

# **MIAD STUDENT HANDBOOK 2019-20**

updated 8/5/2019

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## 1. MIAD STUDENT HANDBOOK



### MIAD Student Handbook 2019/2020 Academic Year

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[Download the Handbook as a PDF](#)

last updated 11/12/2019

#### 1.1. 2019-20 ACADEMIC CALENDAR

**2019 • Fall Semester**

- August 20 or 21..... Residence Hall Move-In (New students)
- August 20 or 21..... Parent Orientation
- August 21-24..... New Student Orientation
- August 24..... Residence Hall Move-In (Returning students)
- August 26..... Fall Semester Classes Begin
  - Fall Semester Tuition/Fees Due
- August 30..... Open Enrollment Ends 2:00 PM
  - Last day for 100% tuition/fees refund, 2:00pm
- September 2..... Labor Day Holiday – No Classes
- September 6..... Last day for 75% tuition refund, 2:00pm
- September 13..... Last day for 50% tuition refund, 2:00pm
- September 20..... Four Week Reports Posted
  - Last day for 25% tuition refund, 2:00pm
  - No refunds issued after this date
- October 1..... FAFSA Filing for 2019-2020 academic year opens
- October 1-3..... Majors Carnival (Major/Minor Information Sessions)
- October 2..... Professional Portfolio Symposium (tentative)
- October 7-8..... Fall Break – No Classes
- October 18..... Midterms Posted
- October 21-22..... FYE Registration Preparation Sessions (tentative)
- October 28..... Start of Major Declaration Week
- November 1..... Last Day to Withdraw from Fall Courses (by 2:00 pm)
- November 8..... Major Declaration Day
- November 12-15..... Course Registration – Spring Semester 2019 (tentative)
- November 27-29..... Thanksgiving Break – No Classes
- November 28..... Mandatory NSP Meeting for all FYE NSP Students
- December 13..... Last Day of Fall Classes
- December 17..... Grades Due 2:00 PM





Please Note: **Dates published in the enclosed calendar are subject to change.**

**SPRING SEMESTER – 2020**

- January 9..... Residence Hall Move-In (New students)
- January 10..... New Student Registration & Placement Essay
- January 9-10..... New Student Orientation
- January 13..... Spring Classes Begin  
  - Spring Semester Tuition/Fees Due
- January 17..... Open Enrollment Ends 2:00 PM  
  - Last day for 100% tuition/fees refund, 2:00pm
- January 20..... Martin Luther King Jr. Commemoration (no classes)
- January 24..... Last day for 75% tuition refund, 2:00pm
- January 31..... Last day for 50% tuition refund, 2:00pm
- February 7..... Four Week Reports Posted
- February 7..... Last day for 25% tuition refund, 2:00pm  
  - No refunds issued after this date
- March 9..... Midterms Posted
- March 9-13..... Spring Break – No Classes
- March 17-18..... Foundations Registration Preparation Sessions (tentative)
- March 20..... Last Day to Withdraw from Spring Semester Courses (by 2:00 pm)
- March 25-27..... FYE Spring Semester Group Advising Sessions
- April 7-11..... Summer 2017/Fall 2017 Course Registration (tentative)
- May 1..... Last Day of Spring Classes
- May 5..... Grades Due 2:00 PM
- May 9..... Graduation Ceremony

**2020 • Summer Semester**

- May 11..... Summer Session Classes Begin
- May 25..... Memorial Day Holiday – No Classes
- July 31..... Last Day of Summer Classes
- August 4..... All Grades Due (Grades will be due after each summer session)



Please Note: **Dates published in the enclosed calendar are subject to change.**

## 1.2. MIAD MISSION, CORE VALUES & LEARNING OUTCOMES

The Milwaukee Institute of Art & Design is Wisconsin's only four-year independent art and design college, where passion finds purpose. The educational mission of the Milwaukee Institute of Art & Design is to provide professional (BFA) degree programs that prepare students to thrive as independent artists and designers who engage in professional inquiry and take charge of their creative futures. MIAD's Mission, developed in 2016 with college-wide input and adopted by the Board of Trustees, guides all operations:

*The Milwaukee Institute of Art & Design (MIAD) ignites curious minds through art, design and service.*

To define clear expectations for MIAD's learning process, the college utilizes eight "College-Wide Learning Outcomes" that identify the specific knowledge and abilities that all MIAD graduates will possess. Student achievement of these Outcomes is measured in the majors, in the First-Year Experience courses, and across the Liberal Studies curriculum. Because so much fundamental learning in art and design studios depends on process, and because much of this learning takes place outside the classroom, MIAD's Learning Outcomes are complemented by a set of eight "Developmental Outcomes" that outline the broader characteristics and abilities that students should strive to achieve during their years at MIAD.

The Developmental Outcomes are highly prized not only by faculty in the classroom, but also by the professional communities that MIAD graduates will enter. They embody and reinforce the college's Values:

- *Courage, to see our own path*
- *Integrity, to pursue our lives and work with meaning*
- *Kindness, to thoughtfully engage with others*
- *Community, to positively contribute to the world around us*
- *Innovation, to meet universal challenges in new ways*
- *Inclusion, to find strength in diversity*

The following table presents MIAD's College-Wide Learning Outcomes and their supporting Developmental Outcomes. Students are encouraged to become familiar with these Outcomes, which are at the heart of MIAD's curriculum and outline our expectations for all MIAD graduates. Active student engagement, not only in the classroom but also in the wide range of non-curricular activities and support services that MIAD offers, will ensure that students achieve these learning and developmental outcomes and join the growing ranks of successful MIAD alumni.

Together, we will fulfill our vision to be a galvanized educational and creative community, addressing universal needs through our thought, design and expression.

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# MIAD's COLLEGE-WIDE LEARNING OUTCOMES

*What distinguishes a MIAD education?*

Developmental Outcomes		Learning Outcomes		Where Outcomes Will Be Measured
Characteristics & Abilities Developed Throughout the MIAD Experience		Knowledge & Abilities to be Learned		
<i>By advancing through our curriculum, a MIAD student will be able to...</i>		<i>A MIAD graduate will be able to...</i>		
Identify, analyze and integrate ideas and information from multiple approaches and perspectives.	1	Apply critical and analytical thinking	<p><b>General Education</b></p> <p><i>For the most part, these <u>Learning Outcomes</u> are measured in Liberal Studies and Foundations courses. They are integrated in many courses throughout the curriculum.</i></p> <p><b>Extra-Curricular Areas</b></p> <p><i>Much learning takes place outside MIAD's classrooms. The services provided by each staff area support one or more <u>Developmental Outcomes</u> and are a vital part of the MIAD experience.</i></p>	
Develop the ability to communicate effectively.	2	Effectively communicate and express ideas visually, orally and in writing, using appropriate terminology		
Develop skills for lifelong learning, including information and digital literacy	3	Conduct independent inquiry and research through critical engagement with technology and information sources		
Understand the role of creativity, ingenuity, risk-taking, innovation, discovery, and expression across disciplines	4	Apply creative thinking to problem solving; identify, define, intuit, and resolve problems creatively		
Develop civic responsibility	5	Create productive relationships in the community		
Develop a work ethic that advances personal achievement and professional development	6	Demonstrate mastery of techniques and skills within one's chosen discipline(s)	<p><b>Majors</b></p> <p><i>These <u>Learning Outcomes</u> are measured almost exclusively in majors courses and experiences. They are integrated in many courses throughout the curriculum.</i></p>	
Acquire a body of knowledge and a mode of aesthetic inquiry	7	Demonstrate an understanding of professional practices maintained in one's field(s) of study		
Develop self-awareness by knowing one's personal abilities informed by a variety of life experiences and interpersonal exchange.	8	Build an individually distinct body of work		

Learning Outcomes

## 1.3. HISTORY

The Milwaukee Institute of Art & Design (MIAD) was founded in 1974. As a very young institution, MIAD'S history is brief; however, its roots can be traced to the Layton School of Art, which began operation in 1920. In 1974, a group of former Layton faculty and students initiated plans for a new school, which they dreamed would embody Layton's original precepts. From this

group and their vision, the Milwaukee Institute of Art & Design emerged.

## 1.4. ACCREDITATION

The Milwaukee Institute of Art & Design (MIAD) is a private, non-profit corporation chartered by the State of Wisconsin for the purpose of providing a professional education to students of the visual arts and related design fields. The College offers Bachelor of Fine Arts degrees in Communication Design, Illustration, Industrial Design, Interior Architecture + Design, and New Studio Practice (fine arts). MIAD is an accredited institutional member of the National Association of Schools of Art & Design (NASAD), <https://nasad.arts-accredit.org/directory-lists/accredited-institutions/search/?id=11218>, and the Higher Learning Commission (HLC), [www.hlcommission.org/](http://www.hlcommission.org/) or 800-621-7440. The Wisconsin Educational Approval Board under Title 38, U.S. Code, approves the Bachelor of Fine Arts degree of MIAD for the training of veterans.

## 2. INSTITUTIONAL VALUES

All MIAD students and employees are members of many communities – world, country, state, city, and campus. As such, MIAD students and employees are 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's ability to 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 its members 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.

### 2.1. 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.

### 2.2. 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.

### 2.3. NON-DISCRIMINATION FOR GENDER, GENDER ORIENTATION, or 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, gender orientation, or sexual orientation.

### 2.4. 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 and is expressly prohibited within the College community.

## 2.5. 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 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. 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.

## 2.6. PROCEDURES FOR FILING A FORMAL GRIEVANCE

**Step 1:** It is recommended, although not required, that anyone considering filing a formal grievance first discuss the issue(s) with the person(s) involved, and/or the person(s) supervisor. Often grievances 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 grievance has been 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 the available options.

**Step 3:** The grievance process is initiated in an intake meeting with the Dean of Students. The Dean will discuss the issue(s) of concern and inform the complainant of the options available to them, which include mediation, an investigation, and filing an official grievance. If the complainant wishes to file an official grievance, they must do so in writing to the Dean. The Dean will then conduct an investigation of the facts. The Dean will present the results of the investigation to the complainant, at which point the complainant has the option of requesting a hearing in front of the Judicial Committee to resolve the grievance.

**Step 4:** The Judicial hearing process is initiated by the Dean of Students submitting a letter requesting a hearing to the Chair of the Judicial Committee (see Administrative Directory in this handbook). The original grievance and all follow up documentation constitute the grievance file and will accompany the Dean's hearing request. If the Judicial Committee finds grounds for the grievance the Committee may impose a sanction that ranges from a warning up to and including discharge of the employee, termination of a teaching contract, or expulsion of a student, depending upon the severity of the circumstances. The proceedings and decision of the Judicial Committee are not public information and will be provided only to the parties directly involved in the Committee's hearing.

### 2.6.1. STUDENT GRIEVANCE POLICY

MIAD expects that its staff, faculty, and students will act responsibly, respectfully, and fairly toward each other in order to maintain a pleasant and secure working and learning environment. MIAD takes this responsibility very seriously and will vigorously investigate, and remediate incidents where any member of the MIAD community violates this trust. When students believe they have been treated unfairly or disrespectfully they are encouraged to speak directly to the person(s) concerned about any grievance they might have. If, after speaking to the appropriate persons, the student does not feel that the resolution is satisfactory, the student should contact the Dean of Students. The Dean will discuss the options available to the student and provide advice on how to proceed.

### 2.6.2. PROCEDURE FOR APPEALING A FORMAL GRIEVANCE FINDING

Grievance proceedings that result in a sanction may be appealed by the party found responsible as outlined in the Appeal section of the Student Handbook. Faculty/Staff appeal procedures are outlined in their respective Faculty/Staff Handbooks.

## 3. MIAD SEXUAL OFFENSE POLICY AND PROCEDURE GUIDELINES

## Applicable Federal Law

This Policy of the Milwaukee Institute of Art & Design (“MIAD”) addresses the requirements as defined in Title IX of the Education Amendments of 1972 (“Title IX”), the federal law prohibiting sex discrimination in federally-funded education programs and activities. The Title IX prohibition against sex discrimination is as follows:

***No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.***

Discrimination on the basis of sex includes sex discrimination, sexual harassment, sexual assault, sexual violence, and sexual exploitation/misconduct (as those terms are defined in this policy). Title IX prohibits sex discrimination in both the educational and employment settings. This Policy applies to all members of the MIAD community, including students, faculty, staff, and contractors working for the college.

This Policy also addresses the requirements of the Campus Sexual Violence Elimination Act, or *Campus SaVE Act*, a 2013 amendment to the federal Jeanne Clery Act. The *SaVE Act* addresses sexual violence in the form of sexual assault, domestic violence, dating violence and stalking. *For the purpose of this document and MIAD’s handling of such cases, “Title IX” includes the requirements of the Campus SaVE Act.*

Other forms of harassment and discrimination will be handled pursuant to the policies and procedures outlined in the Student Code of Conduct.

### 3.1. POLICY STATEMENT

It is MIAD’s Policy to provide an educational, employment, and business environment free of all forms of discrimination or harassment. Sexual harassment, sexual assault, sexual violence, and sexual exploitation/misconduct, are all forms of sex discrimination and are all prohibited by this Policy. Domestic violence, dating violence, and stalking are all forms of interpersonal violence also prohibited by this Policy. Reported violations involving sexual discrimination, sexual harassment, interpersonal violence will be investigated and resolved via the procedures that follow. Other incidents of harassment or discrimination will be investigated and adjudicated according to the Student Code of Conduct. This Policy applies to all students, faculty, and staff, to guests and other members of the MIAD community while interacting with MIAD students, faculty, or staff, and to contractors, consultants, and vendors doing business or providing services to the College.

For the purposes of this Policy’s jurisdiction students are defined as someone who is enrolled at MIAD. This includes pre-college, undergraduate, and continuing education students. Faculty and staff are defined as current employees of the College. This includes part-time, adjunct, and contract employees. Contractors, consultants, and vendors are defined as non MIAD personnel who have, or have had, a contractual relationship with and provide services to the College.

Further information about Title IX and sex discrimination in education is available from the Office of Civil Rights (U.S. Department of Education, Citigroup Center, 500 Madison St., Suite 1475, Chicago, IL, 60661-4544, 312.730.1560, [OCRChicago@ed.gov](mailto:OCRChicago@ed.gov), ed.gov.ocr), or the College’s Title IX Coordinator as set forth below.

### 3.2. REPORTING OPTIONS FOR ALLEGED OR SUSPECTED VIOLATIONS OF THIS POLICY

MIAD is committed to the prompt and equitable resolution of all alleged or suspected violations of this Policy, about which the College knows or reasonably should know, regardless of whether a complaint alleging a violation of this Policy has been filed.

MIAD’s ability to investigate a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including the reporting party’s wishes to remain anonymous, the reporting party’s willingness to file a complaint or provide consent for an investigation, the reporting party’s request for confidentiality, the location of the alleged incident, and MIAD’s access to information relevant to the alleged or suspected violation of this Policy. MIAD is nonetheless committed to resolving all alleged and suspected violations of this Policy to the fullest extent possible.

MIAD students, faculty, or staff who wish to submit a report about a MIAD student, faculty, staff member, or other individual related to the College, involving allegations of sexual harassment, sexual discrimination, and/or sexual violence, including but not limited to sexual discrimination, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical

conduct or communications constituting sexual harassment, in violation of this Policy should contact:

- The appropriate Deputy Title IX Coordinator (Dean of Students for all reports when either the individual reporting or the individual responding to a complaint is a student or Director of Human Resources for all reports when both reporting and responding parties are employees). If the reporting party wishes to submit a confidential report, they are directed to seek assistance from the Marquette University Student Counseling Center, Phone: 288.7172 or other licensed medical professional protected by legally recognized confidentiality standards.
- MIAD Campus Security, Director of Security & Safety, Keith Kotowicz, (Security Desk / Phone 414.847.3300) or Security Lieutenant Jonathan Inkman (Security Desk / Phone 414.847.3300). *Note that reports of sexual assault made to MIAD Security are required by Wisconsin state law to be reported to the Milwaukee Police Department (see following section for details).*

### 3.3. REPORTING TO LAW ENFORCEMENT

#### Duty to Report to Law Enforcement

In compliance with **Section 940.34 Wis. Stats.**, which states, in part: “*Any person who knows that a crime is being committed and that a victim is exposed to bodily harm shall summon law enforcement officers or other assistance or shall provide assistance to the victim,*” all MIAD security, including the Director, Lieutenant, and all uniformed officers are obligated to contact the Milwaukee Police Department when they know that a crime is being committed and that the victim is in the process of being exposed to bodily harm. Section 940.34 further requires security personnel to report such crimes when they learn of them even if the crimes have already happened. All other College employees must report such events to a Title IX Deputy Coordinator when the employee learns about them.

