	2	2	0	1	2
Weapons	0	0	0	1	0	0	0	0	0
Thefts	7	8	5	17	18	19	15	9	24

PERSONAL INJURY OR LOSS OF PROPERTY

MIAD makes every effort regarding student safety. However, the College is not responsible for personal injury occurring on school property or in connection with any school activities. The College does not assume responsibility for loss or damage to a student's personal property. The faculty, in most cases, will accompany students on field trips, special events, or MIAD sponsored social or academic activities. The administration and faculty cannot be held responsible for student actions, injury, or loss of personal property during any of these activities.

LOST AND FOUND

MIAD maintains a Lost and Found for personal items turned in to the Security Office. If you have lost something in the Academic Building, the Student Union, or the Residence Hall, contact the Security Desk at the front entrance to the Academic Building. Lost and Found items are kept for 30 days thereafter they are disposed of or donated.

FIRES/FIRE DRILLS/EMERGENCIES

Alarm horns will be activated for a drill or actual fire. Only faculty or staff members are authorized to sound the alarm. Security will call the Fire Department at 911. When the alarm goes off everyone must exit the building. All stairways and exterior doors to the stairwells can be used to exit the building in case of fire or fire drill, even the doors that are alarmed. *DO NOT USE THE ELEVATORS DURING FIRE ALARMS.* When you exit the building, please go across Erie Street and assemble at Catalano Square east of the Student Union. You will be notified when to return to the building.

Fire Safety Precautions: Feel the door for heat. Do not leave through that door if it is hot. Exit through the stairwells. Never use the elevator in a fire situation. Crawl on the floor if the room is filled with smoke. Walk, do not run, to the nearest exit. If appropriate, close doors after evacuating the room.

TRANSPORTATION AND PARKING

PUBLIC TRANSPORTATION

The Milwaukee County Transit system (MCTS) is one of the best in the nation and it provides easy access to nearly any point in Milwaukee County. Due to the efforts of your Area Rep Team, MIAD participates in the citywide UPASS program. The UPASS is available to all MIAD students carrying six or more credits. MIAD students may ride on any MCTS bus, any time, any day and pay nothing when they show their MIAD student ID with the current UPASS sticker affixed. The Downtown Trolley has stops in front of the classroom and residence hall buildings and provides access to most downtown points of interest and connects to all other MCTS routes. Student Services distributes the UPASS to all qualifying students at the beginning of the academic year and issues replacement passes throughout the year. MIAD strongly encourages students to make use of this great urban resource; contact Student Services for more information.

BICYCLES

MIAD students are encouraged to use bicycles whenever possible, but they are prohibited inside the academic building. There is a bicycle rack immediately in front of the academic building that is monitored by security personnel. However, students should bring and use a lock to secure their bikes.

PARKING

There are a number of metered parking spots surrounding the campus area; some allow only one hour of parking while others (two or three blocks from the main building) allow up to ten hours. Availability depends on how early you arrive. Be forewarned the Milwaukee Police closely monitor parking meters, especially in the Third Ward, and around MIAD.

Student Parking - There is limited free parking provided in the surface parking lot located on the northeast corner of Milwaukee and Menomonee Streets. Again, availability depends on when you arrive.

- All vehicles parked in the MIAD student lot must have a valid MIAD parking permit.
- The security officer at the front security desk issues parking permits.
- The parking permit must be displayed on the rear window of the vehicle's passenger side.
- Sharing permits is prohibited.
- If a student drives more than one vehicle, a separate parking permit must be obtained for each vehicle.
- Residential students are prohibited from parking in the commuter lot and must arrange for their own parking; a list of nearby parking lots is available in Security and Student Services Offices.
- Any unauthorized vehicle is subject to being ticketed and towed.
- Parking is prohibited in handicapped parking areas, in aisles, in areas marked "reserved," or in front of the receiving docks.
- Anyone found to be in violation of the parking rules faces ticketing, towing, and may also have future parking privileges revoked. For a complete list of parking lots in the area, contact the Security Office (R45A).
- MIAD is not responsible for damages to or loss of any vehicle, its contents, or accessories from any cause whatsoever.

Visitor Parking - The lot directly across the street from the main building and next to the Student Union is reserved for *bona fide* visitors to MIAD. Security personnel enforce this policy strictly.

STUDENT SERVICES

FOOD SERVICE & VENDING

The Cafeteria, Student Union, and vending services are available on campus to meet your dining needs. Note: You may want to snack in various areas in the academic building (exceptions will be posted), but please be sure to tidy up after yourself. Be aware that many instructors object to mixing eating with learning; check with your instructor first before bringing snacks into a classroom or studio.

Cafeteria - The primary place to eat on campus is at the full-service cafeteria located at the east end of the River Level. The cafeteria offers breakfast (brunch on the weekends), lunch, dinner, vegetarian entrees, and snacks at each meal.

Meal Plans - All students living in the residence hall must participate in one of the following meal plans: Block 150 (150 meals/semester or 10 meals/week), the Block 100 (100 meals/semester or 7 meals/week), or the Traditional 19 (19 meals per week all semester).

The MIAD meal plans offer a convenient and inexpensive dining service. With the Traditional 19 meal plan, you get a "no worries" plan that allows you to enjoy all 19 meals served weekly. The Block 100 and Block 150 plans may be used at any meal in a semester until the number of meals on the plan is used up. Additional meals may be purchased through the Student Services Office at any point during the semester.

The following guidelines apply to students using the meal plan:

- Your meal plan is yours. That means it is there to feed you, but not to feed all your friends. Meals are not transferable. The Traditional 19 meal plan works from Monday through Sunday. Unused meals do not carry forward.
- "All-you-can-eat" means all you can reasonably eat at one meal. A meal does not include all your snacking, too. You can purchase snacks at the cafeteria, from the vending machines, or at the Union.
- Students may change from one meal plan to the other up through the third week of classes each semester. (The only exemption from the meal plan requirement is for medical reasons; the Academic Support Coordinator (Y55D) will provide you with the necessary procedures for establishing this accommodation.)

Commuter Meal Plan - A commuter meal plan is available to faculty, staff, and non-resident students. The commuter meal plan comes in blocks of 30 meals and can be purchased through the Student Services Office. Members of the MIAD community may also pay cash per item or pay one low price for an all-you-can-eat meal.

Full cafeteria service begins the day classes begin, continues throughout the semester except for breaks, and ends the day classes end. (See the "Academic Calendar" in this Handbook for exact dates.) Contact the Student Services Office for more information on MIAD's meal plans.

Cafeteria Hours

Breakfast (M-F)	7:00 a.m.	-	9:00 a.m.
Continental Breakfast	9:00 a.m.	-	10:00 a.m.
Lunch (M-F)	11:00 a.m.	-	12:45 p.m.
Dinner (M-F)	5:00 p.m.	-	7:00 p.m.
Brunch (S-S)	11:30 a.m.	-	12:30 p.m.
Dinner (S-S)	5:00 p.m.	-	6:00 p.m.

** The cafeteria is open for snacks and beverages between posted meal hours.*

Food Service in the Student Union - The Student Union serve sandwiches, light snacks, beverages, and a variety of coffees. The hours of operation are Monday through Friday, 7:30 a.m. to 10:00 p.m. when classes are in session.

Vending Services - There are several drink, snack, and change machines in the academic building and in the residence hall. If you lose your money in the vending machines, contact the Receptionist (River level lobby) for a refund. Empty machines should be reported to the vendor (number posted on the machine) or the Student Services Office.

UTRECHT ART SUPPLY STORE

Located in the Café Building at 143 E. Broadway, is the Utrecht Art Supply Store, a convenient and inexpensive resource for art supplies. Utrecht provides experienced and friendly service to students at discounted rates. Parents may set up credit accounts for their students. To maintain credit privileges, accounts must be paid within twenty days of receipt of invoice. Store hours are Monday through Thursday, 7:30 a.m. to 5:00 p.m. and Fridays from 7:30 a.m. to 3:00 p.m. The Utrecht Store can be contacted directly at (414) 277-0722.

PHOTOCOPYING

Copying services are provided through DigiCOPY. All students will be sent a copy code that can be used on the copy machine next to the second floor IT information desk. All full-time students will be provided with a credit for the first \$25 of your copying and printing costs. DigiCOPY is also opening a retail store at 222 E. Erie Street, where students can have their color and large format copy needs addressed.

HALL LOCKERS

The Student Services Office assigns lockers to all students at the beginning of each academic year. Students must use the lock assigned to you by Student Services; unauthorized locks will be removed and replaced with a MIAD lock. MIAD re-affirms your rights to privacy, but there are situations that may require a lawful search of student lockers (as determined by the Wisconsin State Supreme Court, May 1993). MIAD reserves the right, in extreme emergencies, to enter student lockers, with the understanding that all lockers are ultimately the property of MIAD. All students must clean out their locker(s) at the end of the Spring Semester or if they withdraw from MIAD during the academic year. Students who do not clean out their locker by the designated day, will be billed \$10 on their student account to cover the cost of having MIAD staff clean it out. Anything left in a locker (including your artwork) will become the property of MIAD to be discarded or recycled. Students taking summer semester classes may obtain a summer locker by the Student Services Office (R45) on or after the first day of summer classes. Students not taking summer classes may neither use nor reserve a locker during the summer. Students may also change the location of their locker by contacting Student Services, pending availability.