#### Option to Report to Law Enforcement

Individuals who feel they have experienced an act of sexual misconduct or interpersonal violence have the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint with the College through its Investigation and Resolution Procedures, or to pursue both processes consecutively or concurrently. A victim of sexual misconduct or interpersonal violence also has the right not to pursue any complaint to either the College or to a law enforcement agency.

For more information regarding the option to pursue a criminal complaint, contact:

1. Milwaukee Police Department: 911 or 414.933.4444.
2. The Wisconsin State's Attorney Office: 608.266.1221.

The College's Title IX Committee and Campus Security Department are available to assist students with making contact with appropriate law enforcement authorities.

In addition to having the option of pursuing a criminal complaint, individuals also have the right to request that law enforcement issue a judicial no-contact order, restraining order, protective order, or similar lawful order issued by a criminal, civil or tribal court, or to pursue such orders through the Court process. The College can assist parties who wish to do so.

### 3.4. INTERIM PROTECTIVE MEASURES

Upon receipt of a Title IX violation report, the Title IX Deputy Coordinator, in consultation with the Title IX Coordinator and/or designee, will implement any interim measures the College deems appropriate to protect the safety of the parties and the College community, pending the outcome of an investigation.

Interim protective measures will be individualized and appropriate for the case at hand. For students, interim measures can include, but are not limited to, modifying course schedules or academic situations, issuing a “no-contact” order, changing living situations, interim suspension, and prohibiting a party from being on MIAD property, among many other remedies deemed necessary to protect the parties and the College community. Any such interim measures will be implemented in a manner that minimizes the burden on both parties to the extent possible. In exercising its discretion to institute interim measures, the College will make every effort to avoid depriving any student of their education. Interim measures will be kept confidential as long as maintaining such confidentiality would not impair the ability of the College to implement the interim measures.

For employees, interim protective measures can include, but are not limited to, modifying work schedules and assignments, issuing a “no-contact” order, or placing an employee on paid or unpaid administrative leave.

Members of the Title IX Committee have the right to request the presence of security while performing their responsibilities if they have a concern for their welfare. In cases where a party has been prohibited from being on campus, interviews and meetings associated with the Title IX process will be conducted by phone.

Throughout the investigation and resolution process, the Title IX Deputy Coordinator will monitor the effectiveness of any interim measures, communicate with both parties on the implementation and enforcement of these measures, and ensure that any interim measures are necessary and effective based on the parties’ evolving needs.

### **3.5. RIGHTS OF REPORTING AND RESPONDING PARTIES**

Reporting and responding parties have the following rights in connection with the investigation and resolution of suspected or alleged violation of this Policy.

- The opportunity to speak with the Investigation Team on one’s own behalf.
- The opportunity to be accompanied to any meeting, interview, or proceeding related to the College’s investigation into an alleged violation of this Policy by one advisor of their choice (not including any Title IX Advisor), provided that the involvement of the advisor does not result in undue delay of the meeting or interview. The advisor is not permitted to speak on behalf of the party in the proceedings and is present strictly to support the person they are advising. If the advisor engages in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.
- The opportunity to identify or present witnesses who can provide information about the alleged conduct at issue.
- The opportunity to identify or present other evidence on one’s own behalf
- The opportunity to suggest questions to be posed by the investigators to the opposing party and respond to the other party’s questions.
- The opportunity to review, respond to, and sign off on investigation notes of their personal investigative interviews.
- The opportunity to review all information or evidence offered by the other party in support of the other party’s position (to the extent possible and consistent with FERPA or other applicable law), as well as the opportunity to review a written investigation report summarizing all relevant evidence and respond to that report in writing.
- The right to appear before and make final statements to the Title IX Coordination Team as part of the Team’s deliberations.
- The right to be informed, in writing, of the outcome of the
- The right to be informed in writing about the appeals process and the opportunity to appeal an outcome pursuant to this Policy.

### **3.6. CONFIDENTIALITY**

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this Policy will be observed, provided that it does not interfere with the College’s ability to conduct an investigation and take corrective action. Information related to a report of sexual misconduct or harassment will generally be shared only with those College employees who “need to know” to assist in the investigation and/or resolution of the complaint. When Campus Security becomes aware of an assault; Campus Security is required by Wisconsin state law to report the incident to the Milwaukee Police Department.

Where a reporting party requests that his/her name or other identifiable information not be shared with the responding party or that no formal action be taken, the College will weigh this request against its obligation to provide a safe and non-discriminatory environment for all College community members. In making this determination, the College may consider whether there is a risk of the alleged perpetrator committing additional acts of sexual violence or other violence, whether there is a risk of future acts of sexual violence under similar circumstances, whether the sexual violence was perpetrated with a weapon, the age of the student subjected to the sexual violence, and whether the College possesses other means to obtain relevant evidence.

The College will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the reporting party. Where the College is unable to take action consistent with the request of the reporting party, the Title IX Deputy Coordinator will inform the reporting party about the chosen course of action, which may include the College becoming the reporting party seeking disciplinary action against the responding party. Alternatively, the course of action may also



include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against the responding party or revealing the identity of the reporting party.

Note that in cases where either the reporting or responding parties are under 18 (e.g., Pre-College students) parents of the underage student(s) will automatically be notified of the alleged incident.

### 3.7. TITLE IX COMMITTEE

Any inquiries regarding this Policy should be directed to the Title IX Coordinator or Deputy Coordinators identified below.

#### 1. Title IX Coordinator

##### ***Vice-President for Enrollment Management***

Mary Schopp (Office RL85A / Phone 414.847.3215 / email: [maryschopp@miad.edu](mailto:maryschopp@miad.edu))

The V.P. for Enrollment Management is the Title IX Coordinator and is responsible for implementing and monitoring compliance of the Policy on behalf of the college, including but not limited to implementing and overseeing training, education, communication, and administration of procedures for the handling of complaints alleging violations of this Policy and identifying and addressing any systemic problems that arise during the review of such complaints.

#### 2. Deputy Coordinators

##### **Dean of Students**

Tony Nowak (Office RL45C / Phone 414.847.3240 / email: [tonynowak@miad.edu](mailto:tonynowak@miad.edu))

The Dean of Students is responsible for reports when either the individual(s) reporting **or** the individual(s) responding to a complaint is a student.

##### **Human Resources Director**

Dusty Hoot (Office RL45F / Phone 414.847.3233 / email: [dustinhoot@miad.edu](mailto:dustinhoot@miad.edu))

The Director of Human Resources is responsible when both reporting and responding parties are employees of the college. *For student employees the Director of Human Resources will work in concert with the Dean of Students to address employment related (Title VII) issues related to the complaint.*

Deputy Coordinators are responsible for implementing and monitoring Policy compliance on behalf of the college, and administration of procedures for the handling of complaints alleging violations of this Policy.

Both Deputy Coordinators are responsible for informing the Title IX Coordinator of alleged violations and procedures implemented to address those violations. The Deputy Coordinators also assist individuals in making contact with law enforcement, assigning Advisors, and coordinating referrals to counseling or other support resources available on campus or elsewhere.

#### 3. Investigators

##### **Executive Director of Information Management & Registration**

Mark Fetherston (Office RL45G/Phone 414.847.3277 / email: [markfetherston@miad.edu](mailto:markfetherston@miad.edu))

##### **Associate Director of Career Services**

Christina WickHeiser (Office 275C / Phone 414.847.3276 / email: [christinawickheiser@miad.edu](mailto:christinawickheiser@miad.edu))

##### **HR Assistant Generalist**

Brenda Baas (Office RL45F / Phone: 414-847-3245 / email: [brendabaas@miad.edu](mailto:brendabaas@miad.edu))

##### **Associate Director of Student Services**

Ricky Heldt (Office RL45B / Phone: 414-847-3242 / email: [rickyheldt@miad.edu](mailto:rickyheldt@miad.edu))

The Investigators are responsible for investigating alleged violations of this Policy. Title IX Investigators will follow the procedures outlined in this Policy, while apprising the Deputy Coordinators and/or the Title IX Coordinator of the status of their investigation as necessary.

#### **4. Title IX Advisors**

##### **Associate Dean of Students**

Jennifer Crandall (Office RL9 / Phone 414.847.3344 / email: [jennifercrandall@miad.edu](mailto:jennifercrandall@miad.edu))

##### **Director of Residential Living & Student Engagement**

Marianne Di Ulio (Office RL80A / Phone: 414.847.3246 /

email: [mariannediulio@miad.edu](mailto:mariannediulio@miad.edu))

##### **Director of College Advising and Career Services**

Duane Seidensticker (Office 265B / Phone: 414.847.3274 / email: [ds@miad.edu](mailto:ds@miad.edu))

##### **Student Accessibility Coordinator**

Becky Skupien (Office RL95 / Phone: 414-847-3247 / email: [rebeccaskupien@miad.edu](mailto:rebeccaskupien@miad.edu))

Title IX Advisors are responsible for supporting, advising, and assisting both the reporting party and the responding party throughout the investigation and resolution process to ensure both parties understand the proceedings and avail themselves of all information and support available to them. Title IX Advisors cannot, however, serve as a personal advisor to any reporting party or responding party during meetings, interviews, or other proceedings involved with an investigation.

#### **5. Title IX Coordination Team**

The Title IX Coordination Team is the decision making body that issues a determination of “violation”, “no violation” or “no finding” of a violation of the Policy. **Members of the Title IX Coordination Team include the Title IX Coordinator, Deputy Coordinators and the Investigators.**

##### **Conflict of Interest**

If any member of the Title IX Coordination Team, because of previous work with the parties involved in a complaint, believes they cannot perform their duties in an objective way, or believe they may be perceived to have a bias in the proceedings, they must notify the Title IX Coordinator who will appoint another member of the Title IX Committee to perform their functions.

If a party believes that a member of the Title IX Coordination Team has a conflict of interest the party should submit a request to the Title IX Coordinator replace that individual.

### **3.8. POLICY JURISDICTION**

This Policy applies to all members of the MIAD community: students (degree-seeking and non-degree seeking), faculty and staff (part-time and full-time), contractors, and visitors. This Policy applies to on-campus and off-campus conduct, including online or electronic conduct, when the off-campus conduct: (i) occurs during a College sponsored employment or education activity or program; (ii) adversely impacts the education or employment of a member of the College community; or (iii) otherwise threatens the health and/or safety of a member of the College community.

### **3.9. CONSENT TO SEXUAL CONTACT**

All sexual interaction between students must be consensual. MIAD applies a “yes means yes” standard of consent. Yes

*means yes* requires that spoken consent must be given for sexual interaction to be consensual. Consent means freely agreeing to sexual activity, rather than submitting to it as a result of force or coercion. Further, consent can be withdrawn at any time during a sexual encounter. In some cases, however, consent may *never* be given, such as when an individual is incapacitated. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically compromised due to drug or alcohol consumption, either voluntarily or involuntarily, or as the individual being unconscious, asleep, or otherwise unaware that the sexual activity is occurring.

Because of the power differential (either perceived or real) between MIAD employees and students, consent is never present in a sexual interaction between a MIAD employee and a student. Refer to #3 in the following section – *Sexual Relations Between Students, Faculty, and Staff* for more information about student – employee relationships.

Students and employees will be informed of the *Yes means yes* standard for consent in new student orientation, via the *Student Handbook*, the faculty and staff handbooks, and via passive educational campaigns (e.g., posters, video slides, etc.). Ignorance of the Policy will not be considered a defense for potential violations and it is the responsibility of all students' and employees to ensure they understand the duties and prohibitions prescribed by the Policy.

### 3.10. DEFINITIONS AND EXAMPLES OF CONDUCT PROHIBITED UNDER THIS POLICY

Prohibited conduct under this Policy includes but is not limited to sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other sex-based verbal or physical conduct or communication. The acts listed below are examples of acts of sex-based discrimination or harassment that are prohibited by this Policy. These examples are not exclusive. Further, discrimination or harassment that is not covered by this Policy may constitute a violation of the College's Code of Conduct or other policies. See *Student, Faculty, or Staff Handbooks* for additional information on harassment or discrimination prohibitions.

#### Sex Discrimination

Sex Discrimination is defined as making a distinction in favor of, or against, a person on the basis of gender rather than on individual merit that deprives a person of the ability to participate in or benefit from the College's education program or activities. MIAD prohibits all forms of sex based discrimination, including sexual harassment, sexual assault, and sexual violence.

##### 1. Sexual Harassment

Sexual Harassment, which includes sexual assault and sexual violence, is defined as unwelcome verbal or physical conduct of a sexual nature. Examples of sexual harassment include, but are not necessarily limited to, unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person's gender, sexuality or sexual experience. Sexual harassment also includes harassment based on a failure to conform to stereotypical notions of masculinity or femininity. Sexual harassment may consist of repeated actions or may even arise from a single incident if sufficiently extreme. The reporting party and the responding party may be of any gender and need not be of different genders.

*Quid pro quo* Sexual Harassment occurs when submission to or rejection of such conduct is used as the basis of an academic or employment decision or is either an explicit or implicit term of employment or admission to any college program or college-related activity.

Hostile environment sexual harassment occurs when such conduct is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the College's programs, services, opportunities, or activities; or the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

All acts of sexual harassment are prohibited by this Policy. In considering whether conduct constitutes hostile environment sexual harassment, the College considers the totality of the circumstances.

##### 2. Sexual Assault/Sexual Violence

Sexual assault/sexual violence is a particular type of sexual harassment that includes non-consensual sexual contact, non-consensual sexual intercourse, rape, or other physical sexual acts perpetrated without a person's consent.<sup>1</sup> Sexual assault/sexual violence includes, but is not necessarily limited to, physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, fondling, incest, statutory rape, or attempts to commit these acts.

**Non-Consensual Sexual Contact<sup>2</sup>** is defined as any intentional sexual touching, however slight, with any object or body part, by a person or persons upon another person or persons without consent, with or without the use of force or threat of force.<sup>3</sup>

**Non-Consensual Sexual Intercourse<sup>4</sup>** is defined as any sexual intercourse, however slight, with any object or body part, by a person or persons upon another person or persons without consent, with or without the use of force or threat of force.

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the individual, by someone with whom the individual shares a child in common, by someone who is cohabitating with or has cohabitated with the individual as a spouse or intimate partner, by someone similarly situated to a spouse of the individual under the domestic or family violence laws of the jurisdiction in which the violence occurred, or any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violence occurred. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Domestic violence includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating Violence** is defined as violence committed by a person who is or has been in a relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to feel fear for the person's safety or the safety of others, or suffer substantial emotional distress. For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim; and "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Examples of other behaviors prohibited under this Policy include, but are not limited to:**

- Invasion of sexual privacy
- Prostituting another student
- Non-consensual video or audio-recording or broadcasting or sharing of sexual activity
- Engaging in voyeurism
- Exposing one's genitals in non-consensual circumstances and/or inducing another to expose their genitals
- Sexually-based stalking and/or bullying or other forms of sexual exploitation
- Use or display of electronic, pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification in the classroom or any MIAD facility or the *Two50Two* apartments
- Sexual activity of any kind with anyone under the age of 18

**Use of alcohol or drugs will never function as a defense for any behavior that violates this Policy.**

### **3. Sexual Relations Between Students, Faculty, and Staff**

MIAD seeks to provide and maintain the best possible learning and working environment for all members of our community. For this reason, faculty and staff are prohibited from engaging in sexual relationships with students to whom they are not married or in formal domestic partnerships, even when both parties believe that the relationship is consensual. This prohibition applies even if the student is not enrolled in the faculty member's class or under the staff member's supervision.