STUDIOS, TABORETS, STUDIO LOCKERS

Studio contracts, taborets and studio lockers are assigned at the beginning of the academic school year. Studio contracts are issued to upper level students based on major. Studio rules and policies are listed in each contract. Students found in violation of studio contracts will be fined and disciplinary action will be taken as necessary. All studios, taborets and studio lockers must be cleaned out at the end of every semester. The same rules and policies for hall lockers apply to taborets and studio lockers.

IDENTIFICATION CARDS

All students, faculty, and staff are required to carry their MIAD Photo Identification Card and present it upon request. ID cards are necessary for security access, to check out materials from the MIAD Library, and to use the campus meal plan. The MIAD ID is also required to access services offered to MIAD students through Marquette University, to receive free admission into the Milwaukee Art Museum, and must be presented for free rides on Milwaukee County Transit. Students can also obtain discounts from selected merchants, nearby parking lots, and Milwaukee area theaters. New ID cards are issued to all students at the beginning of each academic year, January for students admitted mid-year. Questions concerning ID cards are to be addressed to the Student Services Office. Anyone who loses their ID card must contact the Student Services Office (R45) and pay a \$5 fee in cash or by check, made payable to MIAD, in order to receive a replacement.

MARQUETTE UNIVERSITY REC. CENTER AND REC. PLEX

All MIAD students are entitled to use Marquette's Recreation Center and Recreation Complex at a reduced rate. If you are a non-resident student at MIAD, you may buy a membership to these facilities at a greatly reduced rate. To sign up, go over to the Rec. Center on 16th Street between Clybourn and Wisconsin Avenue, show them your MIAD ID card, and fill out a membership application. For more information, contact the Student Services Office (R45B/C).

COMMUNICATION

ADDRESS CHANGE

Students whose address or phone number change must fill out an Address Change Form. The Address Change Form is available from, and should be returned to, the Receptionist on the River Level. The Receptionist will ensure that the appropriate offices are informed. Because MIAD sends important documents, including financial aid materials, to the address students provided at Registration, it is important to promptly notify the Institute of address and/or phone number changes.

MAILBOXES

All MIAD students have a mailbox located on the east wall of the cafeteria on the River Level. Student mailboxes are the primary means of communication from all MIAD departments and important, time-sensitive, information is regularly placed in student mailboxes. *STUDENTS ARE ADVISED TO CHECK THEIR MAILBOX EVERY DAY THEY ARE ON CAMPUS!* The mailboxes for faculty and staff are located in the faculty/staff lounge on the west end of the River Level. The boxes are in two alphabetical sets, one for faculty and one for staff.

MIAD E-MAIL ACCOUNT

All MIAD students receive a MIAD domain email address. MIAD faculty & staff use your MIAD e-mail address for official college communication. As with your mailbox it is important that you check your MIAD e-mail account daily to ensure that you don't miss

important information from the college..

PUBLIC TELEPHONES

There are two public phones – one in the cafeteria on the River Level and one near the west stairway on the Yellow Level.

TELEPHONE MESSAGES

Students may only receive emergency messages through the MIAD main telephone system; MIAD can not be responsible for relaying to students any messages other than urgent messages. When emergency messages are taken, every effort will be made to immediately locate the student.

BULLETIN BOARDS & STUDENT POSTING POLICY

MIAD encourages open communication and the exchange of information among its students, faculty, staff, and the community. However, notices, announcements, signs, etc., that physically interfere with the safe operation of the College are not permitted. Placement of notices, announcements, and signs is permitted only on designated "Student Access" bulletin boards. Student access bulletin boards are identified as such and located throughout the Pettit Building, student union, and the residence hall. All student postings must be approved by Student Services (R45) and all approved postings will be posted by Student Services. All postings with expired dates will be removed to ensure only timely information is posted on College bulletin boards. Notices that promote illegal activities or violate institutional policies are not permitted. All postings not approved by Student Services and not posted on designated student access bulletin boards will be removed. Official MIAD postings promoting College events or important College information students need to see are exempt from this policy

ACTIVITIES

MIAD STUDENT UNION

The MIAD Student Union, located between the Residence Hall and the academic building is the center of student activities at MIAD. Besides snacks and Internet access, the Union is the site of gallery exhibitions, open microphone nights, poetry readings, movie nights, performances by student and other bands, and parties. The Student Union staff will be glad to work with you to help organize and promote all kinds of student activities.

MILWAUKEE ART MUSEUM AND AREA GALLERIES

The Milwaukee Art Museum (MAM) is located just a few blocks away from MIAD on the lakefront and is free to MIAD students with a valid student ID. The Art Museum provides many cultural, educational, and social opportunities, including special exhibition preview receptions limited to MIAD students, faculty, and staff. The Museum's library and print rooms are also available to student members. Milwaukee has an extensive gallery scene, most of which is featured on "Gallery Nights," held once every season. MIAD's own galleries are also included. Gallery Exhibition notices are posted on the north wall of the Student Services Office, R45 and in the glass display case by the mailboxes.

THE RIVER RAT REVIEW, THE MIAD STUDENT NEWSLETTER

The River Rat Review is published weekly promoting student organizations, campus events, calendar highlights, student issues, and important notices. Students may have their events publicized by submitting the information directly to (<http://blogs.miad.edu/riverrat/>). *The River Rat Review* is written by the students, faculty & staff who submit information and edited by the Associate Director of Student Services for distribution to all students via their MIAD email account. All MIAD students, faculty & staff are encouraged to submit information about coming events for publication.

STUDENT GOVERNMENT AND ORGANIZATIONS

STUDENT GOVERNMENT

The policies of the new student government will be developed this year.

STUDENT ORGANIZATIONS

MIAD students with common interests are encouraged to gather together to explore shared concerns. Groups of students with shared interests are encouraged to make use of the services of the Student Services Office to support their endeavors. When a group of students wishes to make their status official and permanent, the group should seek recognition from the Student Services Office as a "MIAD student organization." In all cases, MIAD student organizations must support MIAD's mission statement, must abide by all MIAD policies and procedures, must remain open to all MIAD students, and must agree to regular communications with the Student Services Office and Student Government.

STUDENT CHAPTERS OF PROFESSIONAL ORGANIZATIONS

Foundations and advanced students are encouraged to speak to their classmates and faculty advisor about the professional organizations in their field. Some of these organizations already have student chapters at MIAD and if not, students should inquire with their faculty advisor about starting a new professional organization.

STUDENT ORGANIZATION RECOGNITION

Provisional Recognition – Provisional recognition is a temporary recognition status for student groups seeking to become formally recognized MIAD student organizations. Student groups pursuing provisional recognition status should submit the following information to the Student Services Office:

1. Proposed name of the organization
2. Names of the organizing students, including a primary contact person
3. Name(s) of the proposed faculty/staff advisor(s)
4. A statement that the organization is open to all and exclusively comprised of currently enrolled MIAD students.
5. Purpose and objective of the group.
6. Statement of compliance with and support for all MIAD policies and procedures.

The Dean of Students, to establish a formally recognized organization, will grant provisional recognition to student groups who submit the information listed above. Provisional recognition will be withheld until the student group submits all the required materials listed above. Student groups denied provisional recognition may appeal the Dean of Student's decision to the Student Government). Provisional recognition lasts for 90 days and once granted, the Student Services Office will forward a copy of the group's recognition request to SG for formal recognition. Student groups granted provisional registration are authorized to use MIAD facilities and promotional resources, (i.e., *College equipment*, MIAD bulletin boards, etc.) to promote organizational meetings. Provisionally recognized groups must apply for formal recognition through the SG within 90 days of being provisionally registered. The SG only meets during the academic year so all requests for formal recognition must be submitted during the academic year.

Formal Recognition – Formal recognition is determined by the SG. After receiving the provisional recognition notice from the Dean of Students and a request for a formal recognition hearing, the SG invites the provisionally recognized group to present its request for formal recognition at a regularly scheduled meeting. The SG then determines, in a majority vote, whether the group qualifies for formal recognition. Formally recognized student groups have full access to student mailboxes and MIAD bulletin boards for promotional purposes. Formally recognized groups are supported and advised by the Student Services Office and will receive logistical, and occasionally financial support from Student Services. Formally recognized student groups also fall within the jurisdiction of the SG and may petition the SG for logistical and financial support for the group's activities.

HOUSING SERVICES

LIVING ON CAMPUS

MIAD operates two housing facilities, one at 222 E. Chicago Street which has a capacity of approximately 170 residents and houses primarily first year students and another at 143 N. Broadway with a capacity of 12 residents and houses upper-class students exclusively. New students may obtain a housing packet which includes the housing contract from the Admissions Office. Upperclass students may obtain a housing contract from the Dean of Students Office. The Housing Contract is binding for the entire academic year (unless the student leaves school) and requires residents to have a board plan.

OFF CAMPUS HOUSING

The Student Services Office also provides housing referral services for off-campus students. Off-Campus Housing packets are available that include things to remember when renting, a list of rental companies, legal information from the Dept. of Agriculture and Consumer Protection, and other information. There is also a bulletin board in R45 where apartment listing and sublet opportunities are regularly posted. See Ricky Heldt, the Associate Director of Student Services (R45B) for assistance finding off-campus housing. Please note that MIAD has no relationship with any off-campus housing providers and does not accept any liability for leases or off-campus housing choices.

ON-CAMPUS HOUSING STAFF

Residence Hall Director - The Residence Hall Director (RHD) is a full-time staff member responsible for the daily administrative operation of the residence hall. The RHD's responsibilities include training and supervising the Resident Assistant staff, advising residence hall government, responding to emergencies, providing programming opportunities for residents, participating in resolution of roommate/resident conflicts, and enforcing the necessary Hall policies. The Residence Hall Director lives in the 5th floor RHD apartment and has an office next door in room 510. The RHD may be reached via e-mail at <annemorningstar@miad.edu>, or phone (414) 847-3246.

Resident Assistants - Resident Assistants (RA's) are full-time students and part-time staff supervised by the RHD. The RA's serve the express purpose of facilitating a positive educational and living experience for MIAD students living in the residence hall. Two RA's live on each floor and they provide social and educational programs for the Hall. RA's also participate in mediating resident conflicts, respond to emergency concerns, mentor residents as artists, help them through the transition to independent, adult living, and perform administrative duties in the Hall. RA's are on duty in the staff office (off the 3rd floor lounge) from 7:00 p.m. to midnight every day

Security Desk Officers - The Security Officers who staff the front desk of the residence hall are under the direct supervision of MIAD's Director of Security. Hall Security Officers monitor the safety of the residents and the security of the building at all times. Security Officers also sign out packages to residents. Hall Security also controls dorm access 24/7 by requiring all students to show their resident student ID before they are allowed to go beyond the dorm lobby. Guests must be met by a resident in the dorm lobby, and signed in by the resident before they will be allowed into the dorm. Students are encouraged to have their student ID's handy every time they enter the dorm to facilitate the resident verification process.

CLEANING AND MAINTENANCE

MIAD provides custodial services for common areas of the hall (the entrance lobby, elevator, stairways, floor lounges, and basement rooms). Personal items in the common areas that impede cleaning or left overnight will be removed. All residents are responsible for establishing and maintaining a cleaning schedule that ensures suite bathrooms are maintained in a clean, safe, and

orderly fashion. When vacating the residence hall, residents are responsible for cleaning their rooms, bathrooms, and the common suite areas. Residents should contact the RA's to report any broken or malfunctioning equipment. MIAD can only correct maintenance problems in a timely and safe manner if residents report them promptly. Repairs necessitated by carelessness or vandalism will be charged to the appropriate student accounts.

RESIDENCE HALL FACILITIES

Residence Hall Office - The residence hall Office, located off the 5th floor adjacent to the Hall Director's apartment and is staffed by the Residence Hall Director during regularly scheduled hours Monday through Friday, and by the on-duty Resident Assistant from 7:00 p.m. to midnight weekdays and weekends.

The Attic - Located in the basement of the residence hall, *The Attic* is a great recreational space. Students can relax on the overstuffed furniture, play pool or video games, or participate in the many events that occur in this student lounge space.

Kitchen - The Hall kitchen located in the basement is equipped with a refrigerator, stove/oven, microwave, and sink. The kitchen is for food preparation, not preparation of art materials. Residents are also responsible for cleaning up after themselves in the kitchen.

Laundry Room - The laundry room is located in the hall basement and is open 24/7. The laundry room's washers, dryers, & ironing board are free and are restricted to residents' use.

Music Studio - Located in the residence hall basement, the music studio is a place for musicians to play and securely store their instruments.

Mail - U.S. Mail is delivered to resident's key-in mailboxes once each weekday. The security staff at the desk will receive packages; residents must show an ID and sign for packages when they pick them up. MIAD staff cannot legally access student mailboxes. This means that you must arrange to have your mail forwarded to you over the summer or other extended breaks. To send U.S. mail, drop it off at the pick-up box located in the residence hall or at the copy center in MIAD's academic building on the Blue level. There is also a mailbox outside the east end of the main building, and an U.S. post office located on St. Paul Avenue about two blocks west of the residence hall. Regular first-class stamps may be purchased at the Utrecht Art Store in the Café Building

Your Residence Hall address is:

YOUR NAME
YOUR ROOM NUMBER AND LETTER
222 EAST CHICAGO STREET
MILWAUKEE, WI 53202

Your Café Address is:

YOUR NAME
YOUR ROOM NUMBER & LETTER
143 N.BROADWAY
MILWAUKEE, WI 53202

Elevator - There is an elevator in the residence hall. Please cooperate in keeping the elevator in proper working order. Should a problem with an elevator occur, please notify the Residence Hall Director, a Security Officer, or any RA immediately. The elevator phone is for police & emergency use only, *any* non-emergency use of the phone is a violation of MIAD policy.

Telephones - Rooms are supplied with a phone jack and local telephone service; residents provide their own phone (and answering machine, if you want one). The cost of local calls is already included in housing costs. However, residents must use a credit card or calling card for all long distance calls. (Attempts to override the long-distance restrictions may be treated as disciplinary matters; all long distance charges are the financial responsibility of the roommates in the room.)

Residence Hall Phone Numbers - The phone number of all rooms is **(414) 847-2XXX**, the last three digits are the same as the room number you are calling. From within the hall, residents can call other residents by simply dialing the last four numbers.

Important Residence Hall Numbers:

Security Desk in the Lobby (emergency calls only) (414) 847-3302
Residence Hall Office (414) 847-3246*

* Evening and weekend voice mail messages will not be received until the morning of the next business day. For emergencies call the Residence Hall Security Desk.

Residence Hall Parking - Residents are strongly discourage from bringing cars, since parking in the Third Ward is extremely limited and the residence hall is in such close proximity to the academic building. Residential students are prohibited from parking in the student lot – the student lot is reserved exclusively for commuter students.

GETTING INVOLVED IN THE RESIDENCE HALL

Residence Hall Programming - Residence Hall, activities can be spur-of-the-moment or can be organized by the Hall Director, RA's, Hall Council members, or any of the residents. Activities programming might include thoughtful discussions on current events and contemporary social issues to shared viewing and conversation about challenging films. Activities might also include purely fun stuff, such as pizza parties, bowling, or late night trips to a local coffeehouse. More elaborate events have included a Haunted House for Halloween, Casino Night after the all-school "Prom You Never Went To," an evening trip to *The Second City* in Chicago, and a day trip to Devils Lake State Park.

Residence Hall Council - In order for the residence hall to work most productively for everyone involved, in addition to being governed by MIAD & residence hall policies and the residence hall staff, the residents must be involved in the governing process. To this end, residents have established a Hall Council made up of the Hall Director and residents from each floor. The Hall Council's primary responsibilities are to ensure satisfactory service in the hall, promote community development through involvement opportunities, and to ensure effective communication between the hall staff and the residents. Hall Council meets weekly at a time convenient to all Hall Council members. Any Hall Council member, Resident Assistant, the Hall Director, or the

Dean of Students may call emergency meetings.

RESIDENCE HALL POLICIES & PROCEDURES

Residence Hall Non-Discrimination Policy - Bigotry of any kind has no place within the MIAD community, nor does any resident have the right to physically or mentally abuse another human being for any reason, including age, physical disability, national origin, sexual orientation, race, gender, or religious affiliation. The residential community will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community. Residents are reminded that the institution's definition of sexual assault and harassment includes "pranks" or "practical jokes" that may be interpreted as sexual in nature. Further, the community will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior. Any behavior that perpetuates intolerance will be subject to severe disciplinary action, which may include removal from the residence hall, expulsion from MIAD, and criminal proceedings.

Reporting Safety & Policy Violations - Residents are encouraged to hold each other responsible for maintaining an acceptable living environment in the residence hall. If other students are not responsive to reasonable requests report the incident to the staff. When staff members become aware of a policy violation, either through observation or through reports from residents, the information is documented in an incident report. Once an incident report is filed, it is given to the RHD, who may determine a response within the Hall, or may submit a recommendation for action to the Dean of Students.

Fire & Safety Regulations - Fire doors at any location within the Residence Hall may not be propped open at any time. Exterior windows should be kept clear of all opaque materials, such as aluminum foil, posters, etc., to assist fire fighters in locating the source of any fire that may occur. Hallway and exit lights must remain on at all times. Objects must not be placed over, or hung from, sprinkler system, exit signs, fire doors, or any electric light fixture, including those in student rooms. Caution: Fire safety equipment is installed in the Hall to be used only in emergencies. Tampering with any such equipment, including fire extinguishers, fire alarm pull stations, fire alarm horns, bells, fire hoses, nozzles, smoke detectors, heat detectors, or any other items, is a threat to life and safety and is strictly prohibited at all times. Violations of this regulation will result in severe disciplinary action ranging from probation and a monetary fine to eviction and criminal prosecution.

Note: *Residents are required to evacuate the residence hall any time the fire alarm sounds. Failure to evacuate is a violation of state law and MIAD policy. The fire alarm system is not used to evacuate facilities under any circumstances other than a fire, necessary fire drill, or tornado warning. Misuse of the fire alarm system will result in the immediate termination of a student's housing contract. When evacuating the building for a fire drill or actual fire, the following procedure must be followed:*

- Close your suite door.
- Use stairs – never the elevator.
- Leave the building in an orderly manner so as not to injure others or interfere with firefighters.
- Wear shoes and clothing suitable for the weather.
- Take a flashlight if available.
- Remain outside in the designated emergency safety area until the signal to return is given.