In lieu of significant mitigating circumstances, the normal consequence of a violation of the employee – student sexual relationship prohibition is termination of employment.

The following guideline applies to all non-student employees who enter into sexual relationships with each other. Because of the dynamics of power and authority between supervisors and workers, MIAD strongly discourages sexual relationships between supervisors and subordinate employees. Should a sexual relationship between supervisor and subordinate develop it is required that the supervisor immediately report this to the Human Resources Director to shift supervisory responsibilities for the subordinate to another supervisor.

## **3.11. PROHIBITION AGAINST RETALIATION**

Retaliation exists when action is taken against a participant in the complaint process that (i) adversely affects the individual's employment or academic status; and (ii) is motivated in whole or in part by the individual's participation, or lack thereof, in the complaint process.

No individual involved in a complaint alleging a violation of this Policy or participating in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Any acts of retaliation, as defined in this Policy, shall be considered an independent violation of this Policy and grounds for disciplinary action, up to and including expulsion/dismissal for students and termination/dismissal for faculty and staff. If any student, faculty, or staff member believes they have been the subject of retaliation, or is aware of retaliation against another MIAD community member, they should report the incident to a Deputy Coordinator. The College shall respond to alleged acts of retaliation following the procedures outlined in this Policy.

### 3.12. REPORT OF AN ALLEGED POLICY VIOLATION

A student, faculty member, or staff member who has a report against a student, faculty, staff member, or other individual involving a suspected violation of this Policy, should contact the appropriate Deputy Coordinator. See *Title IX Committee* section for members and additional information on coordinator responsibilities.

Although there is no specific time limit for reporting an alleged or suspected violation of this Policy, an employee or student who believes that he or she has been subjected to conduct that violates this Policy is encouraged to contact the appropriate Deputy Coordinator as soon as possible after the alleged act to discuss all available procedural remedies.

### 3.13. CONFIDENTIAL REPORTS

If a student wishes to make a **confidential report** they are directed to seek assistance from the Marquette University Counseling Center, Phone: 414.288.7172. Confidential reports may also be submitted any licensed medical professional protected by legally recognized confidentiality standards. All MIAD faculty and staff are required to notify the Title IX Deputy Coordinator whenever they become aware of a potential violation of this policy. And while the report remains confidential within the circle of the Title IX Coordination Team, reporting parties expecting strict confidentiality are encouraged to contact MU's Counseling Center.

The College also encourages all individuals who feel they have been victims of sexual assault, domestic violence, dating violence or stalking to seek immediate assistance from a medical provider for emergency services, including treatment of any injury, and to collect and preserve physical and other forms of evidence. Seeking medical attention helps preserve the full range of options, including the options of working through the College's Sexual Offense Policy and Procedure Guidelines and/or filing criminal complaints.

### 3.14. RESPONSIBLE EMPLOYEES

All MIAD faculty and staff are required to immediately report to the appropriate Deputy Title IX Coordinator all alleged or suspected violations of this Policy that have been reported to them or incidents about which they become aware.

### 3.15. THE RESOLUTION PROCESS

The College is committed to investigating and resolving all reported or suspected violations of the Policy promptly, thoroughly, impartially and fairly, and to treating all individuals with respect and sensitivity. The reporting and responding parties will be given periodic status updates throughout the investigation process, including of delays in an investigation.

The **resolution process** typically includes the following elements, which may be modified by the College at its discretion to fit the circumstances of a particular case.

#### INITIAL INQUIRY

Upon receiving a report of a potential Title IX policy violation, an **initial inquiry** will be conducted by a Deputy Coordinator. The first step of the initial inquiry will typically be a meeting between the Reporting Party and the Deputy Coordinator or designee. The initial inquiry will determine whether the alleged conduct would present a potential violation of the Policy and

whether further action is warranted.

If the College determines that it is necessary or appropriate to move forward with the informal or formal resolution process, both the Reporting and the Responding Party will be notified in writing that a report alleging a violation of College Policy has been made.

The written notice provided to the Reporting and Responding Party will include the following information: (1) the identity of the parties involved, if known; (2) the specific section(s) of the College's Policy allegedly violated; (3) the precise conduct allegedly constituting the alleged violation(s); and (4) the dates and location of the alleged incident(s) that gave rise to the allegation(s).

If at any point additional alleged Policy violations are raised or the conduct constituting an alleged Policy violation changes in a material way, the parties will receive additional notice of such changes.

The College will provide Reporting and Responding Parties with information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims by the College and in the community. The College will also provide Reporting and Responding Parties with information about their options for, and available assistance in, changing academic, living, transportation, and working situations if requested and reasonably available, regardless of whether the Reporting Party chooses to report the crime to campus security or to local law enforcement. The College will facilitate such changes if either Party requests them and if they are reasonably available, regardless of whether the Reporting Party chooses to report the crime to campus security or local law enforcement. The College will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the Reporting party.

#### **OPTION FOR INFORMAL RESOLUTION**

Where appropriate, the College will work to informally resolve allegations of sexual misconduct or interpersonal violence by taking immediate and corrective action to stop the conduct, address its effects, and prevent recurrence without a formal investigation and determination of a College Policy violation. Informal resolution may include the range of interim measures described above, as well as targeted and/or broad-based training and educational programming for relevant individuals and groups and/or any other remedy that will achieve the goals of the College's Sexual Offense Policy. An informal resolution process may also include an agreed upon resolution, which allows both parties to come to a mutual agreement regarding the resolution of the grievance. This option is available if (i) the College determines, in its discretion, that such a process would be appropriate; and (ii) after receiving a full disclosure of the allegations and their options for formal resolution, all parties voluntarily agree to participate in the informal resolution process.

The parties to any informal process will not be required to deal directly with one another without the College's involvement. Instead, the Title IX Deputy Coordinator, in conjunction with one or more College representatives, may arrange for or facilitate mediation or other informal resolution measures between the involved parties. A summary of information obtained in the initial inquiry may be shared with both parties to help inform the process of informal resolution. Once an informal resolution is reached, it will be documented and both parties will be notified simultaneously (consistent with FERPA or other applicable law) of the resolution.

Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution process (described below) would commence. The College may also commence the formal resolution process at any time. In addition, any party can pursue formal resolution if they are dissatisfied with a proposed informal resolution.

#### **FORMAL RESOLUTION**

When a report of sexual misconduct or interpersonal violence cannot be informally resolved, a formal resolution will be initiated. The formal resolution process involves the steps below. Timely notice will be provided to both parties of all interviews and/or meetings at which they may or must be present.

The College will strive to investigate and resolve all alleged or suspected violations of the Policy promptly, but the nature, extent, and timing of the investigation and resolution process will vary depending upon the circumstances.

Unreasonable delays by either the reporting or responding party will not be allowed as a reason to unreasonably extend the proceedings. If, in the assessment of the Title IX Coordination Team, a party's delay as to a particular step of the process is unreasonable, after the delaying party is provided written notification of the potential consequences of their delay, the process may proceed to the next step without the delaying party's participation.

Video recording of any proceeding is prohibited throughout the investigation process. Audio recording of the proceedings is allowed by any party but the MIAD recording (if one is made) will be the official record of the proceedings.

### Investigation

The Title IX Coordinator, in consultation with the Title IX Deputy Coordinator, will assign Investigators to conduct an **investigation** into the complaint. The College is committed to undertaking prompt, thorough, impartial and fair investigations, and to treating all individuals with respect and sensitivity. For matters involving alleged or suspected sexual assault, sexual violence, domestic violence, dating violence, or stalking, the official(s) designated to conduct the investigation shall be trained in the investigation of, and other issues related to, domestic violence, dating violence, sexual assault, stalking and other misconduct covered by this Policy. The investigator(s) shall not have a conflict of interest or bias for or against any parties involved in the potential Policy violation, and shall have received at least annual training on issues related to sexual assault, domestic violence, dating violence and stalking.

1. The reporting and responding parties and all relevant witnesses will be interviewed by the Investigators and a written record of all interviews will be created. The parties are encouraged to identify witnesses to be interviewed by the Investigator and/or present statements from such witnesses.

To help ensure a prompt and thorough investigation, both reporting and responding parties are encouraged to provide as much of the following information as is possible in connection with the investigation, including the following:

- The name, major, and class year (if known) for all involved students, and the department, and position of all involved employees who allegedly committed the Policy violation.
  - A description of any relevant alleged incident(s), including the date(s), location(s), and the presence and names of any witnesses
  - The names of other students or employees who may have witnessed, or have additional information about, the alleged violation.
  - Any contact the reporting party has had with the responding party since the alleged violation.
  - Any other information the party believes to be relevant
2. The Investigators will also seek to gather and analyze any relevant evidence pertaining to the complaint, such as text/email/voicemail messages, social media messages and postings, written communications, law enforcement records, hospital reports, and other relevant evidence.
  3. The reporting party, responding party, and all witnesses interviewed will be offered the opportunity to review and make annotations to the investigator's written summary of their interviews, and sign off on the investigation notes of their interview. Interviewee signatures indicate their satisfaction with the accuracy of the Investigator's summary of their interview and annotations provided by the interviewees.
  4. The parties will be given the opportunity to suggest questions for the Investigator to consider asking of the other party or other witnesses (along with an explanation of why the party believes the question(s) would elicit relevant information), and the Investigator will review these suggested questions and determine whether they should be asked, with expectation that most questions will likely be asked in some manner as determined by the Investigator's discretion.
  5. The Investigators will conclude the investigation and prepare a **Preliminary Investigation Report** that summarizes and analyzes the allegations, the relevant facts, and all relevant inculpatory and exculpatory evidence (which may include statements by the parties, third-party witnesses, or others with information and any physical, written, or electronic or other evidence). The Preliminary Investigation Report will be provided to the Title IX Coordinator and Deputy Coordinators and shared with the reporting and responding parties (to the extent permitted by FERPA or other applicable law). Each party will have the opportunity to review the Preliminary Investigation Report in a proctored setting on MIAD's campus and provide in writing to the Title IX Deputy Coordinator their comments on the Preliminary Investigation Report identifying any factual inaccuracies or misunderstandings and any additional questions to suggest that the Investigator ask of the other party or other witnesses (along with an explanation of why the party believes the question(s) would elicit relevant information that has not already been sought or obtained by the Investigator) within five (5) business days of being notified that the Preliminary Investigation Report is available for review. The parties may not make any copies or take any photographs of the Preliminary Investigation Report.
  6. The Investigators will address any identified factual inaccuracies or misunderstandings as appropriate and determine whether to ask any additional questions of either party or any witness. Based on this information, as well as all information gathered during the Investigation, the Investigator(s) will prepare a **Final Investigation Report** that includes the Investigators' credibility determinations and the rationale for these determinations. The Final Investigation Report will also include the parties' comments to the Preliminary Investigation Report, any appropriate revisions to the Preliminary Investigation Report based on those comments, any additional information gathered by the Investigators based on those comments, any revisions or supplements to the Investigator's credibility assessments based on those

comments, and the Investigator's finding(s).

### Meeting of Title IX Coordination Team

The Title IX Coordinator will convene the Title IX Coordination Team. The Title IX Coordination Team will review the Final Investigation Report. The Reporting and Responding Parties will also be given the opportunity to appear in person (but not simultaneously) before the Title IX Coordination Team to make final statements.

The Title IX Coordination Team will then consider and render its own factual findings and credibility assessments, and make a **determination of "violation" of policy, "no violation" of policy, or "no finding"** (not enough evidence to make a decision about whether or not the policy was violated). If the complaint presents more than a single allegation of misconduct, a finding will be made separately as to each allegation.

**Standard for Determining Responsibility.** The standard used to determine whether this Policy has been violated is ***whether it is more likely than not*** that the responding party violated this Policy. This is referred to as a "Preponderance of Evidence" standard.

If a determination of a policy violation is made the Title IX Coordination Team will take appropriate corrective actions to address the issue and to assign sanctions. Appropriate, corrective action/remedies will serve to: (i) **adjudicate** the Policy violation, (ii) **prevent** the recurrence of the violation, and (iii) **address** the consequences of the violation.

**Within five (5) business days** of the Title IX Coordination Team's determination of "violation", "no violation" or "no finding", the **reporting and responding parties will be informed in writing** by the Deputy Coordinator of the determination. The letter will state the finding of "violation", "no violation", or "no finding" of a violation of the Policy for each violation of the Policy alleged and the rationale for each finding. Where one or more Policy violations are found, the letter will also set forth any sanction(s) assigned and/or any recommended corrective actions/remedies to be undertaken by the College, and the rationale for each. The letter will also provide information regarding the options for appeal available to all parties in the complaint. This written notice will be issued concurrently to the reporting and responding parties.

Formal Disciplinary/Corrective Actions for Violations of this Policy

**Sanctions/Corrective Action.** Any MIAD student, faculty member, staff member, or other community member found responsible for a violation of this Policy may be subjected to one or more sanctions ranging from a verbal warning to academic dismissal or termination of employment. In addition, the College will take reasonable steps necessary to prevent the recurrence of any harassment or other discrimination and to remedy the discriminatory effects on the reporting party (and others, if appropriate).

Potential sanctions/corrective actions are identified below. Any sanctions imposed will be proportionate with the violation. In imposing disciplinary sanctions, the College will consider the impact of separating a student from their education. MIAD may also take any other corrective action that it deems appropriate under the circumstances.

**Students** who are found to have violated this Policy will be subject to disciplinary action up to and including suspension or dismissal.

### Student Sanctions may include one or more of the following:

- Verbal warning
- Mandatory educational programming or projects
- Community service
- Letter of reprimand for student file
- Probation
- Loss of specific student privileges
- Removal from specific campus programs, activities, and or leadership roles
- Removal from a class or change in class schedule
- No Contact Orders prohibiting the reporting and/or responding party from interacting with specific individual(s)
- Restitution or other service to the MIAD community
- Required activities such as counseling or drug and alcohol assessment
- Restrictions of access to MIAD facilities
- Suspension (Temporary prohibition from enrollment)
- Dismissal (Permanent prohibition from enrollment)



**Faculty and staff** who are found to have violated this Policy will be subject to disciplinary action up to and including discharge or termination of employment.

**Faculty and Staff Sanctions include the following:**

- Warning (verbal or written)
- Counseling
- Demotion
- Probation
- Administrative Leave with or without pay
- Termination from employment

**Guests and Other Third Parties** who are found to have violated this Policy will be subject to corrective action deemed appropriate by the College, which may include removal from the campus and termination of any applicable contractual or other arrangements. The MIAD host is responsible for notifying guests of this policy and monitoring behavior to ensure compliance.

In instances where the College is unable to take disciplinary action in response to an alleged violation of this Policy because a reporting party requests confidentiality or for some other reason the College is prohibited from acting, the College may nonetheless pursue other steps to limit the effects of conduct that violates this Policy and prevent its recurrence.