Other Residence Hall Emergencies - Residents are required to evacuate a facility under other circumstances (such as a bomb threat, flood, etc.) when requested to do so by any MIAD staff member or security officer.

Tornado Alert: In case of a tornado or tornado alert, follow this procedure:

- Move to the lowest floor that can be reached before the tornado or high wind strikes.
- Sit in central rooms or corridors.
- Stay away from all windows.
- Leave corridor doors open.
- If you are outdoors, move away from the tornado's path at a right angle or, if there is no time to escape, lie flat in the nearest depression.

Residence Hall Vacation Closure - The residence hall will close, between semesters, and during Spring Break periods. Break notices will be posted before all breaks instructing residents on the procedure for cleaning & closing their rooms before break.

Residence Hall Room Entry Policy - Authorized MIAD staff have the right to enter any residence hall space for the purpose of routine maintenance and repairs; inspection for inventory control; fire, health, and safety regulations; other emergencies; or evidence that a college regulation is being, or has been, violated. Common areas in suites are accessible to staff at all times; they are not private spaces. When the resident is not present, the staff member will leave a note indicating that the room has been entered and the reason. Hall staff members are not permitted to open a student's room to reclaim another student's possessions without the presence of the occupant. Hall staff members may only open student rooms for occupants of that room.

Residence Hall Security & Theft Prevention - The residence hall entry is monitored by security 24 hours a day, seven days a week during the Fall, Spring, and Summer Semesters. The security staff is responsible for maintaining the integrity of the building and the residents' safety and well being. Room doors should be locked whenever a resident leaves their room, even if it is only to take a shower or visit next door. The best guard against property loss from a student's room is a locked door (even while sleeping). Report any theft or suspicious person immediately to the Residence Hall Director, a Resident Assistant, or Security Officer. Emergency exits should not be used for normal entry or exit of the Residence Hall, and should never be propped open. Doors are alarmed for the residents' safety. Residents are advised against keeping large sums of money and other valuables in their rooms. Items particularly attractive to thieves include money, sellable jewelry, computer equipment, stereo components, radios & other audio equipment, televisions, or clothing. It is strongly recommended that students insure their personal property at MIAD, either

through their parent's homeowner's insurance policy or by purchasing personal property insurance. Student property insurance information is available in the Student Services Office (R45). MIAD is not responsible for theft, damage, or loss of valuables, money, or other personal property belonging to students.

Residence Hall Procedure Sheets - In order to maintain an orderly environment, residents are required to follow specific procedures for room changes, painting rooms, building lofts, maintenance work orders, check-out or other termination of occupancy, vacation, or summer residence. Forms for these services are available in the residence hall office (off the 5th floor lounge).

Missing Student Notification Policy and Procedures - A missing student is defined as any currently registered student of MIAD who has not been seen by friends, family members, instructors, or staff for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of MIAD faculty or staff. The Dean of Students, the Director of Security, or the Hall Director is to be contacted if there is any concern that a student is missing. Resident students, through the completion of a "Missing Student Notification Form," when they move into the dorm has the option of identifying a contact person who will be contacted in the event that student is determined missing.

Once a student meets the definition of "missing," the following is to occur:

1. Notify the Dean of Students or appointee who will initiate a campus investigation into the student's whereabouts. If determined that a residential student is considered missing, a missing person report is to be generated and forwarded to Campus Security.
2. The Dean of Students or appointee will notify the confidential contact person of the missing student within 24 hours of determining the student missing. This confidential contact person has been designated by the student through their (1) Missing Student Notification Form, or in the absence of such, (2) Release of Confidential Information/Emergency Card. If neither form were made available to the College, the student's nearest relative according to their official application will be contacted.
3. If the student is under the age of 18 and not an emancipated individual, the College will notify a custodial parent or guardian no later than 24 hours after that individual is determined to be missing.
4. Local law enforcement is to be contacted no later than 24 hours after that individual residing on campus is determined to be missing.
5. If subsequent investigation by the Dean of Students or appointee(s) determines that any student has been missing for over 24 hours, the College will (a) immediately contact the student's confidential contact (if provided) of the missing residence hall student; (b) if the student is under 18 years of age, immediately contact the custodial parent or legal guardian of such student; or (3) if the student has neither provided confidential contact information, nor is under 18 years of age, the college must immediately inform the appropriate law enforcement agency.

RESIDENCE HALL REGULATIONS

The Housing Contract residents and MIAD mutually sign commits both parties to legal and financial contractual obligations. The Contract also commits the staff and the residents to creating a community that supports all residents as students and as persons. The residence hall's regulations result from legal, economic, and safety factors that both you and MIAD are obliged to honor. However, creating a supportive and inclusive residence hall community depends on much more than just obeying the rules; it requires the enthusiasm, maturity, and commitment of all residents. The residence hall's rules provide the foundation upon which a developmental community can be built.

Quiet Hours & Courtesy Hours - During "Quiet Hours," residents must be conscientious of noise, noise during quiet hours should not disrupt other community members in any way.

Hall Quiet Hours:

Sunday-Thursday	11 p.m. to 10 a.m.
Friday-Saturday	Midnight to 10 a.m.

Courtesy Hours: are in effect all times, meaning that any resident has the right to ask someone to turn down the noise. Residents are expected to comply with reasonable requests from other residents and college staff. MIAD's policy is that the right to sleep and study supersedes the privilege of entertaining oneself or others – at all times.

Graffiti & Vandalism - The Milwaukee Institute of Art & Design has a strict "No Tolerance" policy regarding graffiti and vandalism. While there is a legitimate debate about whether graffiti is art, MIAD will not attempt to resolve this dispute and will consider all graffiti to be an act of vandalism. MIAD complies with the applicable Wisconsin State statute, which defines graffiti as "Criminal damage to property. (1) Whoever intentionally causes damage to any physical property of another person without the person's consent is guilty..." of a misdemeanor or felony. MIAD further defines graffiti as follows: "Graffiti is any alteration of any surface of MIAD's facilities, of another resident's, staff's, or faculty member's personal belongings (including art or design work) without express prior approval by the property owner." Graffiti is vandalism and considered a very serious offense at MIAD. Anyone engaged in this activity will face a disciplinary hearing and possible dismissal from MIAD.

Sports in the Hall - No objects may be thrown at other people, into or out of windows and doorways, or in any interior areas of the residence hall. Civil law also states that throwing a potentially harmful object is considered assault and battery, and may be either a misdemeanor or a felony. Sport and recreational activities that involve a ball or other air-borne objects are prohibited in the interior of the building at all times, as is the wearing of roller blades, ice skates, or metal cleats. Steel tipped darts are also prohibited. Skateboarding, sparring, fencing, and other such activities are prohibited in the building at all times. The Hall Director reserves the right to determine what constitutes a violation of this policy.

Pranks - Pranks that cause property damage, personal harm to others, or involve entering another resident's room without permission, as well as prank phone calls, are prohibited at all times.

Water Spills - Because the hall is located above the Eisner Museum residents are urged to take every precaution to avoid water spills. Water runs down through the walls and has the potential of damaging the valuable Eisner Museum collection. Should bathroom plumbing become clogged, shut the water off to the sink or commode and call the maintenance emergency number immediately (531-0603). Students who intentionally cause a water spill are subject to disciplinary action and sanctions ranging from a fine to eviction from the residence hall and referral to the MIAD Disciplinary Committee.

Waterbeds - Because of the leakage danger presented by waterbeds and the residence hall's location over the Eisner Museum, waterbeds are prohibited in the residence hall.

Weapons - Firearms, ammunition, paint-pellet weapons, archery equipment, and other weapons are not allowed in the Residence Hall at any time. The Hall Coordinator has the right to determine what constitutes a violation of this policy.

Smoking - Smoking is prohibited in the private living quarters, lobbies, and public areas of the residence hall at all times. In addition to preventing fire hazards, the smoking prohibition is designed to ensure that residents who are allergic to smoke or have asthma are not negatively impacted by another's choice to smoke.

Alcohol & Other Drugs - Possession or consumption of alcoholic beverages is prohibited at all times on MIAD property or at MIAD-sponsored student functions. Disruptive behavior on campus resulting from alcohol consumption, even if consumed off-campus, is considered a violation of MIAD's alcohol policy. The use, possession, cultivation, production, sale, gift, or exchange of illegal drugs in the residence hall is a criminal act and strictly prohibited at all times. This prohibition includes all illegal drug paraphernalia and alcohol containers. (See the Student Handbook: "Drug and Alcohol Policy.")

Alcohol & Drug Policy Sanctions - Generally, a first offense of the alcohol policy, depending on the specifics of each individual case, will result in a minimum fine of \$150, mandatory drug/alcohol assessment, and a "creative sanction" such as an educational presentation for all residents on drugs and alcohol abuse. A very severe first offense for alcohol, most first offenses for other drugs, and any second offense for alcohol usually result in a MIAD Disciplinary Hearing, which could result in the student's immediate eviction from the hall and/or dismissal from MIAD. (See the "Health, Security, and Discipline" section in this Handbook.)

Windows - Screens may not be removed from the windows at any time, nor may any opaque materials (posters, etc.) that could impede firefighters' efforts be used to cover up the windows. Nothing may extend outside room windows. The removal of window screens will result in a fine.