## APPEALS

Either party may appeal a decision of no violation or no finding. If there is a finding of a violation of the Policy, either party may also appeal that finding and any sanctions/corrective actions issued. The appeal process is not a re-investigation or re-hearing of the entire matter; rather it is a review of the record and process only. Appeal decisions are to be deferential to the original investigative findings and determination, remanding only when there is clear reason to do so. The appeal process under this Policy is outlined below:

1. Appeals of the College's Title IX Coordination Team's decision must be submitted in writing to the Title IX Deputy Coordinator within five (5) business days of receiving the written notice of the Title IX Team's determination – the date sent via email.
2. The Title IX Deputy Coordinator will determine if the appeal is timely. If the appeal is timely, the Title IX Deputy Coordinator will notify the Appeal Officer, MIAD's Vice President of Academic Affairs (VPAA).
3. Acceptable appeals must be based on one or more of the following: (i) new evidence or information that was unavailable at the time of the decision and is sufficient to alter the decision, (ii) the sanction imposed is disproportionate to the violation, or (iii) allegations that the Title IX Coordination Team deviated from the procedures outlined in the College's Sexual Offense Policy in a way that substantially altered the outcome of the case. Disagreement with the Title IX Coordination Team's findings is not sufficient grounds for appeal.
4. The VPAA will review the appeal request to determine if it satisfies the grounds for appeal set forth in #3 above and will notify the parties in writing of the decision regarding this issue. If the VPAA determines that the appeal request satisfies one or more grounds for appeal, the party that did not initiate the appeal will then have five (5) working days to submit a written response to the appeal.
5. All appeals will be reviewed by the VPAA. The VPAA will review the Final Investigation Report, the sanction(s) applied, the Title IX Coordination Team's outcome notice and the response of the party who did not appeal. The VPAA may also interview the Investigator(s), the reporting and responding parties, or any other person who participate in the investigation or resolution process.
6. The Appeal Officer may take one of three possible actions on appeals: 1) uphold the original finding(s) and/or sanction(s); 2) remand to the original investigators for further investigation or fact-finding, in which case the investigation process is reopened and the Title IX Coordination Team will complete the investigation and deliberation process outlined earlier in this policy; 3) remand to the Coordination Team with recommendation for revision of finding and/or sanction.
7. Both parties will be informed simultaneously in writing of the outcome and rationale of any appeal decision within ten (10) business days of the date by which all requested information is received by the Appeal Officer (VPAA), unless the College determines that good cause exists to extend the time to complete the appeal process, in which case the parties will be notified and provided with an explanation of the reason for the extension.
8. Either the reporting or the responding party may submit one appeal. Neither the reporting party nor the responding party will be entitled to any additional appeals. Appeal outcomes may not be re-appealed.

### 3.16. ONGOING PREVENTION AND AWARENESS CAMPAIGNS

The College will provide ongoing prevention and awareness programs and campaigns for students and employees.

### Educational Programming

The College will provide the following educational programming designed to promote the awareness of sexual assault, domestic violence, dating violence and stalking.

**1. Officials with responsibility for investigating or adjudicating alleged violations of this Policy and/or issuing sanctions for violations of this Policy related to sexual assault, domestic violence, dating violence or stalking are required to participate in:**

- Training on an annual basis on the issues related to sexual assault, domestic violence, dating violence and stalking; and
- Training on at least an annual basis on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

**2. Primary Prevention and Awareness Programs**

The College will provide primary prevention and awareness programs for all incoming students and new employees that include the following:

- a statement that the College prohibits the offenses of sexual assault, domestic violence, dating violence and stalking, and a description of the College's policies that prohibit this conduct;
- the definition of consent, in reference to sexual activity, as defined in the applicable jurisdiction;
- the definition of sexual assault, domestic violence, dating violence, and stalking (or similar offenses) in this Policy and in the applicable jurisdiction;
- a description of safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking;
- information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- the procedures that a reporting party should follow if sexual assault, domestic violence, dating violence, or stalking has occurred, as described in this Policy;
- the possible sanctions and protective measures that the College may impose following a final determination of a violation of College Policy regarding sexual assault, domestic violence, dating violence, or stalking;
- the procedures for the College's investigating process in cases of alleged sexual assault, domestic violence, dating violence, or stalking, as described in this Policy, including the standard of proof that is used;
- information about how the College will protect the confidentiality of the parties and how the College will maintain as confidential any accommodations or protective measures provided to the reporting party, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures;
- a statement that the College will provide written notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available for students and employees both within the College and in the community;
- a statement that the College will provide written notification to parties about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures, if so requested by the party and if such accommodations are reasonably available, regardless of whether the reporting party chooses to report the crime to campus security or local law enforcement; and
- a statement that, when a party reports to the College that they have been a victim of sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on or off campus, the College will provide the parties involved with a written explanation of their rights and options.

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<sup>1</sup>Wisconsin Statute 940.225: Consent is words or overt actions indicating a freely given agreement, intelligent, knowing and voluntary, an affirmative (not the absence of a negative). Consent is not silence, a failure to fight back, or implied. Consent is null and void if: judgment is impaired by drugs or mental illness, someone changes her/his mind, someone under the age of 18 is consenting to sexual intercourse, someone under the age of 16 is consenting to sexual contact, or consent was given under pressure/coercion.

<sup>2</sup> Sexual contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

<sup>3</sup> Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion

<sup>4</sup> Sexual Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

## **4. 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.

### **4.1. 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.

### **4.2. CIVILITY ON CAMPUS**

MIAD's 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 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.

### **4.3. 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.

### **4.4. APPROPRIATE STUDIO USE POLICY**

Loud music or any other disruptive 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.

### **4.5. 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. Violations of this policy risk serious penalties, ranging from formal warnings, restitution, and the possibility of immediate expulsion from MIAD. Milwaukee Municipal Ordinance also 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.

#### **4.6. 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.)

#### **4.7. 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.

#### **4.8. 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 *Two50Two*. 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. Neither smoking nor vaping are allowed in or in front of the MIAD academic building or MIAD approved housing. 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.)

#### **4.9. ALCOHOL AND DRUG TREATMENT PROGRAM - PROCEDURE**

A student’s involvement with drugs can adversely affect academic performance, jeopardize personal wellbeing, 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 Student Accessibility Counselor (Rm. R100B / X3347) 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 Student Accessibility 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 Student Accessibility Counselor.

#### **4.10. 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.

### 4.11. 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>
Driving	3rd: \$500-\$750 & up to 2 yrs. jail, <u>REV</u>
	1st: \$440-\$550 & 6-9 months <u>SUS</u>
While Intoxicated	2nd: \$550-\$1250, 5 days-6 months & up to 1 yr. jail, <u>SUS</u>
Open Container in Vehicle	3rd: \$500-\$750 & up to 2 yrs. jail, <u>REV</u>
	Driver: \$125
Homicide while DWI Chemical Test	Passenger: \$67.50
	Up to \$10,000, up to 5 yrs. Jail, 5 yrs. <u>REV</u>
	1st: 12 months <u>REV</u>

Refusal                    2nd: 24 months REV  
                                  3rd: 36 months REV

Please note these fines may change at any time.

SUS = Suspension of Driver's License      REV = Revocation of Driver's 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	All drugs in schedule except narcotics: \$100,000 and 20 yrs. to life 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
II <u>Narcotics &amp; others</u> : Same as above	Same as above
	<u>Heroin (&gt;3 g)</u> : \$100,000 – \$200,000 and/or up to 15 yrs. jail
	<u>Heroin (&gt;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
III \$15,000 and/or 3 yrs. jail	\$500,000 and/or 3 yrs. jail
IV \$5,000 and/or 1 yr. Jail	\$200,000 and/or 1 yr. jail

## 5. 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 College Judiciary 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 Vice President of Academic Affairs (VPAA) 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.

## 5.1. 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 College Judiciary 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 College Judiciary Committee has these additional rights:*

- The right to view in advance of the hearing written material to be presented to the College Judiciary 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 College Judiciary 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 College Judiciary Committee.
- The right to present questions to the College Judiciary 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.

## 5.2. 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 VPAA 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.

## 5.3. 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 actions that disrupt the learning environment)
- 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.

## 5.4. COLLEGE JUDICIARY COMMITTEE

The College Judiciary Committee is convened by the Vice President for Academic Affairs (VPAA) for all potentially suspendable or expellable offenses or when the student elects to have the incident resolved by the College Judiciary Committee rather than by an Administrative Hearing. The VPAA will determine membership of the hearing panel. The VPAA 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 College Judiciary 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 College Judiciary Committee may suspend or expel a student or apply any of the already listed sanctions. Failure by the student to appear at a College Judiciary 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.

## 5.5. DISCIPLINARY HEARING GUIDELINES

The following guidelines apply to both administrative hearings and hearings before the College Judiciary Committee:

- All hearing officers and College Judiciary 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 College Judiciary 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 College Judiciary 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 College Judiciary 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.

## 5.6. DISCIPLINARY HEARING SANCTIONS

The college judicial committee 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 actions that disrupt the learning environment)
- 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
- Suspension, temporary termination of MIAD enrollment
- Dismissal, permanent termination of MIAD enrollment

## 5.7. 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 VPAA 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 and activities.

## 5.8. 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.

## 5.9. 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. If no contact is listed readmission must be initiated through the Registrar. Students who are dismissed from MIAD for disciplinary reasons are prohibited from applying for readmission into the college.

## 5.10. 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 (VPEM), 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 VPEM 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 VPEM. 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 College 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 VPEM. 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 VPEM. The student will be required to sign a release giving appropriate College

officials access to relevant psychological assessments, risk assessments for violence or self-harm, counseling and/or medical documentation. Written verification by an appropriate medical 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.

## 5.11. 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.

**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:

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:

1. An impromptu committee is formed, chaired by the Dean of Students, with representatives from:
    1. Student Services
    2. Security
    3. Admissions
  2. 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?"
    1. The committee may choose to hear from the student in person to clarify information but is not obligated to speak to the student.
    2. Criteria to consider
      1. Was the crime violent?
      2. Would the student body be in danger if the student is allowed to enroll?
- Are there extenuating circumstances which need to be addressed and/or clarified?
  - The committee can elect to:
    1. Enroll the student with no conditions
    2. Allow the student to attend with special conditions determined by the committee
    3. Prohibit the student from living in the Residence Hall
    4. Deny the student's enrollment
1. After a decision is made:
    1. The Dean of Students drafts a letter that is sent to the student.
    2. 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
      1. The Registrar
      2. The Vice President for Enrollment Management
      3. The Director of Admissions

## 6. ACADEMIC POLICIES

### 6.1. 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 instructor to maintain a constructive learning environment. In order to foster effective education, the instructor 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.

## **6.2. ACADEMIC COMPLAINTS**

Students who have concerns about classroom environment issues, problematic interactions with a faculty member, course content deviating from the course description and/or syllabus, or other academic issues are directed to the Dean of Students. Students can air their concerns to the Dean confidentially. The Dean will investigate to the extent the student is comfortable and suggest remedies. The student, depending on their desire to remain confidential, controls which remedies are pursued.

## **6.3. 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, students must use their MIAD gmail address.

## **6.4. 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 must 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.

## **6.5. 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.

## **6.6. ACADEMIC COMPLAINT POLICY**

Students who believe they are being subjected to a hostile classroom environment, are being treated in the classroom, feel course materials are not in keeping with the course description and/or syllabus, or other academically related complaint are referred to the Dean of Students who will in turn investigate the complaint and intervene to remedy the situation as the facts dictate. Students may make a complaint confidentially if they are concerned about retaliation. However, confidential complaints significantly limit the scope of remedies available to the Dean of Students.

## **6.7. CREDITS**

Credits at MIAD are determined as follows: In Studio courses, one semester hour typically represents two hours of in-class time plus one hour of outside studio work per week for 15 weeks (a total of 9 hours/week total of both in-class and outside-of-class work for a 3-credit course). In Liberal Studies courses, one semester hour of credit typically represents one hour of in-class time per week and an expectation of 2 additional hours of homework per week outside of class per 15-week semester (3 hours in-class and 6 hours outside-of-class work per week). It is the student's responsibility to maintain accurate information regarding credits earned toward their degree. Staff in the Registrar's office are available to assist students with the evaluation of their credits earned.

## **6.8. CRUELTY TO ANIMALS**

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

## **6.9. 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.)

## **6.10. 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 (RL95/x3344) for information on the policy & procedure of medical leaves or reduced course loads.

## **6.11. 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 Registrar's Office, 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. Students on the MIAD Payment Plan, for whom the first installment has been received, are considered registered. Students are also considered registered if the Vice President for Financial 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.

### **6.11.1. ADDING/DROPPING A COURSE**

All course Additions and Drops must be completed on an official Add/Drop Form available from the Registrar's Office (R45). Students may add courses and change class sections prior to the close of open enrollment, which ends on the 5<sup>th</sup> day of the 1<sup>st</sup> 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 tenth 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 tenth 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.

### **6.11.2. 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, students declared in the major 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.

### 6.11.3. 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.

### 6.11.4. 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 college; 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 Registrar's Office.

### 6.11.5. ACADEMIC APPEALS

Students have the right to appeal grades assigned by their faculty and may also appeal if they are academically dismissed. Any student wishing to file an academic appeal must submit their appeal to the Dean of Students within 18 calendar days of grades being sent out by the Registrar. Academic appeals must be sent from the student's MIAD gmail account to the Dean's MIAD gmail account [tonynowak@miad.edu](mailto:tonynowak@miad.edu) and they must contain 1) a detailed explanation of the reason for the appeal and 2) documentation (if available) supporting the appeal. Questions regarding submission of academic appeals should be directed to the Dean of Students [tonynowak@miad.edu](mailto:tonynowak@miad.edu).

## 6.12. STUDENT ON LEAVE: POLICY/PROCEDURE

A student who wishes to temporarily withdraw from MIAD can become a Student on Leave. This option is designed to help students who, for medical, financial, family, or other, reasons need to temporarily suspend their studies at MIAD.

### Eligibility & Requirements

- Students are eligible to take a Leave of Absence from MIAD for 1 semester. The student must contact the Financial Aid office to discuss their financial aid eligibility and responsibilities going forward. If the student does not return after the semester on Leave, they will be formally withdrawn from MIAD per Department of Education regulations. The student's withdraw date will be retroactive to the first day of their leave.
- Upon request of the student, MIAD will hold a student's merit scholarship for one additional semester if the student is unable to return from their approved semester on leave. The student must notify their MIAD staff contact prior to the end of their approved semester on leave.
- 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.
- 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 Registrar, Jean Weimer (Room RL45D), who will assist them with potential changes to their program of study.
- Students may only apply for a Leave of Absence 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 Registrar's Office.

### **Procedure**

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

## **6.13. STUDENT ARTWORK**

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.

## **6.14. USE OF ARTWORK & PERSONAL PHOTOGRAPHS**

The Milwaukee Institute of Art & Design has the right to photograph students and student 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.

## **7. INSTRUCTIONAL TECHNOLOGY POLICIES**

### **7.1. EMAIL POLICY**

#### **EMAIL POLICY**

Students are given a MIAD Username and password, which provides access to a number of secure systems, including mail.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 gmail.miad.edu. MIAD email accounts will be set up and serviced 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 respond to currently enrolled students via MIAD Google Apps accounts.

### **7.2. TECHNOLOGY AND NETWORK RESOURCES USE POLICY**

#### **1. PURPOSE**

Milwaukee Institute of Art & Design (MIAD) provides information technology and network resources for educational, research and administrative applications for its current faculty, staff, students and guests (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 information technology and network resources 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 information technology and network resources is consistent with the education, and service-learning mission of the College. Such use includes instruction, independent study, research, community service, and 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 information technology 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 information technology and network resources and to retrieve and read any E-mail message, or other communication sent and/or received using College resources.

**2.3.** Authorized users of MIAD information technology 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.

**2.4.** Authorized users of MIAD information technology and network resources are personally responsible for the safety and security of said resources while in possession and/or use of them. In the case of lost, stolen, or damaged equipment, the authorized user, based on the degree of loss or damage, shall pay a minimum of 50% of the replacement value to the College. All repairs of MIAD information technology and network resources must be completed or authorized by MIAD's Technology department. All reimbursement requests for technology repairs and/or purchases must have prior approval from MIAD's Technology department to be eligible for reimbursement.

## **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, projectors, 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.

#### **1. 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.

### 1. 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.

#### 1. Users of the MIAD Computer Resources may not:

1. Restrict or inhibit any other user from using and enjoying the College Collaborative information technology and network resources.
2. Through the use of MIAD's Technology resources violate MIAD's Code of Conduct as outlined in the *MIAD Student Handbook*
3. Post or transmit any unlawful, private data (such as credit card or social security data), 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.

#### 2. 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.

### **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.

### **5.6 Bring your own device (BYOD)**

The MIAD Community has the privilege to bring their digital devices to use on campus. For BYOD, a “device” is a privately owned by the individual and not by MIAD. The owner is fully responsible, at all times, for the personally owned device brought to campus. MIAD is not liable for any loss/damage/theft of any personally owned devices. The owner is responsible for the condition of the device brought to school, including data/backup, updates, antivirus software, and repairs. Use of such device must adhere to the guidelines addressed in this document. The College reserves the right to extend, limit, restrict or deny privileges and access to its information technology and network resources.

## **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.

## 8. ACADEMIC SUPPORT SERVICES

### 8.1. 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 Fall and Spring Semesters:

Monday – Thursday 8:00 AM–11:00 PM

Friday 8:00 AM–5:00 PM

Saturday 12:00 AM–5:00 PM

*Summer hours are Tuesday through Thursday from 12:00-5:00.*

*There may be special hours for school development projects occurring during summer weekdays.*

### 8.2. MIAD LEARNING COMMONS: LIBRARY & LEARNING RESOURCE CENTER (RL100)

MIAD's Learning Commons combines the resources of the Library with the personnel of the Learning Resource Center (LRC) to give students comprehensive services in one convenient location. Situated on the River Level, at the far west end of the Pettit 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.

**Library and Learning Resource Center hours** can be accessed on the MIAD Library e-Portfolio at <https://sites.google.com/a/miad.edu/miad-lib/>

### 8.3. LIBRARY

The Library gives students, faculty, staff and alumni on-site access to 25,000 books and DVD's, 100+ current periodicals, reserve items, and an impressive and up-to-date collection of career materials. In general, library materials circulate for a period of 4-weeks, with the possibility of two renewals. The MIAD I.D. serves as a library card. Computers in the library offer access to the online catalog, research databases, electronic reserves, the Internet, and Microsoft Office programs. One printer-copier and four laptop workstations with power outlets are also available. Because MIAD is a member of the SWITCH consortium, one of eight area colleges sharing their library resources, more than half a million additional items are available for request via the shared online catalog TOPCAT, with next-day delivery to MIAD.

### 8.4. LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) provides students, through use of one-on-one tutoring and mentoring sessions, with the academic support they need to be successful in their studies and to develop skills for life-long learning.

**Tutoring:** Students can work with either a staff member or a peer tutor in individualized tutoring sessions. Peer tutors/mentors are knowledgeable and experienced in the MIAD community. They are student advocates and caring role models, possess strong academic and problem solving skills, are good listeners, patient, compassionate, responsible, and dedicated to helping other students discover their potential to succeed at MIAD.

Students may schedule weekly appointments with a Learning Resource Specialist or peer tutor/mentor, or they may choose to

come only when they have a specific question or assignment.

**English as a Second Language (ELL) Assistance:** English language tutoring is available in the Learning Resource Center. For more information on our ELL services, please contact the Associate Dean of Students (RL95/x3344).

## 8.5. DISABILITY SERVICES (ROOM RL95)

MIAD provides students with disabilities reasonable and appropriate accommodations. Students with a disability, whether physical, learning, or psychological, are encouraged to contact MIAD's Student Accessibility Counselor, Becky Skupien. Becky's office is located in room RL95. Students must meet with the Student Accessibility Counselor 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 Counselor 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.

### 8.5.1. RIGHTS AND RESPONSIBILITIES OF STUDENTS WITH DISABILITIES

#### 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 Counselor of their disability to receive academic accommodations.
- Students with disabilities must meet privately with the Student Accessibility Counselor to determine reasonable and appropriate accommodations.
- Students with disabilities must provide the Student Accessibility Counselor 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.

### 8.5.2. PROCEDURE FOR OBTAINING DISABILITY ACCOMMODATIONS

First, students must notify the Student Accessibility Counselor, Becky Skupien (Room RL95, x3347, rebeccaskupien@miad.edu) of their disability.

Next, schedule a private conference with the Student Accessibility Counselor 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 Counselor's office (RL95).

Finally, after the Student Accessibility Counselor 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 Counselor to discuss the accommodations (not the disability) outlined in the letter. Students must present the

letter from the Student Accessibility Counselor to the appropriate faculty and staff before they can receive accommodations.

Students receiving accommodations must also meet with the Student Accessibility Counselor when they believe they need modifications in their accommodations. The Student Accessibility Counselor 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 Counselor no later than the first three weeks of class. Students must renew accommodations at the beginning of each semester.

### **8.5.3. 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 Counselor will assist students and be their advocate throughout this process. Students applying for international programs must first inform the Student Accessibility Counselor about their intention to participate in the program. The Student Accessibility Counselor 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 Counselor 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 Counselor.

### **8.6. ACADEMIC ACCOMMODATION - UNDUE HARDSHIP**

This section of the ADA addresses the fact that not all accommodations can be provided in all settings. The ADA stipulates that colleges are not required to provide an accommodation that will impose an "undue hardship" on the operation of the college, where "undue hardship" means significant difficulty or expense in, or resulting from, the provision of the accommodation. The following criteria are used to help make the determination of what constitutes an "undue hardship."

- Financial resources: Does the cost of the accommodation exceed the college's financial resources
- Alteration or change in the course requirements: According to MIAD's Accessibility Policies and Procedures, would the accommodation require a change to the course learning objects and/or requirements?
- Disruption of other students: Does the student with a disability's presence in class disrupt the class to the extent that achieving the course's learning objectives is not possible? (Once a student is enrolled in a course and continues to disrupt the learning environment, the instructor may have a case for claiming "undue hardship" on the basis of disruption.
- Safety: If a student poses a direct threat to themselves or others, regardless of disability, the student can be removed from class.

In cases where the implementation of academic accommodations causes undue hardship on the college and its learning environment, the accommodation may be denied. MIAD's Accessibility Coordinator, in consultation with the Academic Standards Board, will make the determination of what constitutes unreasonable accommodations.

Once a student is enrolled in a course the instructor may request that a student be removed from the course if the disruption caused by a student's disability prevents the class from achieving the course's learning objectives. Again this decision will be made by the Accessibility Coordinator in consultation with the Academic Standards Board.

### **8.7. CHRONIC HEALTH STATEMENT**

Students with chronic health conditions or respiratory problems are advised to contact MIAD's Student Accessibility Coordinator to discuss reasonable accommodations to protect the health and safety of the student.

## 8.8. PREGNANCY STATEMENT

Any student who is/suspects they are pregnant, are strongly advised to contact the Associate Dean of Students, Jennifer Crandall, to discuss reasonable accommodations to protect the health and safety of the student and developing fetus.

## 9. CAREER SERVICES & STUDENT EMPLOYMENT

### CAREER SERVICES

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, Office Suite 275  
[careerservices@miad.edu](mailto:careerservices@miad.edu)

Christina WickHeiser, Associate Director of Career Services  
[christinawickheiser@miad.edu](mailto:christinawickheiser@miad.edu), 414-847-3276

Duane Seidensticker, Executive Director of Advising and Career Services  
[duaneseidensticker@miad.edu](mailto:duaneseidensticker@miad.edu), 414-847-3274

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.

### 9.1. CAREER RESEARCH, RESOURCES, AND JOB SEARCH

Career Services offers advice and resources to assist students as they learn of and research career options and pursue their profession of choice.

Career Research and Job Search:

- Assessing interests and skills
- Art and design job options
- Researching art/design related businesses
- Resumes, cover letters and other job search correspondence
- Interviewing/portfolio presentation
- Salaries and wages
- Job listings and classifieds

Self-Employment and Art Sales:

- Legal information/contracts
- Marketing and self-promotion
- Gallery research
- Freelancing
- Insurance
- Pricing
- Starting a business

Networking:

- Strategies and resources
- Alumni connections
- Associations and organizations

Continuing Education and Professional Development:

- Graduate schools
- Artist residencies
- Grants and funding
- International opportunities

## 9.2. CAREER WEB AND LIBRARY RESOURCES

Career and job search resources are primarily available through two web sites (CanvassCareers and Moodle) and in the MIAD Library. CanvassCareers is a web-based system that includes part-time and full-time job announcements, freelance and commission projects, internships, and exhibit opportunities. It also contains a directory of businesses/organizations who would be prospective employers/clients. Student/graduate profiles that are viewed by employers can be set-up on this system. Moodle is MIAD's college-wide web resource system. Career Services resources are located within this site. These resources cover many of the topics listed above.

To access these resources, please contact Career Services or visit the MIAD web site ([www.miad.edu](http://www.miad.edu)), click "Login" on the menu bar and then locate "CanvassCareers for Students and Graduates" and "courses.miad.edu MIAD's Moodle site". Students are strongly encouraged to regularly use these resources to learn about the variety of professional opportunities available to designers and artists and to develop a strategy on how to become engaged with your profession and pursue opportunities.

The MIAD Library has many career books and professional magazines. The books contain detailed information about specific art/design careers and how to prepare oneself for the job search. The magazines will keep you current with the many art/design professions.

## 9.3. 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 internships. Students will receive a grade for their performance and three credits—the same as any studio course elective.

Students interested in an internship should follow this process:

1. Contact Career Services to review internship eligibility, requirements, and guidelines. Then contact your Faculty Internship Advisor.
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 proposal/agreement form.
3. If selected by a business, you and your supervisor must complete and sign the internship proposal/agreement form.
4. Submit the internship proposal/agreement form to the Career Services Office. You must submit this form at the start of your internship hours to register and receive credit.
5. Complete the internship. If you have any questions or concerns during the internship, contact Career Services.
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.

## 9.4. ON-CAMPUS EMPLOYMENT (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 Career Services if you are interested in an on-campus job.

## 9.5. DISCLAIMER

MIAD's Career Services resources, advice, and assistance 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 available positions listed by the Office. The Office is not able to research the integrity of each and every organization or individual that contacts MIAD with a position. Students and graduates/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 business, individual, or their listing has been misrepresented or is misleading.

## **10. COMMUNICATION**

### **10.1. PERMANENT ADDRESS**

All mailed communication from MIAD goes to your permanent address as listed in the Student Registration System. To receive critical information mailed to you by the College it is imperative that you maintain an accurate permanent address. Many students change their permanent address while in college and whenever you do so you must also change your permanent address with the Registrar's Office.

### **10.2. 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 Registrar's Office in R45 on the River Level. The Address Change Form is also available on-line at: [www.miad.edu/downloads/miad\\_reg\\_change\\_address.pdf](http://www.miad.edu/downloads/miad_reg_change_address.pdf). Because MIAD sends important documents to the address students provide at Registration, it is important to promptly notify the Institute of address and/or phone number changes.

### **10.3. 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 and the residence hall. All student postings must be approved by Student Services (R45). 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. Signs and posters may not be put up on windows or doors in Lobby area without permission.

### **10.4. 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. Grades & academic standing notices (Four Week Reports, Midterms, Final Grades, Probation and Suspension Notices) are also sent to your MIAD email address. Consequently, it is important that you check your MIAD e-mail account daily to ensure that you don't miss important information from the College.

### **10.5. 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. The Associate Director of Student Services edits the newsletter 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.

## 10.6. TELEPHONE MESSAGES

Students may only receive emergency messages through the MIAD main telephone system; MIAD cannot 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.

## 11. COUNSELING & HEALTH SERVICES

### 11.1. 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's Medical Center is not equipped to handle serious injury, major illness, or needed hospitalization.

### 11.2. 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 eligible to enroll in an Affordable Health Care Act compliant health insurance policy. All students receive enrollment information at the beginning of the Fall Semester each year. 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 by law 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.

### 11.3. MARQUETTE UNIVERSITY COUNSELING CENTER

[www.marquette.edu/medical-clinic](http://www.marquette.edu/medical-clinic)

All full-time MIAD students are provided full counseling and health services at Marquette University at no additional cost. Part-time students may still go to Marquette but they will be billed for the services they receive. Marquette University's Medical 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 545 N. 15th Street in the Schroeder Complex, lower level. An appointment is required. (Phone 414.288.7184)

#### **Patient Care Hours**

Monday – Wednesday: 8:30 a.m. – 4:30 p.m.

& Friday 9:30 a.m. – 4:30 p.m.

Walk-In Health Services are available at Medical Clinic East at 707 N. 11<sup>th</sup> Street, Suite 130. Walk-in basis only. Please check website for hours.

#### **Services Offered**

- Urgent care for illnesses, minor injuries, skin rashes and' infection testing for mono, strep and UTI's
- Women's Health Care
- Men's Health Care
- STD Evaluation



- Minor surgical procedures including suturing
- Immunizations
- Physicals
- Laboratory tests (as ordered by Marquette provider)

For more information about these services, please call the Marquette Health Service Clinic at 414.288.7184.

## 12. COURSE AND DEGREE REQUIREMENTS

### 12.1. COURSE DESCRIPTIONS

Descriptions of all courses offered in MIAD's degree programs can be found on MIAD's web-site. More detailed descriptions can be obtained from the appropriate academic department.

### 12.2. 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.

### 12.3. MAJOR EMPHASIS

During 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

- New Studio Practice

### 12.4. MINORS

Students have the option of declaring a minor to enhance their major program of study. All studio majors may be declared as minors as well as Book Art, Digital Media, Furniture, Art History, Writing, Science, and Humanities. We also offer Business, Advertising, Copywriting, and Psychology minors through a cross-registration agreement at Marquette University.

A minor consists of a minimum of 15 credits, and may double count towards major requirements if applicable. (Example: studio minor classes will apply towards studio electives in major program of study and HU/WR cross-listed classes will apply

towards required Humanities class and towards a writing minor.) The credits of a minor must be earned at the Milwaukee Institute of Art & Design (unless they are part of an approved Marquette minor) if they are part of the 30 residency credits. See the *Student Handbook* for Residency Policy.

## 13. FINANCES AND FINANCIAL AID

At MIAD, student financial matters are handled in the Financial Aid and Student Accounts Suite, RL10.

**The Student Accounts Offices** are where you go to ask questions about your MIAD charges, make payments, and enroll in Payment Plan Agreements.

**The Financial Aid Offices** are 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.

### 13.1. 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. The Financial Aid Office strives to make funds available to all students in a fair and equitable manner. We can help with all sources of potential student financial aid, including those that are not based on financial need. 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. MIAD determines your eligibility for financial aid based on information submitted to our office by the Free Application for Federal Student Aid (FAFSA).

### 13.2. 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.
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 may not be in default on any educational loan or owe a repayment on a grant or loan.

### 13.3. 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). The FAFSA is completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). MIAD recommends that you use the IRS Data Retrieval to input your Federal tax information from the IRS directly into the FAFSA. The information submitted on the FAFSA is used to determine eligibility for all of the various types of financial aid sources that MIAD participates in (including the MIAD Grant). The Department of Education randomly selects FAFSA applicants for verification. 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 is sent to you. Your MIAD financial aid package will include 2 copies of your financial aid award letter and a financial aid bulletin with important information for you to read. You are required to indicate on one copy of the award letter your intent to accept, change, or decline the award. You must sign and return this copy to the Financial Aid office. The 2<sup>nd</sup> copy is for your records. 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.

## 13.4. STUDENT ACCOUNTS OFFICE & PAYMENT

### PAYMENT FOR TUITION, FEES, AND CHARGES

Preliminary Charges and Financial Aid: Tuition, fees, and mandatory meal plan charges for any student living at Two50Two are due in full by the 1<sup>st</sup> day of classes. Statements itemizing initial charges and preliminary financial aid will be mailed at least one month prior to the start of the semester. Students are responsible for any remaining statement balances. Students showing a negative balance (in parentheses) on their statement will receive a refund after financial aid has been finalized, approximately three weeks after the start of the semester.

Additional Charges and Financial Aid Adjustments: Changes made to a student’s account after the initial statement has been mailed are due when change is made. Additional charges include, but are not limited to: health insurance, commuter meal plans, replacement ID cards, parking fees and various fines.