Fire Hazards - All flammable liquids are banned from the Residence Hall, except approved liquids for artwork, which may only be stored in the residence hall's flammable liquid locker. In addition, other fire hazards, including all appliances with exposed heating coils, microwaves, incense, fireworks, candles, and halogen lamps, are prohibited. Furthermore, no item may be placed on top of or in contact with any radiator. Further, all electrical fixtures must be plugged into fused power-strips. The northwest stairs are an emergency fire exit and students are prohibited from using them unless there is a fire emergency.

Use of Art Materials - Students are encouraged to use the academic building for the production of artwork. Students who use their suite lounges as studio space are responsible for all damages occurring from such use. Any hazardous or flammable materials or art materials involving aerosols cannot be used in the residence hall rooms or lounges. The following art materials may only be used in the residence hall studios

- oil-based paints
- spray fixatives
- paint thinners
- pastels
- spray mount
- Super 77

Hanging Art Work - Residents should hang artwork or posters with picture hangers or thumbtacks. These must be removed and the holes patched before move-out. Residents should not use adhesives on their walls, ceiling, furniture, or fixtures. Nothing may be attached to or hung from any part of the fire suppression system, pipes, and the heat/air ventilation system at any time.

Room Painting - Residents may paint their rooms *after* they have applied for, and received, written permission from the Hall Coordinator.

Roof Access - Students are not allowed on the residence hall roof at any time for any reason. Students found in violation of this policy will be immediately evicted from the residence hall.

Locks & Keys - Residents are responsible for the proper use and security of all Residence Hall keys issued to them. It is a violation of department, campus, and state code to misuse or to duplicate residence hall keys. Residents must report lost keys immediately and will be required to pay for new keys. Residents should also inform the Hall Director if their keys are not operating properly, so that the keys can be replaced.

Guest Policy - Residents are responsible for their guests and must ensure their guests respect the rights of other residents and the rules established by MIAD and the Hall Council. The host student must complete a Guest Registration Form, have it signed by the host's roommate(s) and submit it to the Hall Director *before* the guest arrives. All guests must register at the security desk. The duration of guest visits is limited to three consecutive nights every two weeks. Residents planning to have guests for more than three consecutive nights must submit a written request to the Hall Director prior to the arrival of their guests. MIAD reserves the right to request any guest to leave the residence hall at any time. Guests are required to be with their host at all times and they will be escorted to the Residence Hall security desk any time they are not accompanied by their host.

Solicitation - Soliciting in the Residence Hall is prohibited at all times, except by members of the MIAD community for MIAD community affairs and only when approved by the Hall Coordinator or Student Services staff.

Appliances - Appliances with exposed heating coils or open flames and appliances that exceed 15 amps like space heaters, electric frying pans, camp stoves, toaster ovens, full-sized refrigerators, immersion coils, deep fat fryers, toasters, etc. are prohibited

from the Residence Hall at all times. Clothes irons may only be used in the Residence Hall laundry room. However, electric coffee pots, popcorn poppers, hot pots, small refrigerators, and microwaves (under 15 amps) may be used in resident rooms. All electrical appliances must be plugged into fused power strips to prevent electrical fire caused by overloaded circuits. A microwave, stove, and large refrigerator in the basement kitchen are provided to the residents for cooking.

Stereo/Sound Equipment - Large speakers and amplifiers are prohibited in the residence hall. Residents who bring oversized speakers or amplifiers will be required to remove them from the hall within 48 hours. Headphones are required for listening to all sound equipment at all times. Instruments may only be played during Courtesy Hours and only after obtaining the permission of your suitemates and neighbors. An environment conducive to sleep and study is always the priority and the staff has the right to request the use of headphones or confiscate instruments or equipment that cause disturbances.

Animals - Animals that can live out of water are prohibited from the residence hall. Aquariums of 10 gallons or less are permitted.

Room / Suite / Bathroom Cleanliness - Students are responsible for keeping their own room, suite, and bathroom clean. A bathroom-cleaning schedule will be worked out in each suite and all residents are required to participate in the bathroom-cleaning schedule. The RHD will conduct a weekly check to ensure that each bathroom is kept in healthy order. Failure to clean on your assigned week will result in a \$25 fine to the assigned cleaner. Residents must provide their own cleaning supplies.

Failure to Cooperate with Staff - Failure to cooperate with a reasonable request of a college official will result in disciplinary action. Reasonable requests include, but are not limited to, requests for identification, for students to follow MIAD policies and procedures, and for students to appear at a disciplinary hearing.

Policy Changes - The Residence Hall Director, in consultation with the Residence Hall Council, may impose additional policies and sanctions as circumstances in the residence hall dictate.

RESIDENCE HALL DISCIPLINARY PROCESS

Most violations of residence hall policy are relatively minor and are resolved in a discussion with the RA's or RHD, where the policy, and the rationale for the policy, is clarified. In the vast majority of instances, these discussions between the resident and the staff resolve the problem. For more serious policy violations, or repeat offenses, the RHD will conduct an administrative hearing to adjudicate the incident and impose applicable sanctions. For any incident that could potentially result in removal from the residence hall and/or suspension from MIAD, the Dean of Students will either conduct an Administrative Hearing or request a hearing before the Disciplinary Committee. Every attempt will be made to schedule a hearing that is not in conflict with the student's class or work schedule. Failure to attend a scheduled disciplinary meeting will not prevent the case from being heard and the hearing will proceed without any additional input from the student.

RESIDENCE HALL SANCTIONS

Failure to follow the above stated rules creates a host of problems for other residents in the Hall community, some of which are listed above. Respect for these basic rules means respect for your friends and neighbors.

Residents found responsible for violating MIAD policies or residence hall rules may have one or more of the following sanctions imposed:

1. Verbal or Written Warning
2. Residence Hall Probation
3. Hall Restrictions
4. Monetary fines
5. Restitution
6. Reassignment to a different residence hall room
7. Interim removal from the residence hall (pending resolution of a disciplinary hearing).
8. Termination of the housing contract for a specified period.
9. Eviction (immediate and under the supervision of Security Staff) from the Residence Hall
10. Referral to the Dean of Students for college disciplinary action including, but not limited to, the following:
 - Probation
 - Referral to an outside agency
 - Suspension
 - Criminal charges through local and/or federal law enforcement agencies
 - Expulsion*(For more information, see the "MIAD Judicial Process" section of this Handbook.)*

APPEAL OF RESIDENCE HALL SANCTIONS

Residents may appeal sanctions imposed for violation of residence hall policy by submitting a written appeal to the Dean of Students within ten working days of the imposition of the sanction. The appeal is not a re-hearing of the original violation and will only consider information that was not presented at the original hearing and/or appropriateness of the sanction imposed in the original hearing.

MIAD HISTORIES

HISTORY OF MIAD

In the Fall of 1974 seven teachers and thirty-three students came together at a warehouse at 207 North Milwaukee Street to begin a new, yet age-old, human venture—the passing on to another generation of both the skills and the perceptions of the artistic event. With about \$6,000 in debts even before they began, the Milwaukee School of the Arts, as it was known then, received some necessary capital by the seven teachers contributing \$100 each out of their own pockets to begin operations. Due to the late start in organizing this venture, there had not been enough time to develop and run a freshman recruitment program. By May of 1975 there

were nine graduates, with the school finishing with a balanced budget. It was at this point that the Board of Trustees decided that it could begin paying their faculty. Guido Brink resigned his position as President to devote his time to painting and sculpture, as well as remaining a member of the faculty and the Board of Trustees. The 1975-76 school year began with 100 full-time day students and 95 part-time evening students. The school was able to supply seventeen percent of the students with scholarships, supplementing the scholarships that were offered by the Frederick Layton Art League. In 1979 Angela Peckenpaugh launched a campaign for art and art-related books, magazines, and slides. The "A Book or a Buck" Campaign was such a success that the Library had to be moved twice to handle the threefold increase in the volumes. This moving of the Library gave room for a supply store and a gallery, the specific plans for which were supplied, in part, by students in Interior Design and Industrial Design. By graduation of 1982 the School, now known as The Milwaukee Institute of Art and Design, had 33 faculty members, 300 students, and was accredited by the National Association of Schools of Art and Design. Growing as quickly as it had, the school had engaged in and was just about to complete a \$200,000 fund drive to renovate the Milwaukee Street campus. Terrence Coffman was named the new president of MIAD in August of 1983. Holding previous positions of President of the Maryland College of Art and Design, and member of the faculty of the Smithsonian Institution, Coffman came to MIAD as the College was trying to keep up with its growth. One year after Terry's arrival, the beginning of the 1984-85 school year saw MIAD offering 20 scholarships of \$1,000 each to full-time, first year students. These portfolio-based scholarships were named after Frederick C. Layton, the art collector, and philanthropist. Enrollment was at an all time high: 333 full-time-equivalent students. By April of 1985 MIAD was holding an open house at a new campus—the former Veteran's Administration building at 342 North Water Street. This move permitted the expansion of the Industrial Design and Computer Design sections, as well as an upgrading of the Library and darkroom facilities, and a strengthening of the drawing, painting, printmaking, and sculpture areas. The old Layton School of Art gave to MIAD one half million dollars: \$300,000 to set up a continuing program of Layton Scholarships, and \$100,000 each for the Frederick C. Layton Gallery and the Computer Graphics Center. Growth continued. By January of 1989 MIAD had received a \$600,000 award for the development of a new site for the school. Later that same year, in November, the school purchased the Milwaukee Terminal Building, the present location of MIAD. The purchase price of 2.2 million dollars and the subsequent 6.2 million-dollar renovation costs of the building were met by contributions from community foundations, individuals, and corporations. Renovation, which began in October of 1991, was completed in the summer of 1992, making it possible for MIAD to move to its present location for the 1992-93 school year. It has been MIAD's commitment to excellence in art and education that has caused it to be named one of the leading art schools in the country. This commitment is not just to the students of MIAD and the art community, but also to the state of Wisconsin.