MIAD Payment Plan Agreement: Students who cannot pay their statement balance in full on the due date should consider enrolling in a MIAD Payment Plan Agreement. The plan allows for the remaining balance to be spread out over a period of time during the academic semester, and is administered by MIAD. No enrollment fee will be charged for payments made by automatic withdrawal from a checking or savings account. Additional payment options are also available for a nominal enrollment fee. Payments will be due monthly and can be set up for the 1<sup>st</sup> or 15<sup>th</sup> business day of each month.

Students can sign up for payment plans at any point in the semester but must be enrolled prior to the 2<sup>nd</sup> week of classes to avoid late fees.

Failure to Pay: Students who fail to pay their statement balance in full or enroll in the MIAD Payment Plan Agreement no later than the 2<sup>nd</sup> week of class will be charged a late fee of \$100 per semester. Further, if you fail to fulfill your financial obligations, you may be barred from attending current classes, subject to dismissal at any time, and your account may be sent to a collection agency. Transcripts are not available to any current or former student with an outstanding financial obligation to the school.

## 13.5. REGISTRATION AND ADMISSION LOCKS AND HOLDS

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 Student Accounts. (See “Registration Information” in the “Academics” section of the Handbook for more information.) If you have not complied with this policy, your account will be placed on a Registration Lock and you must report to the Student Accounts Office to make payment arrangements. If you have an outstanding balance with Two50Two, your Student Account can also be placed on a Residence Lock, barring you from registering for future classes.

If you have an outstanding balance on your account but have a Payment Plan Agreement with MIAD that is not past due, your Student Account will be placed on a Business Hold. Students with a Business Hold can register and attend classes, but will be asked to report to the Student Accounts Office to confirm any outstanding balances still due.

## 13.6. MIAD REFUND POLICY

If you drop courses after financial aid has already been applied 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 or 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 and fees is as follows:

Withdrawal Date	Tuition Refund	Fees Refund
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End of first week of class .....	100%	.....	100%
End of second week of class.....	75%	.....	non-refundable
End of third week of class .....	50%	.....	non-refundable
End of fourth week of class.....	25%	.....	non-refundable
After the fourth week of class .....	No Refund	.....	non-refundable

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.

### 13.7. 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, Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Parent Plus 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. 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.

### 13.8. 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 Vice President for Academic Affairs’ 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*.

### 13.9. SCHOLARSHIPS

MIAD merit based scholarships are awarded to students based on their high school grade point average and admissions portfolio when they are accepted to MIAD. Your merit-based scholarship will be renewable each year as long as you are enrolled as a full-time student with a cumulative grade point average of 2.0 or better. In the case where a student is less than full-time in their last semester, the scholarship eligibility will be prorated.

### 13.10. VETERAN’S BENEFITS

As a veteran, or dependent of a veteran, you may be eligible for benefits if enrolled in the BFA Degree Program. You must contact your local area office of the Veteran’s Administration for eligibility forms that you then must submit to the Registrar’s Office at MIAD. The Registrar will then certify student’s enrollment to the Veterans Administration Office each semester of

eligibility.

## 14. STUDENT SAFETY AT MIAD

Students are responsible for knowing the materials and processes they are working with and engaging in safe working practices at all times. Students will receive specialized training through instructors and lab staff and are required to familiarize themselves with this basic handbook on safety. Students not following proper lab procedures or material handling may put themselves or others in jeopardy and risk losing studio privileges.

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*This information does not replace other lab safety instruction you will receive from your lab techs.*

## GENERAL SAFETY PROCEDURES & INFORMATION

### KNOW YOUR MATERIALS

1. Always read labels on materials and familiarize yourself with hazards associated with materials you're using.
2. Material/ Safety Data Sheets (M/SDS) provide extensive information on:
  - Ingredients
  - Hazards to be aware of
  - Precautions to follow
  - Emergency Procedures
  - Disposal Procedures

M/SDS information can be found on MIAD's online directory which is accessible via smartphone, tablet, laptop or desktop computer. To access go to MIAD's URL link: [bit.ly/miad\\_msds](http://bit.ly/miad_msds) OR scan the QR code found on the red safety walls throughout the building. Bookmark this link so you have easy access to it.

3. There are three types of hazardous and/or toxic materials:
4. **POISONS** – These can destroy the health and possibly the life of a person once it is absorbed into their body (ex – printing solvents, powders and dusts, toxic metals like cadmium, cobalt, and mercury).
5. **IRRITANTS and CORROSIVES** – These can attack the exterior of the body and cause irritation and burns, particularly to the eyes (ex – photo chemicals, solvents, acids in printmaking, ceramic slurry).
6. **FLAMMABLES and COMBUSTIBLES** – These materials can cause fire damage when ignited (ex – solvents, adhesives, thinners, catalysts, paints, some dusts, some welding gases).
7. Know routes of exposure to these chemicals and protect yourself:
  - *Inhalation* – air quality (ex – use ventilation and/or wear an appropriate respiratory mask).
  - *Ingestion* – eating and hygiene (ex – do not eat food in the labs and wash your hands after handling any chemicals or materials).
  - *Absorption* – skin contact (ex – wear appropriate clothing, goggles and gloves).
8. Recognize body responses to these chemicals, both acute and chronic:
  - Respiratory system (lung sensitivity, coughing)
  - Skin (cracking, peeling, burning)
  - Digestive system (indigestions, nausea)
  - Central nervous system (headaches, narcosis, dizziness)

### KNOW YOUR PROCESSES, TOOLS, TECHNIQUES and HAZARDS

1. ASK QUESTIONS before using any tools or processes new to you
2. Use ventilation hoods and ducts (local and general exhaust)
3. Use tools correctly and for their intended purpose
4. Substitute less toxic materials when possible
5. Always cut away from the body and DO NOT use dull blades when cutting
6. Always check guard height and use guards when cutting
7. Avoid loose clothing and jewelry, tie long hair back, keep drawstrings and neckties tucked in
8. Be aware of potential hazards that are generated by different processes (ex – impact, heat, flying particles, metal fumes, noise, radiation, ultraviolet light)
9. Work in spaces that are appropriate for the materials you are using (ex – plaster only in plaster room)

10. Be aware of spontaneous combustion (red rag/solvent cans)
11. Never wash hands in solvent
12. No spray paints, fixatives, or adhesives may be sprayed indoors, unless in an appropriate spray booth.
13. Do not use toxic substances or processes that may affect others working in the same space.

## KNOW HOW TO PROTECT YOURSELF

1. Follow ALL safety and health precautions.
2. NO food or open drink containers allowed in the studio/lab areas. Eat in designated spaces.
3. ALWAYS wash your hands before eating and when leaving the studio.
4. Wear protective clothing and use appropriate Personal Protective Equipment (PPE).
  - Aprons
  - Gloves (choose appropriate gloves for materials being used)
  - Goggles / Face Shield
  - Dust masks
  - Earmuffs or ear plugs
  - Respirator (Talk to faculty or lab staff about appropriate respirator use and fitting)
5. Wash PPE separate from other clothing and materials.
6. If you have respiratory issues or are pregnant, please contact the Associate Dean of Students or speak to

faculty before working in areas with hazardous materials or processes.

## HANDLING HAZARDOUS MATERIALS

1. The sinks may NOT be used to dispose of chemical or paint waste.
2. Use flammable storage cabinets for storage of flammable solvents and mediums (1 pint or more).
3. Allow waste acrylics to dry before disposing in trash. DO NOT dump in sinks.
4. Use red solvent disposal cans and oily rag waste cans for disposal of used flammable liquids and flammable rag materials.
5. All purchased hazardous materials containers must be properly labeled with the container's contents, your name, and the date purchased. Those not labeled correctly will be disposed of.
6. DO NOT use food containers for storage of hazardous materials. All original labeling must be removed from recycled containers. Use HMIS Labels on all secondary containers and write:
  - Contents • Name • Date • Hazard rating
7. Read all manufacturers' labels and follow safety precautions.
8. Read and use MSDS sheets (material safety data sheets)
  - Understand chemical ingredients.
  - Follow physical and health precautions.
  - Use first aid emergency procedures.
  - Use proper personal protection equipment.
9. Materials which give off noxious or toxic fumes (spray paint, spray adhesives, spray fixatives) must only be used outdoors, or in designated spray booth areas only.
10. Pastels and chalks should be used with caution. Some contain heavy metals. Use a dust mask.
11. Students working with found objects must be extra careful and make sure they do not contain dangerous substances. Sanding of items with old paint is restricted. (Items painted prior to 1970 are likely to have been painted with lead paint whose particulates can be released during sanding and cause poisoning.) **ANY PAINTED MATERIAL OF UNKNOWN ORIGIN MUST BE TESTED FOR LEAD PAINT BY A 3-D LAB SUPERVISOR.**

## FIRE REGULATIONS

1. No smoking or vaping indoors, in studios, or anywhere in the building. Smoking and vaping can accelerate the toxic effects of some art products.
2. Keep all exit lanes, exits, and walkways clear.
3. Do not hang anything from light fixtures, plumbing or sprinkler systems.
4. No heaters, hot plates, or open flames of any kind.
5. No melting of waxes of any kind unless in designated areas. Waxes give off toxic fumes when heated.
6. Review and know the closest evacuation routes and safe meeting areas.
7. Temporary wiring (extension cords) are not to be used for permanent wiring.

8. Personal appliances are not permitted and no cooking of any kind is allowed in the studios.

## SPECIFIC STUDIO, MATERIALS & EQUIPMENT RULES

### PAINTING

1. No sinks may be used to dispose of paint waste.
2. Dispose of waste acrylics in trash. Do not dump in sinks. Let acrylics dry before disposing.
3. For oily liquid and solvent waste disposal, use red solvent disposal cans located at designated sinks.
4. Use red fire-rated containers to dispose of oily rags and towels. Do not dispose in open trash containers.
5. ALWAYS turn on the ventilation when working in the studio.
6. Use of turpentine is prohibited. Substitute with odorless mineral spirits (*Gamsol*) for thinning oil paints, changing colors, or a final cleaning of palette.
7. Use mineral oil or vegetable oil for initial cleaning of oil palettes or brushes. Usually brushes may be cleaned with soap and water.
8. Cover brush-cleaning containers with lid or aluminum foil while standing.
9. Never use solvents to clean your hands.
  - Use Nitrile gloves to protect your hands while oil painting.
  - Use baby oil (mineral oil) to clean your hands before washing with soap and water.
10. Clearly label all cans and secondary containers of mixtures with:
  - Your name
  - Date
  - Contents
11. Use tightly re-sealable containers.
12. Store containers of painting mixtures/ solvents in fire safe cabinets.

### PRINTMAKING

1. Do not wear clothing or jewelry that could get caught in the press. Do not wear open-toed shoes.
2. Tie long hair back when working. Keep drawstrings and neckties tucked in.
3. Discard ink/solvent soaked rags in hazardous materials container.
4. Wear PPE as instructed by faculty and Print Lab Technician (acid and solvent resistant neoprene gloves, safety goggles, dust mask, apron, etc.)
5. Should acid be spilled, neutralize with baking soda IMMEDIATELY and contact lab technician and/or instructor.
6. NO food or open drink containers are allowed in any of the print shops. Open containers can absorb solvent fumes even with ventilation. Drink containers with lids are allowed.
7. Do not mix cleaning agents together in the washout room. This can create TOXIC fumes.
8. Acid on skin should be rinsed thoroughly with water. Be sure to contact Lab Tech or Faculty if this happens.
9. Lab Tech permission is needed to use print facilities unless the individual is currently registered in a printmaking course.

### PHOTOGRAPHY

1. No food or drink in wet labs or digital labs – ever!
2. Be aware of water. Running water left unattended can cause flooding. Spilled water can cause slips or falls.
3. Learn where the safety wall is and what its contents are.
4. If you remove/use items from the safety wall, let the tech know so that items can be replaced.
5. Let a lab monitor or lab tech know immediately if there is an accident.
6. Be practical and use caution when using electrical equipment.
7. Keep cords and lights away from water/liquid.
8. Only use cords in good working condition. If you find something that is frayed or not working properly, ask for help.
9. Use ladders and step stools properly and with caution.
10. Use the ventilation system when working in the labs. Switch is outside the first darkroom. One switch turns on ventilation in both rooms.
11. See a lab monitor for assistance in the lighting studio and finishing room.
12. Never touch photo bulbs – they are explosive and toxic.
13. Use caution when cutting and trimming prints.
14. Always wear gloves and goggles when mixing chemicals.
15. Lab Tech permission is needed to use print facilities unless the individual is currently registered in a photo course.

## SCULPTURE / 3D-LAB

1. Think safety when planning each step of your project.
2. If you have not been trained, do not operate equipment or machinery.
3. Use personal protective equipment:
  1. ALWAYS wear safety glasses
  2. Use a dust mask if cutting grinding or sanding.
  3. Use a properly selected respirator where toxic fumes may be generated.
  4. Use ear plugs or ear muffs when necessary.
  5. Practice good hygiene:
    6. Wash your hands regularly and before eating and drinking.
    7. DO NOT eat or drink in the studio.
    8. Do not operate tools while under the influence of drugs, alcohol or medication.
4. Do not work by yourself. Have someone else with you at all times in the studio or lab.
5. Wear proper apparel:
  1. Wear protective apron or coveralls, wash regularly and separately from other clothing.
  2. DO NOT wear loose clothing, gloves, necklaces, rings, bracelets, neckties, drawstrings or other jewelry that might get caught in moving parts.
  3. Tie back long hair, as well as any drawstrings or neckties.
  4. Wear protective hair covering when welding.
  5. Non-slip safety shoes are recommended: NO bare feet, open-toed shoes, sandals or high heels.
6. Keep your work area clean and well-lit.
7. Keep guards of power tools in place and in working order.
8. Make sure all tools are properly grounded.
9. Do not use power tools in damp or wet locations or expose them to rain. Electric shock can cause serious damage or death.
10. Before using any chemical product:
  1. Turn on the ventilation.
  2. Use personal protective equipment.
  3. Read the MSDS and check the health rating. Ask lab techs about products.
  4. Read the label and follow all directions.
  5. Follow all safety and health precautions.
  6. Ask questions if you are not sure.
  7. Substitute less toxic materials
11. Fiberglass sanding and resin work may only be done in the Specialty Finishes Room in 3D Lab.
12. Students may NOT create wood or foam dust in the Sculpture area.

## APPROVED TOOL LIST FOR INDEPENDENT STUDIOS

ONLY those tools on the approved tool list can be used in independent studios. Approved tools include:

- Non-electric hand tools
- All battery-operated hand tools
- Hand-operated (not powered) miter saws
- Plug-in hand drills

## UNAPPROVED TOOL LIST FOR INDEPENDENT STUDIOS

*Items that are NOT approved include*

- chain saws
- reciprocating saws
- power sanders
- drill presses
- electric chop saws
- band saws
- miter saws
- table saw
- all other electric tools.



*These tools may ONLY be used in monitored and/or approved shop areas.*

## PORTABLE LADDER SAFETY TIPS

1. Read and follow all labels/markings on ladder
2. Avoid electrical hazards! Look for overhead power lines before handling a ladder. Avoid using metal ladders near power lines, exposed energized electrical equipment, or even changing light bulbs.
3. Do not use a ladder if it is damaged or broken.
4. Do not use a step ladder as a single ladder or in a partially closed position.
5. Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
6. Always maintain 3-points (two hands and a foot, or two feet and a hand) of contact on the ladder and always face the ladder while climbing.
7. Only use ladders and appropriate accessories for their designed purposes.
8. Ladders must be free of any slippery material on the rugs, steps or feet.
9. Use a ladder only on a stable and level surface, unless it has been secured to prevent displacement.
10. Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
11. An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support. Do not stand on the top three rungs of any ladder.
12. The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical support.
13. Do not place a ladder in any location where it can be bumped by someone walking by. Position safety barricades around the site to keep traffic away from the ladder.
14. Be sure all locks on an extension ladder are properly engaged.
15. Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.