HISTORY OF THE JANE BRADLEY PETTIT BUILDING (273 EAST ERIE STREET)

Toward the end of the Third Ward building boom (1892-1928) the S. W. Straus Company raised 1.7 million dollars through a sale of bonds to build two warehouses in the growing wholesale district of Milwaukee. These buildings were designed by Herman Esser and Albert Hecht and built in 1921. These buildings have served as import terminals and warehouses for imported automobiles. The second building, which stood across the street from the present MIAD building, was subsequently damaged by fire. In 1989 MIAD purchased the present facility, a 245,000 square foot building, from a private concern for 2 million dollars and began about 6.2 million dollars in renovations to the building. At the time of the purchase, the building showed the marks of a structure that had been repeatedly altered throughout the years. Ramps for unloading ships moored on the Milwaukee River were still in place. Internal structures, all of which had to be removed, spoke of multiple ventures through the years. Only the basics could remain - the shell. MIAD would start from scratch; just the walls, floors, and windows would remain. Through a joint effort of two architectural design firms and consultation with faculty and staff, the school developed an entirely new structure designed around the specific needs of an art and design school. By the summer of 1992 the renovation project was completed and the school made the move to its third location since 1974. The new home of MIAD has many features that make it one of the most advanced facilities of its kind.

- A one million dollar, state of the art ventilation system which was designed specifically for an art and design school. It is the cleanest, safest, and most technologically advanced system.
- Separate studio space for individual students, each 300 ft² in size, the largest of any U. S. school.
- Massive sun-lit drawing, painting, and printmaking areas.
- Large graphic, industrial, and interior design suites and classrooms.
- A 3-Dimensional Lab for fine arts and design students, with machinery, hand and power tools, and construction materials.
- A foundry for bronze, aluminum, ceramic shell, resin-bonded, and full-mold sand casting.
- An expanded computer lab studio center for instruction, creation, and application of computer-aided design.
- A photography department with extensive black and white and color developing, enlarging, and printing capabilities.
- A research library containing 20,000 books, videos, and DVD's, 50,000 slides, and current subscriptions to 125 art & design periodicals.
- A printmaking department for lithography, intaglio, and serigraphy.
- A large sculpture department which includes an outdoor studio and gallery.
- The Brooks Stevens Gallery of Industrial Design, with archives and displays featuring over 1,200 photos, renderings, and prototypes, as well as actual products designed by the Industrial Design pioneer and MIAD faculty member.
- A full-service cafeteria featuring breakfast foods and salads, sandwiches, and hot entrees for lunch and dinner.
- An in-house art supply store offering discounts to MIAD students.
- The Todd Wehr Auditorium for student convocations, visiting artist lectures, and community events.

Describing the potential of the then un-renovated old warehouse to a reporter, Terrence Coffman said, "We'll be surrounded by light." And so we are....

HISTORY OF THE RESIDENCE HALL (222 EAST CHICAGO STREET)

The Cawker Estate Building at 200-208 North Water Street was built in 1895 and immediately leased to Landauer & Company, a wholesale dry goods and notions firm. The building was then used for storage and later as a furniture store until MIAD purchased the building in 1993. The creative interior design plan for the three floors of student occupancy makes this a unique student residential facility. The residence hall opened in the fall of 1994.

HISTORY OF THE STUDENT UNION (266 EAST ERIE STREET)

The building is one of the oldest structures in the Historic Third Ward, having survived the 1892 fire which destroyed much of the historic area. The saloon's early Victorian architecture is unique among the neo-classical warehouses and buildings constructed after the fire. Solomon Juneau deeded the land to Henry Galligan in 1849. City directories describe a saloon owned by Galligan as located on Main (Broadway) between Erie and Menomonee about 1854. Most of the owners following Galligan used the building as a tavern, including Miller Brewing Company, which owned the tavern from 1912 until the early days of Prohibition. For over two decades prior to MIAD's 1996 purchase, the building housed the Wreck Room, an important part of the gay community. Renovation of the building to serve MIAD students was initially slowed by major structural reconstruction. While that was going on, MIAD students, through their elected area representatives, began planning, and the Interior Architecture and Design majors (1999) all worked toward an exciting and affordable design which would meet the needs of their classmates. During the summer of 1997, a small crew of students constructed all the interior architecture. The building opened, under the management of a recent MIAD graduate, in August 1997.

HISTORY OF THE STRANGE BREW CAFÉ (143 N. BROADWAY)

Built in 1921 to house the Barg & Foster Candy Company, the building now known as the Strange Brew Café has housed a number of Third Ward businesses. The Wisconsin Valley Dairy Products Company took up residence in 1928, followed by the Northern Wisconsin Produce Company in 1930, which remained in residence for the next 22 years. In 1952 Advanced Displays by Morrie moved in only to be replaced by General Furniture Distributor in 1953. After being vacant for several years it became Draggs Tavern. Draggs was a popular tavern for many decades. After Draggs closed the building became home to a wine & dine restaurant called Café Marché. After a few years the Café changed owners and name to *The Brasserie*. In 1999 MIAD purchased the building and for the first few years it was used for senior gallery shows. In December of 2001 a group of students and alumni cleaned the building and the Strange Brew Café opened for service to the MIAD community, under the management of Jason Krukowski, a recent MIAD graduate, in January 2002. Strange Brew Café remainder in operation until the Fall of 2008 when it was converted to the Utrecht Art Store.

HISTORIC THIRD WARD

The Third Ward Historic District is architecturally significant as Milwaukee's finest concentration of nineteenth and early twentieth century industrial buildings. It is historically significant for its associations with Milwaukee's rise as a major regional wholesaling and manufacturing center in the nineteenth century. The historic and architectural significance of the district was recognized by its listing in the National Register of Historic Places in 1984. From the city's earliest days, Water Street, along the east bank of the Milwaukee River, was the major retail and wholesale thoroughfare in the city. Wholesale traders began their operations here by shipping raw products eastward, such as fish, lumber, hides, wool, and grain. After the first railroad from Milwaukee reached the Mississippi River in 1856, wholesalers of groceries, dry goods, hardware, drugs, clothing, boots and shoes began to ship manufactured products to the new inland communities to the west. Railroad extensions in the 1870's and 1880's boosted the wholesale trade even further, making it one of Milwaukee's major business activities. As wholesale trade increased, more and more wholesale houses located in the combined warehouse-manufacturing district on Water Street, Broadway, and Milwaukee Street south of the developing retail commercial core on Wisconsin Avenue. Because of its hub-like location near the harbor, the river, railroads, and downtown, the area soon became too valuable for low-density, low-rise factories, many of which were replaced by multi-story warehouses that also housed assembly and processing plants. By the late nineteenth century the highest concentration of wholesalers in the city was located in the Third Ward, with secondary concentrations in the blocks just south of Wisconsin Avenue across the river to the west, an area which is today largely parking lots. The tall, cream brick warehouses in the old Third Ward were built wall-to-wall and were predominantly Italian in design with arched windows and fancy cornices. To the east, near the marshy lakeshore, hundreds of tiny frame cottages housed an Irish community of railroad workers and factory laborers. Then on a gusty October evening in 1892, a small fire started in the Union Oil Company warehouse on Water Street, north of Buffalo. Although it was thought to have been quickly brought under control, a fire broke out in a neighboring factory (where Commission Row now stands) an hour later. Before morning, three fire fighters were dead, two women had died of apparent shock, two hundred and fifteen railroad cars were consumed, and eighty-one large brick buildings and 359 wood frame structures were destroyed, including the local firehouse. Left standing were the buildings on the upwind west side of Water Street, a couple of saloons, and a huge new warehouse on Erie Street (214-228 East Erie and 226 East Erie still remain). As soon as the smoke cleared, reconstruction began. The entire area was cleared of rubble and re-graded. Although most of the wholesale businesses moved to temporary quarters to the north, within a couple of years a surprising number had built fine brick warehouses larger than their pre-fire quarters. Today, thirty percent of the buildings remaining in the Third Ward are dated from this 1890's building campaign. Many of the manufacturers in the area before the fire rebuilt also, but several chose to relocate their factories to less expensive land farther from downtown. The visual character of the district today is essentially the same as it was in the late 1920's. Ninety-eight percent of all the buildings remaining in the district were built before 1929. Of the existing buildings in the area, forty-three percent were built for warehouses, twenty-four percent for manufacturing, sixteen percent for combined warehouse-manufacturing activities, and five percent for transfer and storage. Many of the businesses operating in the district were among the leading enterprises in the

state, including six major wholesale grocery concerns, two large candy manufacturers, two important dry goods businesses, three major shoe manufacturers, and three large liquor distributors. After the Depression and World War II, the gradual ascendancy of truck transportation caused an exodus of wholesale business to the suburbs. The old Third Ward remained home to many grocery commission houses, clothing firms, and miscellaneous assembly and distribution businesses. Gradually, many upper stories became vacant. Recently a growing interest in the preservation and renovation of the area has breathed new life into the Third Ward as the old buildings are being renovated for residential, retail, commercial, and office uses. In terms of its architectural character, the Third Ward presents a remarkably homogeneous character. Largely because of the rebuilding campaign that occurred after the Great Fire in 1892, the Third Ward Historic District presents a notable uniformity of architectural design and cohesiveness. The strong visual boundaries of the district—the river, the highway, and a sudden change to parking lots and modern one-story factories to the east- add to the sense of place. The predominance of brick, the uniform setback, the shared party wall construction, and the multi-story heights contribute to the cohesion. Also important is the similarity of architectural composition. Although the stylistic details range from Italian to 1920s commercial style, the basic columnar arrangement of the parts remains essentially the same. Most buildings have a one-story “base,” demarcated by large picture windows, a shaft of intermediate stories generally composed of groups of windows articulated with applied pilasters which often terminate in a monumental arcade, and a capitol comprised of the attic story and a heavy cornice of metal or corbelled brick. The architectural details in the Third Ward are remarkably fine, especially considering that the buildings were constructed as warehouses and factories. The Friends and Marks Company building at 215 North Water, for instance, has unusual early twentieth century commercial style ornamentation. The Standard Paper Company building at 316 North Milwaukee Street has a copper and stained glass entrance canopy. Neo-classical urns and cherubs decorate the cornice of the Kissinger Building at 330 North Water. Even the fire escapes on some buildings are decoratively treated as at 241 North Broadway. The people responsible for these high quality designs were the leading local architects of their day. The architects’ names on the building permits read like a “Who’s Who” of prominent turn-of-the-century Milwaukee architects: H. C. Koch, Ferry and Clas, Herman Esser, Buemming and Dick, Schnetzky and Liebert, Martin Tullgren, Howland Russel, A.C. Eschweller, and Crane and Barkhausen, to name a few. As a result, the area is architecturally significant for its collection of fine industrial structures designed by the major architects practicing in Milwaukee between 1890 and 1930. (From the “Historic Designation Study Report.”)

FACULTY & ACADEMIC ADMINISTRATION LISTING

ACADEMIC ADMINISTRATION

Neil Hoffman, President
 Doctor of Fine Arts-Honoris Causa,
 Otis College of Art and Design, 2000
 M.S., State University of New York at Buffalo, Education
 B.S., State University of New York at Buffalo, Education
 Additional graduate studies, State University College at
 Brockport,
 N.Y.-Administration of Higher Education; Niagara University,
 N.Y.-

Supervision and Curriculum Development

Mary Schopp, Vice-President for
 Enrollment Management
 Alverno College, BA

David Martin, Vice-President for Academic Affairs
 Western Michigan University, BA
 University of Pittsburgh, MFA

Cynthia Lynch, Vice-President for
 Assessment and Academic Planning
 Credentials Forthcoming

Brenda Jones, Controller/Business Manager
 Credentials Forthcoming

Faculty Chairs

Phil Belair, 2D/4D Design
 University of Wisconsin – Eau Claire, BFA

Robert Lynch, 3D Design
 University of Michigan, MArch
 University of Illinois-Urbana, BS in Arch

Courtney Maloney, Writing and Humanities
 Portland State University, MA, BA
 Western Michigan University, BA

Debra Ripley, Art History and Science
 Marquette University, PhD, MA
 University of Wisconsin at Milwaukee, MA
 Marquette University, BA

Robert Smith, Fine Arts
 University of Wisconsin at Milwaukee, MS
 Williams College, BA

Jason Yi, Foundations
 University of Georgia at Athens, MFA
 Virginia Polytechnic Institute, BA

Faculty

Al Balinsky, Fine Arts
 Brooklyn College of the City University of New York, BA
 Brooklyn College of the City University of New York, MFA

James Barany, Foundations
 University of Wisconsin at Milwaukee, MFA
 Milwaukee Institute of Art & Design, BFA

Christine Beetow, Design
 SUNY - Buffalo, MFA, BFA

Phil Belair, Design
 University of Wisconsin – Eau Claire, BFA

Natanya Blanck, Liberal Studies
 University of Wisconsin at Milwaukee, MA, BA

Joe Bobick, Foundations
 University of Wisconsin - Milwaukee, MFA
 University of Wisconsin - Milwaukee, BFA

John Caruso, Design
 University of Illinois at Chicago, MFA
 Center for Creative Studies, College of Art & Design, BFA

Paul Caster, Fine Arts
 Layton School of Art
 University of Wisconsin at Platteville
 Marquette University

Larry Chatman, Fine Arts
 Ohio University at Athens, Ohio, MFA
 Southern Illinois University at Carbondale, BS

Jamal Currie, Time Based Media
 University of South Florida, MFA, BA

Waldek Dynerman, Fine Arts
 Warsaw Fine Arts Academy, MFA

Polly Ewens-Caster, Fine Arts
 Layton School of Art, BFA
 University of Wisconsin – Milwaukee

Leslie Fedorchuk, Liberal Studies
 University of Wisconsin-Milwaukee, MFA
 University of Michigan, BFA

Janis Feldhausen, Foundations
 University of Wisconsin-Milwaukee, MFA,
 UW-Madison, MS
 St. Norbert College, BA

Anne Ghory-Goodman, Design
 Yale University, MFA, BA

Christiane Grauert, Design
 Minneapolis College of Art & Design, MFA
 Academy of Graphic Book Design (Hochschule für
 Grafik und Buchkunst), Leipzig, Germany, Diploma

Bruce Grudzinski, Foundations
 University of Wisconsin at Milwaukee, MFA, BFA

Judith Harway, Liberal Studies
 Columbia University, MFA
 Wesleyan University, BA

Stephen Horvath, Foundations
 Layton School of Art, BFA
 University of Toledo
 Marquette University

Michael Howard, Fine Arts
 University of Cincinnati, MFA
 University of Tennessee, BFA

Carolyn Long, Foundations
 University of Arizona, MFA
 State University College at Potsdam, NY, BA

Robert Lynch, Design
 University of Michigan, MArch
 University of Illinois-Urbana, BS in Arch

Pascal Malassigné, Design
 Syracuse University, MID
 Ecole Nationale Supérieure des Arts Décoratifs,
 Paris, Diplome

- Courtney Maloney, Liberal Studies
Portland State University, MA, BA
Western Michigan University, BA
- Barbara McLaughlin, Liberal Studies
Marquette University, PHD
University of Massachusetts at Boston, MA, BA
- Maurizio Murru, Liberal Studies
Universita Studi Cagliari Italy, BA
University of Wisconsin, Milwaukee, PHD
- Thomas Noffsinger, Design
Cranbrook Academy of Art, MFA
Herron School of Art, BFA
University of Cincinnati
University of Wisconsin at Milwaukee
- Will Pergl, Fine Arts
Cornell University, MFA
Southern Illinois University at Carbondale, BFA
- Debra Ripley, Liberal Studies
Marquette University, PhD, MA
University of Wisconsin at Milwaukee, MA
Marquette University, BA
- Jill Sebastian, Fine Arts
University of Wisconsin at Milwaukee, MFA, BFA
- James Slauson, Liberal Studies
University of Wisconsin at Milwaukee, MA
University of Wisconsin at Eau Claire, BA
University of Wisconsin Center at Rice Lake, AA
- Dale Schider, Design
Bethel College, BA
Kent State, MFA
- Robert Smith, Fine Arts
University of Wisconsin at Milwaukee, MS
Williams College, BA
- Chris Szczesny-Adams, Liberal Studies
University of Virginia, PHD
University of Wisconsin at Milwaukee, MA
University of Virginia, Master of Architectural History
University of North Carolina at Chapel Hill, BA
- Lynn Tomaszewski, Foundations
San Francisco Art Institute, MFA
School of the Art Institute of Chicago
University of Wisconsin at Madison, BFA
- Fahimeh Vahdat, Fine Arts
Southern Methodist University, MFA, BFA
Richard College at Dallas, TX, AA
University of North Texas
- Jason Yi, Foundations
University of Georgia at Athens, MFA
Virginia Polytechnic Institute, BA
- Rina Yoon, Fine Arts
Washington University, St. Louis, MO, MFA
Southern Methodist University, Dallas, TX, BFA