## LOCKOUT/ TAG-OUT: CONTROLLING HAZARDOUS ENERGY

1. Lockout is the process of blocking the flow of energy from a power source to a piece of equipment and keeping it blocked out.
2. LOCKOUT is accomplished by installing a lockout device at the power source so that equipment powered by that source cannot be operated. A lockout device is a lock, block, or chain that keeps a valve or lever in the off position. Locks are provided by MIAD and can be used only for lockout purposes. They are never be used to lock toolboxes, storage sheds, or other devices.
3. TAG-OUT is accomplished by placing a tag on the power source. The tag acts as a warning not to restore energy – it is not a physical restraint. Tags must clearly state “Do not operate,” or the like, and must be applied by hand. • Only authorized staff members are able to lock and tag. (Building Maintenance, Lab Techs, Contractors.)
4. If you see a lockout lock or tag on a specific piece of equipment, machinery or breaker box, DO NOT attempt to operate it. You may notice locks and tags on equipment, which could mean several things, such as the machine guard is broken, someone is working on a breaker, there is a short, it is not working properly, it requires adjustments or maintenance and/or repairs are in need.
5. If you find a piece of equipment is not operating properly for any reason, the machine guard is broken, someone is working on a breaker, there is a short, it requires adjustments or maintenance and/or repairs are needed:
  - Unplug the equipment.
  - Ask someone to stay with the de-energized equipment.
  - Notify an authorized staff member immediately.
  - If no authorized staff member can be found, please call the Director of Safety at x3300.

## EMERGENCY INFORMATION

**ALL students should familiarize themselves with the Emergency Procedures directions posted in every classroom and studio.** Different emergencies require different responses.

Everyone should be aware of the following:

1. Know the Emergency Reporting Procedures
2. Know the quickest evacuation route from any area.
3. Know the location of “safe meeting” areas for the building that they are in.
4. Know the location of emergency and safety equipment in each area. (emergency phones, alarm pulls, fire

extinguishers, eyewash stations, safety showers and first aid kits)

## TYPES OF ON-CAMPUS EMERGENCIES

### OTHER SAFETY INFORMATION

#### COMPUTER AND OFFICE ERGONOMICS

1. **Eye Strain:** Use of computers may reduce exposure of artists and designers to the hazardous materials and procedures of traditional design work, however because artists can do so much work with a computer, they end up staying in the same position for long periods of time. This can lead to repetitive stress on the body with headaches and eye and vision problems. Ways to reduce eye discomfort from computer or video display terminal. (VDT) use include:
  2. Dimming the room lights can reduce glare.
  3. Using desk lamps to spotlight paperwork or notes.
  4. Changing the contrast and brightness of the screen to comfortable settings.
  5. Taking regular breaks to rest your eyes. For example 15 minutes per every two hours of work.
6. **Computer Tips For Reducing Fatigue:** Complaints such as back, neck, shoulder and upper arm complaints are common in constant VDT users. Repetitive wrist motions can cause strain injuries such as tendonitis and carpal tunnel syndrome. Suggestions for reducing the risk of developing these conditions include:
  7. Keeping wrists straight by using a wrist rest or arm supports.
  8. Practicing good posture, keeping the back straight and supported by a good chair. Keep feet flat on the floor or use a footrest
  9. Neck should not have to tilt up or down. The top of the monitor should be placed at eye level to allow proper head and neck position.
10. Taking frequent short breaks. Breaking up long stretches on the keyboard or mouse with alternative work involving different work motions

#### FOR MORE INFORMATION ON HEALTH AND SAFETY HAZARDS FOR ARTISTS

- ***Environmental Health & Safety in the Arts: A Guide for K-12 Schools, Colleges, and Artisans***

(prepared by Pratt Institute for the U.S. EPA)

<http://www.epa.gov/region2/children/k12/english/EHS-in-the-arts.pdf>

- ***Safety Guide for Art Studios*** by Thomas Ouimet, CIH, CSP  
[https://www.monmouth.edu/uploadedFiles/Academics/Departments/Art\\_and\\_Design/ArtSafetyGuidelines.pdf](https://www.monmouth.edu/uploadedFiles/Academics/Departments/Art_and_Design/ArtSafetyGuidelines.pdf)
- ***The Artist's Complete Health and Safety Guide*** by Monona Rossol (in MIAD Library)
- ***Art and Craft Safety Guide*** put out by the U.S. Consumer Product Safety Commission

[www.cpsc.gov/cpscpub/pubs/5015.pdf?](http://www.cpsc.gov/cpscpub/pubs/5015.pdf?)

## 15. 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 Area/Raw Space, Perspectives Gallery, Third Floor Gallery, Project Room, River Level Gallery, Entrance Gallery, and other non-traditional exhibition spaces at MIAD. All proposals should be directed to MIAD's Director of Galleries (Room G5B / x3350) or the Academic Operations & Facilities Specialist (Room 265H / x 3318).

### 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. Annually there are approximately five exhibitions, ranging from internally generated shows to international 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.

### **THE RAW SPACE**

This very large space is on MIAD's fourth floor. It is divided into a Student Area, two other large exhibit areas, and an Events Area. This space is used for very large exhibits, events, as well as individual student projects.

## **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 wall 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.

## **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.

## **COMMON AREA EXHIBIT SPACE**

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

### **PERSPECTIVES GALLERY**

Located on the second floor. This space exhibits primarily photographic work and is open to student exhibits.

### **WALLWAY GALLERY**

Located on the first floor. Exhibits primarily work from within MIAD either generated by classwork or organized by faculty or students.

### **LOUNGE GALLERY**

Located in the lounge area of MIAD's café on the river level. This space is open to both individual students as well as class projects.

## **15.1. 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.

## 15.2. 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.

## 15.3. INSTALLATION OF WORK

Exhibitions in public areas will only be installed with the permission of the Director of 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.

## 15.4. 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.

## 15.5. EXHIBITION STATEMENTS

At the discretion of the Director of Institutional Galleries, the following statement may accompany exhibitions:

*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 wellbeing of the College or its faculty, students, staff, and public constituents, or an exhibition that deviates substantially from the original proposal.

## 16. GRADES AND RELATED ISSUES

### 16.1. 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:

Grade	Grade Points	Grade	Grade Points
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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.

## 16.2. GRADING CRITERIA

### 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 effect on GPA.

**CR** The "CR" grade indicates successful completion of credits that are counted toward graduation but have no effect on GPA.

## 16.3. 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 Vice President of Academic Affairs.

## 16.4. 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.

## 16.5. FYE FOUR-WEEK EVALUATIONS

FYE students receive a 4-week evaluation from each of their instructors. These evaluations help freshman students assess their progress in each course at the four-week mark and where their successes are and where their work needs to improve.

## 16.6. MID-TERM EVALUATIONS

All Students receive a mid-term evaluation with letter grades from each of their instructors. These evaluations inform students of their progress and any areas of concern at the mid-point (eighth-week) of the semester.

## 16.7. DEAN'S LIST

Full-time students (registered for 12cr or more) who earn a cumulative GPA of 3.70 or higher are placed on the President's List.

## 16.8. 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 Registrar's Office notifies students 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 academic probation 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 academic probation status following the probationary semester will result in academic dismissal from MIAD.

## 16.9. ACADEMIC DISMISSAL

Students on academic probation, who fail to achieve a 2.0 semester grade 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 is well below the academic standards and/or the semester GPA is below 1.0. 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 notification of the dismissal from MIAD or by the deadline given in the notice. 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. The Academic Standards Board's decision on the appeal is final and cannot be appealed further. When a student has been suspended or dismissed from MIAD, for either academic or disciplinary reasons, they are prohibited from being on MIAD and Two50Two property. The only exception will be for students visiting MIAD for the purpose of seeking reinstatement, a meeting with the business or financial aid offices. Students who wish to visit MIAD for these purposes must have their visit approved, one week prior to their visit, by the Dean of Students.

## 16.10. RE-ADMISSION

A student who has been academically dismissed is eligible to re-apply for admission with the Registrar's Office one year after the date of dismissal, or as stated in dismissal notification or after the conditions for re-admission have been met. Re-admission is contingent upon the approval of the Academic Standards Board.

### Re-Admission After Student Withdraws While On Probation

**Students who withdrew from MIAD while on academic probation (previous semester attended did not earn a 2.0 GPA or better) must complete the following steps before being considered for re-admission:**

1. Submit a readmission application (contact MIAD's Registrar)
2. Meet with Dean of Students and/or Associate Dean of Students to establish readiness to return.
3. Submit official transcripts to MIAD's Registrar for any classes taken elsewhere while away from MIAD.

Re-admission will be contingent upon satisfying any conditions set forth by the Dean/Associate Dean of Students in the re-admission meeting. The student must also follow through on an academic support plan. The student will be re-admitted on probationary status and must earn a semester GPA of 2.0 or better in the first semester of re-admission or will be dismissed from MIAD.

## 16.11. 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 59%. This rate is based on statistics of students who entered MIAD in the Fall Semester of 2013 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. Additional information about graduation rates can be viewed here: <http://www.miad.edu/about-miad/policies-codes/student-right-to-know>

## 16.12. 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 Registrar's 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 Vice President of Academic Affairs, 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.*

## 16.13. STUDENT GRADE APPEALS

Students who believe they received a course grade that was not accurate may appeal their grade to the Dean of Students within ten business days of grades being distributed for the semester. The appeal must contain a thorough explanation of why they believe the grade to be incorrect and any documentation they have to support their position. All grade appeals are reviewed by the Academic Standards Board, chaired by the Dean of Students, and a decision on the appeal rendered before the start of the next semester. All grade appeals must be submitted via email to the Dean's MAID gmail



address [tonynowak@miad.edu](mailto:tonynowak@miad.edu) so a record of appeal submission date can be established. Questions about grade appeals should also be directed to the Dean of Students.

## 16.14. STUDENT RECORDS & PRIVACY RIGHTS

FERPA (Federal Educational Rights and Privacy Act) is a federal law that governs the privacy of student education records, and governs access to those records as well as disclosure of information from them. FERPA requires written consent from students for the disclosure of financial and educational information and records. Students may release non-directory information (grades, etc.) to parents or others. To authorize this release, students must complete a "Release of Student Information Form". This form is available in the Registrar's Office, R45. Without written consent, MIAD is legally prohibited from releasing a student's personal, academic, or financial information to anyone except the student. Questions about FERPA should be directed to Jean Weimer, Registrar.

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.

## 17. GRADUATION INFORMATION

### 17.1. BACHELOR OF FINE ARTS DEGREE

Students will be conferred the Bachelor of Fine Arts Degree after successful completion of a minimum of 120 required credits. The BFA Degree program is comprised of 78 studio credits and 42 Liberal Studies credits, which include 12 Art History credits, 12 Writing credits, and 18 credits distributed among the Humanities and Sciences. Full-time students who complete the First-year program will graduate in four years by following their Program of Study Form provided by the Registrar's Office. Satisfying financial obligations at MIAD is a precondition to graduation.

### 17.2. ACADEMIC RESIDENCY POLICY

MIAD abides by a residency policy in which students must complete their final 30 credits, including senior-level major classes at MIAD. Transfer credits will not be awarded towards the completion of a student's last 30 credits.

### 17.3. GRADUATION CEREMONY & ELIGIBILITY

MIAD offers one graduation ceremony in May of the spring semester. All students who have been certified eligible for graduation by the Registrar's Office, and are in good standing at MIAD, are invited and encouraged to participate in the ceremony.

To be eligible to participate in the May graduation ceremony, students must have all of their degree requirements completed or have 9 credits or less to complete after the spring semester. Students must have a minimum cumulative GPA of 2.00 and have all financial obligations to MIAD satisfied to be eligible to participate and to graduate from MIAD.

## 18. INFORMATION & ADVICE

### 18.1. ADVISING

#### ADVISING

Foundations students meet individually with a dedicated faculty or staff advisor for their first year at MIAD before transitioning to their upper level faculty advisor in their chosen major. Students can, and are encouraged, to maintain contact with their Foundations advisor. The transition to the upper level faculty advisor is essential for mentorship purposes along with career and professional practice guidance.

The advising partnership begins during Orientation when each student meets with his or her Foundations advisor individually. Individual advising meetings are held throughout a students' first year and students can expect to receive regular and meaningful communication from their advisor. Foundations advisors are committed to working alongside students during their first year to bring about positive growth and development. Students transition to their upper level faculty advisor in their chosen major at the end of the Foundations year.

#### Advisee Responsibilities and Expectations

*As an advisee and student, my responsibilities are to:*

- Schedule, be on time, and be prepared with necessary materials for all advising meetings.
- Contact my advisor prior to a scheduled meeting when I may need to cancel or reschedule.
- Check my MIAD E-mail account daily and respond in a timely and appropriate manner as necessary.
- Keep records of my advising meetings and experiences.
- Seek assistance when necessary with my study habits and academic progress.
- Follow through on agreed upon action steps and tasks identified during advising meetings.
- Utilize and understand my Program of Study.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Request reassignment of a different advisor if necessary.
- Clarify my personal interests, skills and abilities, values, and goals.
- Explore majors and career as they relate to my interests, skills and abilities, values and goals.
- Accept final responsibility for my educational decisions.

#### Advisor Responsibilities and Expectations

*As an advisor, my responsibilities are to:*

- Be approachable and available to advisees.
- Be on time and prepared with necessary materials for all advising meetings.
- Respond to E-mail and phone calls from advisees in a timely manner.
- Maintain consistent and effective contact with each assigned advisee.
- Maintain accurate and complete records, a file, for each advisee.
- Interpret and provide rationale for instructional policies, procedures, and requirements.
- Request reassignment of advisee to a different advisor if necessary.
- Inform students of resources and services available for academic assistance and other identified needs.
- Offer advice and guidance regarding appropriate course selection, course load, and schedule development.
- Identify needs and make necessary referrals to MIAD Student Services when appropriate.
- Assist students in defining and developing realistic personal, social, academic, and creative life goals.

MIAD advising is coordinated by Alea Cross, the Director of Advising (x3275 / 275D). For more information, see the advising website at <http://www.miad.edu/academic-services/academic-advising> or the Advising Moodle site.

### 18.2. 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 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.

### 18.3. 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 website, their faculty advisor, and the Admissions Office.

### 18.4. 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 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 Parents and Partners Orientation at the beginning of the Fall Semester and an orientation program for new students beginning in the Spring Semester.

## 19. RESIDENCE HALL POLICIES & SERVICES

MIAD operates an apartment complex named *Two50Two* directly across the street from the academic building at 252 E. Menomonee St, which has a capacity of approximately 350 residents. New students may obtain a housing packet which includes the housing contract from the Admissions Office or the *Two50Two* front office. Upper-class students may obtain a housing contract from either the *Two50Two* front office or 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 minimum board plan of \$500 for the academic year.

### 19.1. RESIDENCY REQUIREMENT

MIAD requires all full-time freshman and sophomore students to live at *Two50Two* or other MIAD approved off-site residences, unless the student meets one of the following criteria: a junior standing based upon credits (>60 hrs.), living with family within 45 miles of campus; at least 21 years of age; married; veteran; or a custodial parent.

### 19.2. ON-CAMPUS HOUSING STAFF

**Director of Residential Living & Student Engagement** – The Director is a MIAD professional full-time staff member responsible for the daily administrative operation of the residence hall. The Director's responsibilities include training and supervising the Residence Hall Director, Resident Assistant staff, advising Student Party and working with Student organizations and groups, responding to emergencies, providing programming opportunities for residents, participating in resolution of roommate/resident conflicts, and enforcing the Hall policies. The Director may be reached via e-mail at [mariannedulio@miad.edu](mailto:mariannedulio@miad.edu), or phone (414) 847-3246.

**Residence Hall Director** – The Residence Hall Director (RHD) is a MIAD professional staff member responsible for day to day operations of the residence hall. The RHD lives at *Two50Two* and has responsibilities that include assisting the director in training and supervising the Resident Assistant staff, responding to evening emergencies, providing programming opportunities for residents, participating in resolution of roommate/resident conflicts, and enforcing the Hall policies. The Residence Hall Director lives in *Two50Two* and provides on-site support for residents. The RHD may be reached via e-mail at [mattstricker@miad.edu](mailto:mattstricker@miad.edu).