ADMINISTRATIVE DIRECTORY

Office	Name / Title	Room / Ext.
Information Desk	Elyse Lorenz, Receptionist	Lobby/ x3200
Academic Operations	Marie Kaminski, Director of Academic Operations Jennifer Brink, Asst. to the Director of Acad. Operations	265B/ x3334 265A/ x3314
Academic Resources	Jennifer Crandall, Assoc. Dean of Students	R95/ x3344
Admissions	Stacy Steinberg, Interim Director of Admissions	R70C/ x3255
Advising	Rebecca Balistreri, Director of College Advising	R45A/ x3262
Affirmative Action Officer	Mary Schopp, V.P. for Enrollment Management	R85A/ x3215
Alumni Affairs	Melissa Dorn Richards, Director of Cultural & Alumni Relations	R85B/ x3336
Career Services	Duane Seidensticker, Director of Career Services	275/ x3274
Communications	Vivian Rothschild, Director of Communications	R85E/ x3239
Computing Services	Matt Ogden, Director of Technology	25D/ x3223
Continuing Education	Jill Kunsmann, Dir. Of Pre-College & Adult Learning	275C/ x3335
Counseling	Jennifer Crandall, Assoc. Dean of Students Tony Nowak, Dean of Students	R95/ x3344 R45C/ x3240
Design	Phil Belair, Dept. Chair 2D/4D Design Robert Lynch, Dept. Chair, 3D Design Yuko Vucic, Academic Affairs Program Assistant	265E/ x3317 265D/ x3319 265H/ x3318
Development	Ryan Daniels, Director of Development	R85D/x3237
Development	Carol Davis, Donor & Alumni Relations Coordinator	R85D/ x3238
Disability Services	Sara Numan, Student Accessibility Coordinator	R100B/ x3347
Disciplinary Committee	Tony Nowak, Dean of Students	R45C/ x3240
Employment-Student	Katie Troeger, Career Services Coordinator	275/ x3276
ESL	Jennifer Crandall, Assoc. Dean of Students	R95/ x3344
Facilities	Jennifer Krantz, Director of Facilities Planning & Educational Info.	450B/ x3331
FAX Number	MIAD Information Desk	(414)291-8077
Financial Aid	Lloyd Mueller, Executive Director of Financial Aid	R10B/ x3270
Fine Arts	Robert Smith, Dept. Chair, Fine Arts Yuko Vucic, Academic Affairs Program Assistant	265C/ x3323 265H/ x3318
Food Service	John Damico, General Manager MIAD Cafe	R35A/ x3249
Foundations	Jason Yi, Dept. Chair Foundations Mary McIntyre, Academic Affairs Program Assistant	265G/ x3284 265H/ x3316
Galleries	Mark Lawson, Director of Galleries	255/ x3350
Housekeeping	Mike Goetz, Building Maintenance Manager	B "M"/ x3305
Housing	Tony Nowak, Dean of Students	R45C/ x3240
International Programs Int'l Student Services	Ricky Heldt, Associate Director of Campus Life	R45B/ x3242
Library Services	Cynthia Lynch, Director of Library Services	R100C/ x3340
Liberal Studies	Debra Ripley, Dept. Chair, AH & Natural Sciences Courtney Maloney, Dept Chair, Writing, Humanities & Service Learning Mary McIntyre, Academic Affairs Program Assistant	265F/x3321 265F/x3321 265H/ x3316
Maintenance	Mike Goetz, Building Maintenance Manager	B "M"/ x3305
Orientation	Ricky Heldt, Assoc. Director of Campus Life	R45B/ x3242
Pre-College	Jill Kunsmann, Dir. Of Pre-College & Adult Learning	275C/ x3335
President's Office	Dagmar Carnduff, Exec. Assistant to the President	R65B/ x3211
Provost's Office	Marie Larson, Admin. Assistant to the VP of Academic Affairs	255C/ x3214
Reception Desk	Elyse Lorenz, Receptionist	Lobby/ x3200
Registrar	Jean Weimer, Associate Director of Registration Services	R45D/ x3272
Residence Hall	Anne Morningstar, Residence Hall Director	Res. Hall/ x3246
Security	Keith Kotowicz, Director of Security & Safety	R25B/ x3301
Service Learning	Leslie Fedorchuck, Service Learning Director Academic Service Learning Assistant	465B/x3315 465C/3374
Student Accounts	Joanne Darula, Manager of Student Accounts	R45F/ x3232
Student Activities	Ricky Heldt, Assoc. Director of Campus Life	R45B/ x3242
Student Government	Ricky Heldt, Assoc. Director of Campus Life	R45B/ x3242
3-D Lab	Dick Ivens, Director of 3-D Lab	145C/ x3360
Union	Ricky Heldt, Assoc. Director of Campus Life	Union/ x3242
Utrecht Art Supply Store	Steve Lubahn, Store Manager	143 N. Broadway / x3304

FLOOR IDENTIFICATION

In the main building there are five floors that are available for student use. Each floor is referred to as a "level" and is given numeric designation.

- River Level.....RL
- First Level.....1
- Second Level.....2
- Third Level.....3
- Fourth Level.....4

All room numbers will include an "RL", "1", "2", "3", or "4", designating the level on which the room is located.

All odd-numbered rooms (15, 25, etc.) are located on the river side (south side) of the building. All even-numbered rooms (20, 30, etc.) are located on the Erie St. side (north side) of the building.

Room numbering begins with the lower numbers on the east end of the building (to the right of the elevator, toward the lake) and continues on toward the larger numbers at the west end (to the left of the elevator).

Letters following room numbers designate one of several rooms in a particular cluster or suite.

CLUSTERS

Each floor has clusters of offices and classrooms, based upon the area of instruction or responsibility. Using the elevator as the point of reference, as you get off the elevator:

ROOM LOCATIONS

The River Level (Lowest Level):

Left of the elevator (west):

- Administration
- Admissions
- Todd Wehr Auditorium
- Library/Learning Commons
- Advising
- Disability Services

Right of the elevator (east):

- Student Services
- Registrar's Office
- Financial Aid
- Student Mailboxes
- Business Office
- Student Gallery
- MIAD Café

The First (Street) Level:

Left of the elevator:

- Industrial Design
- Industrial Design Full-Time Faculty Office
- General Classrooms
- Sculpture
- Sculpture Lab Technician Office

Behind the elevator:

- 3-D Lab

Right of the elevator:

- Industrial Design
- Visual Resources
- Interior Architecture + Design
- Interior Architecture + Design Faculty Office
- Industrial Design Full-Time Faculty Office
- Sculpture Full-Time Faculty Office

The Second Level:

Left of the elevator:

- General Classrooms
- ISA Classroom/Workroom
- Photography
- Photography Faculty Office
- Photography Lab Technician Office
- Photography Equipment Rental

Behind the elevator:

- Academic Administration Offices
- PC Computer Lab
- Design & TBM Adjunct Faculty Office
- Pre-College & Adult Learning Office
- Career Services Office

Right of the elevator:

- Time-Based Media Classrooms
- Time-Based Media Full-Time Faculty Office
- Time-Based Media Lab Technician Office
- Time-Based Media Equipment Rental
- Computer Labs
- Technology Services Help Desk
- Technology Staff Offices
- Communication Design Full-Time Faculty Office

The Third Level:

Left of the elevator:

- Painting
- Drawing
- Drawing Faculty Office
- Green Screen Studio
- General Classrooms

Right of the elevator:

- Printmaking
- Painting
- Painting Faculty Office
- Printmaking Faculty Office
- Printmaking Lab Technician Office

The Fourth Level:

Left of the elevator:

- Lecture Classrooms
- Science Lab
- Liberal Studies Adjunct Faculty Office
- Illustration
- General Classrooms
- TBM Screening Room

Right of the elevator:

- General Classrooms
- Liberal Studies Full-Time Faculty Offices

INFORMATION ABOUT THE MILWAUKEE COMMUNITY

Interstate Transportation

Greyhound Bus..... 272-8900
606 N. 7th St.
Badger Bus..... 276-7490
635 N. 7th St.

Downtown Movie Theaters

Downer Theater..... 964-2720
2589 N. Downer Ave.
Oriental Theater..... 276-8711
2230 N. Farwell Ave.

Nearby Hardware/Discount Dept. Stores

National Ace Hardware..... 274-3800
1303 N. 4th St.
True Value Hardware 272-3660
2402 E. Brady St.
Target 481-8967
2950 S. Chase Ave.

Grocery Stores

Farwell Foods 273-1273
1940 N. Farwell Ave.
Sentry Food Stores
2607 N. Downer Ave. 962-6310
2938 N. Oakland Ave. 964-1340
Pick 'N Save 272-6677
605 E. Lyon St.

Printers

DigiCOPY 291-4050
222 E. Erie Street

Art Supplies

Utrecht Art Supply
143 N. Broadway
414.847.3304
Utrecht Art Supply
2219 N. Farwell Ave. 220-9063
For Catalog..... 888-336-3114

Museums

Milwaukee Art Museum 224-3200

Post Offices

For Zip Code 53202
606 E. Juneau 289-8336
For Zip Code 53204
1416 S. 11th St..... 671-3393

Music Stores

Atomic Records 332-3663
1813 E. Locust
Exclusive Company 271-8590
1669 N. Farwell Ave.

Banking

Associated Bank
401 E. Kilbourn Ave. 271-1786
Johnson Bank
611 E. Wisconsin Ave. 287-4000
Brewery Credit Union
1351 N. Martin Luther King Dr. 273-3170
M&I Bank
770 N. Water St. 1-800-350-7401

Bank Machines

241 N. Broadway (inside upper lobby)
743 N. Water St.
770 N. Water St.
111 E. Wisconsin Ave.
433 E. Wisconsin Ave.
2302 N. Farwell Ave.

Health

Marquette Health Clinic 288-7184
E. Side of N. 16th St.
MU Counseling Center 288-7172
1324 W. Wisconsin Ave.

Milwaukee Public Library

814 W. Wisconsin Ave.
Card Catalog..... 286-3017
Federal Library..... 286-3210
Research..... 286-3964
Ready Reference..... 278-3011

Milwaukee Housing Authority

Landlord Disputes 286-5824
Heat Problems 286-3646