**Property Manager** – The Property Manager is an employee of *Two50Two* and has regular office hours in the on-site property management office located on the first floor of *Two50Two*. The Property Manager is responsible for all issues related to the physical facility. Residents are responsible for reporting maintenance issues in their apartments to the housing staff so a work ticket can be created. All maintenance requests should be brought to a staff member's attention for them to complete a work order. Maintenance emergencies that require immediate attention after office hours must be reported to the Staff Duty Phone at (414) 544-1359. *If your emergency involves a serious situation like a fire or physical threat/injury, call 911.*

**Resident Assistants** – Resident Assistants (RA's) are upper division full-time students and part-time staff supervised by the RHD. The overriding focus of the RA staff is to create a positive and enjoyable living/learning experience in the residence hall. Two RA's live on each floor at *Two50Two* and there is one residing at each of the MIAD approved off-site residences, RA's provide social and educational programs for the Hall. RA's also participate in mediating resident conflicts, respond to emergency concerns, mentor residents as artists and designers, help them through the transition to independent, adult living, and perform administrative duties. RA's are on duty from 7:00 p.m. to 7:00 a.m. every day and can be reached via the RA Duty phone (414) 544-1359. The duty phone should only be used for lock outs and emergencies.

**Security Desk Officers** – There are security officers on duty at *Two50Two* whenever the academic building is closed. Security Officers ensure that only residents and their guests enter the building, take regular duty rounds, and are first responders in emergency situations.

### 19.3. CLEANING AND MAINTENANCE

*Two50Two* provides custodial services for common areas of the hall (the entrance lobby, elevator, stairways, and floor lounges. 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 apartment bathrooms are maintained in a clean, safe, and orderly fashion. When vacating *Two50Two at the end of the academic year*, residents are responsible for cleaning their rooms, bathrooms, and the common suite areas and returning their apartment to the condition it was when they moved in. Residents should submit a maintenance request to their RA to have maintenance issues fixed. Maintenance problems can be corrected 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. RA's will conduct monthly Suite Checks to ensure that apartments are clean and there aren't any maintenance concerns.

### 19.4. RESIDENCE HALL SERVICES & FACILITIES

**Floor Lounges** – Located on each residential floor, the lounges are equipped with overstuffed furniture and a large screen TV. The lounges are great places to relax, participate in floor programs and group study projects, watch movies and hang out with other residents.

**Laundry Room** – The laundry rooms are located on each residential floor and are open 24/7. The laundry room is equipped with washers, dryers, & a sink for residents' use. For a laundry card or to add funds to a laundry card, the machine is located in the first floor lobby. There are spray booths located in each laundry room, but may only be used for clear spray mounts or adhesives. The use of spray paint anywhere in the building is prohibited.

**Mail** – U.S. Mail is delivered to resident's secure mailboxes once each weekday. The Property Management Office will receive packages and residents will be notified that they have a package via email. Residents must show an ID and sign for packages. Neither *Two50Two* nor MIAD staff can legally access student mailboxes. You must complete a Post Office mail forwarding form to have mail forwarded over the summer. To send U.S. mail, drop it off at the pick-up box located in the residence hall or in the mailbox outside the east end of the academic building. The U.S. post office is located on St. Paul Avenue five blocks west of the residence hall. Go to USPS.COM for additional information on postal services.

**Your Residence Hall address is:**

YOUR NAME

YOUR APARTMENT NUMBER & LETTER

252 East Menomonee Street

MILWAUKEE, WI 53202

*Your mail must have your apartment number or it will be returned to sender.*

**Elevator** – There are two elevators in the residence hall. Please cooperate in keeping the elevator and common areas in good order. Should a problem with an elevator occur, please notify the Property Manager, Residence Hall Director 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. Residents provide their own phone, phone service and answering machine. Phone service is available through AT&T.

***Important Residence Hall Numbers:***

Director of Residence Life and Student Engagement's Office (414) 847-3246\*

RA Duty Phone (between 7:00 p.m. & 7:00 a.m. daily) (414) 544-1359\*\*

Security Desk at MIAD (emergency calls only) (414) 847-3300

Property Manager (414) 291-5471

Fire or Life-Threatening Emergency 911

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

*\*\* The RA duty phone becomes active at 7:00 p.m. and should only be used by residents for evening lock outs and emergencies.*

**Cleaning & Maintenance** – Custodial services for common areas of the hall (the entrance lobby, elevator, stairways, floor lounges, and basement rooms) is provided. 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 apartment bathrooms are maintained in a clean, safe, and orderly fashion. Residents are responsible for reporting maintenance issues in their apartments to housing staff. If there is a maintenance emergency, residents should be notifying staff immediately. Maintenance emergencies after office hours must be reported to the staff duty phone at (414)544-1359. If your emergency involves a serious situation like a fire or physical threat/injury, call 911. Repairs resulting from carelessness or vandalism will be charged to the appropriate student accounts. When the resident responsible for apartment or building damage cannot be identified all residents in the apartment or building will be charged equally. When vacating the residence hall, residents are responsible for cleaning their rooms, bathrooms, and the common suite areas. Student apartments must be returned to move-in condition or cleaning/repair fees will be assessed. Residents must complete a Unit Condition Form within the first couple days of move-in, on this form they will need to indicate any prior damages or significant wear and tear in the unit. Damage fees exceeding the \$225 Housing Deposit will be billed separately.

**Meal Plan** – All residential students are assigned a minimal meal plan of \$250/semester. The meal plan is designed to be a convenience to residents who may not have time or desire to return to their apartments to prepare meals. The Café provides a full service meal program for breakfast and lunch and is open later in the afternoon for snacks. Students may increase the amount of their meal plan by contacting Ricky Heldt, the Associate Director of Student Services in R45B or completing the on-line meal plan form (<http://miadforms.wufoo.com/forms/miad-cafe-meal-plan/>).

## 19.5. GETTING INVOLVED IN THE RESIDENCE HALL

**Residence Hall Programming** – Dorm activities can be spur-of-the-moment, organized by the Hall Director, RA's, additional faculty/staff, or any of the residents. Activities include presentations on current events and contemporary social issues, shared viewing and conversation about challenging films, information about choosing majors and academic support programs. But the majority of dorm activities are purely fun events, like pizza parties, craft nights, bowling, or late night trips to a local coffeehouse. More elaborate events have included Humans vs. Zombies, a Haunted House for Halloween, Casino Night, Super Bowl and Academy Award parties, Table Tennis & Pool Tournaments, an evening trip to *The Second City* in Chicago, and day trips to local galleries and state parks. The staff also strives to expose residents to the many social and cultural attractions available to students in the *Third Ward* neighborhood and greater Milwaukee. If residents are interested in hosting an event or program of their own they should contact an RA about their idea.

## 19.6. 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 or group 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 harassment by the recipient of the prank. 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 college housing, 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 staff immediately intervenes to address the problem and 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.

When there are events that endanger the health and welfare of residents and their guests it is imperative that the hall staff (RA's, RHD, and/or Security Officer) are contacted immediately. Regardless of whether the problem is the result of a policy violation, the incident will be addressed as a student welfare intervention and disciplinary responses will be a secondary consideration. Our biggest concern is that residents might not report a friend in distress because they are concerned about getting into trouble.

**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 dorm 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, required fire drills, 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 (ideally the basement parking garage) that can be reached before the tornado or high wind strikes.
- Sit in central rooms, stairwells or corridors.
- Stay away from all windows.
- Leave corridor doors open.

**Residence Hall Vacation Closure** – The residence hall will remain open during all MIAD breaks but residents will be required to register with the hall staff so we know who is in residence in the case of an emergency.

**Residence Hall Room Entry Policy** – Authorized MIAD & *Two50Two* 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, and a staff member enters your room, they 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. Monthly Suite Checks will be conducted by the RA's as a means of monitoring any health, safety, and cleanliness violations. Suite checks ensure safe living conditions and help residents avoid damage charges at the end of the year.

**Residence Hall Security & Theft Prevention** – The residence hall entry is monitored by MIAD security. You must have a residential access card to enter the building. Suite doors should be locked whenever a resident leaves their room. The best safeguard against property loss from a student's room is a locked door (even while sleeping). Immediately report any theft or suspicious activity to the Director of Residential Life, Residence Hall Director, a Resident Assistant, or a MIAD Security Officer. Emergency exits should never be propped open. Although the incidence of theft is nominal, 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, phones, MP3 players & other audio equipment, televisions, or clothing. Residents should never leave personal items unattended in common areas. 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). Neither *Two50Two* nor MIAD is responsible for theft, damage, or loss of valuables, money, or other personal property belonging to students.

**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, Director of Residential Living, 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, have the option of identifying a contact person who will be notified in the event that a student is determined missing. Because this is such a serious issue, especially once parents and police get involved, it is imperative that residents notify their roommate(s) when they plan to travel away from MIAD.

*Once a student meets the definition of "missing," the following will 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 missing student's confidential contact person of the missing student within 24 hours of determining the student is presumed 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.

Local law enforcement is to be contacted no later than 24 hours after that individual residing on campus is determined to be missing.

## 19.7. RESIDENCE HALL REGULATIONS

The Housing Contract signed by both parties commits residents and building owner to legal and financial contractual obligations. The Student agrees to abide by MIAD & *Two50Two* policies and regulations. 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 the resident, *Two50Two* 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 rules provide the foundation upon which a developmental community can be built.

**Occupancy** – The hall opens the first day of orientation and closes 24 hours after the completion of Spring Semester classes. Occupancy and financial obligation is for the entire academic year, the cost will be billed on a semester by semester basis.

Upon taking occupancy in the residence hall, the student must follow the check-in procedures, including careful completion of the room inventory form. Upon termination of occupancy, whether by expiration of the contract or otherwise, the student must follow the check-out procedure established by the hall staff. Failure to follow the check-out procedure will result in assessment of improper check-out charges and as dictated by the condition of the student's room/apartment additional damage charges. The check-out process is designed to protect residents from unwarranted charges so it is in all residents' best interests to follow official check-out procedure.

**Room Assignments & Changes** – MIAD reserves all rights in the assignment of rooms. Requests for room changes will not be considered until after the 2nd week of classes. MIAD reserves the right to assign and reassign students to best accommodate the needs of the entire residential community first and individual students second. Any student whose actions, in the judgment of the appropriate MIAD or *Two50Two* staff member(s) are found to be detrimental to the welfare of the living environment may be required to relocate to another space or vacate the residence hall. The student will be held responsible for the balance of the rental agreement if they are removed from housing for disciplinary reasons. Students reassigned at their own request will be assessed a \$100 reassignment fee.

**Housing Accommodations** – Residential students requiring accommodations (i.e., strobe lights, bed shakers, wheel chair access, single rooms, etc.) for medically documented disabilities must contact Becky Skupien, MIAD's Accessibility Coordinator when they submit their housing contract to arrange for those accommodations in the residence hall. Becky's contact information is: email: [rebeccaskupien@miad.edu](mailto:rebeccaskupien@miad.edu), phone: 414-847-3347.

**Quiet Hours & Courtesy Hours** – During Quiet Hours residents 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 control 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 recreation – at all times.

**Graffiti & Vandalism** – MIAD has a zero 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 on MIAD property to be an act of vandalism. MIAD complies with the applicable Wisconsin State statute, which defines graffiti as criminal damage to property. "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 and criminal prosecution. Further, Milwaukee vigorously investigates acts of vandalism and will prosecute persons suspected of vandalism.

**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, or harassment via email or social media, are prohibited.

**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 airborne 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, cycling, sparring, fencing, and other such activities are also prohibited in the building at all times. The dorm staff reserves the right to determine what constitutes a violation of this policy.

**Water Spills** – Residents are urged to take every precaution to avoid water spills. Water runs down through the walls and has the potential of damaging rooms adjacent to or below the source of the leak. Should bathroom or kitchen plumbing become clogged or begin leaking, shut the water off to the sink or commode, attempt to fix the problem yourself, and failing that, contact staff immediately. Never leave a water spill without fixing it yourself or contacting staff. 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 College Judiciary Committee.

**Waterbeds & Fish Bowls & Tanks** – Because of the leakage danger presented by waterbeds and fish tanks they are prohibited in the residence hall.

**Weapons** – Firearms, ammunition, knives with a blade exceeding three inches, paint-pellet weapons, archery equipment, and



other weapons are not allowed in the Residence Hall at any time. The dorm staff determines what constitutes a violation of this policy.

**Smoking & Vaping** – Smoking and vaping are prohibited *at all times* anywhere in the interior of MIAD approved housing. In addition to preventing fire hazards, this prohibition is designed to comply with state law and ensure that residents who are allergic to smoke or have asthma are not negatively impacted by another’s choice to smoke. A smoking area is provided outside the residence hall as posted. Additionally, electronic cigarettes, vapor pens, and any other electronic nicotine delivery device or system is also prohibited in the interior of all MIAD approved housing.

**Alcohol & Other Drugs** – Possession or consumption of alcoholic beverages is prohibited at all times in the dorm, on MIAD property or at MIAD-sponsored student functions – even if students are of legal drinking age. 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, or prescription medication for which one does not have a prescription, in the residence hall is a criminal act and strictly prohibited at all times. This prohibition includes all illegal drug paraphernalia and alcohol containers. Alcohol containers and drug paraphernalia may also not be used for decoration purposes.

**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 an educational sanction such as a 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 or other drugs usually triggers 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 the Student Handbook.) Parental notification is always indicated in response to a serious first offense, medical distress caused by substance use, and all instances of recidivism involving substance use. Reporting a student in distress because of alcohol or substance use will be considered a mitigating factor for students involved in an alcohol or substance use incident. Resident safety is the paramount concern for the staff and ensuring the health and welfare of our students will always be the staffs’ priority.

**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. Students are further prohibited from throwing anything out of windows or using windows to exit or enter the building.

**Fire Hazards** – All flammable liquids are banned from the residence hall. In addition, other fire hazards, including anything with an open flame or appliances with exposed heating coils, incense, hookahs, fireworks, candles, and halogen lamps, are prohibited. Further, all electrical fixtures must be plugged into fused power-strips.

**Use of Art Materials** – Students are encouraged to use the academic building for the production of artwork. Residents who use their apartments as studio space are responsible for all damages occurring from such use. Given the fact that the academic building, with all of its resources, is directly across the street, there is no need to do art work in the dorm. Any hazardous or flammable materials or art materials involving aerosols are prohibited from being in the residence hall. An exception is made for spray fixatives but their use is limited to the laundry room spray booths.

**Hanging Art Work** – Residents may hang posters and/or art work with blue painters tape or any other adhesive that causes no damage or leaves no residue on the wall. The colored wall in each apartment is reserved for items residents want to hang with nails & tacks. Chalk may be used on the colored wall, but sharpies and other markers are prohibited.

**Room Painting** – Residents may not paint their rooms or common area spaces.

**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 subjected to disciplinary sanctions that could result in eviction from the residence hall.

**Locks & Keys** – Residents are responsible for the proper use and security of all residence hall keys & keycards 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 to *Two50Two* management and will be required to pay a replacement fee for new keys. Residents should also inform the Director of Residence Life, Hall Director or *Two50Two* staff if their keys are not operating properly, so that the keys can be replaced.

*Key Replacement costs:*

Unit Key	\$25 each
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Mail Box Key \$25 each

Key Card \$50 each

**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 *Two50Two*. The host student must obtain the approval of all apartment residents before the guest arrives. Note that it is the right of apartment residents to refuse guests at any time. 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 Director of Residential Living or the Hall Director for approval 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 out of the dorm 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 Director of Residential Living, Hall Director or Student Services staff.

**Appliances** – Each apartment comes equipped with a stove, full sized refrigerator and microwave so students do not need to bring major appliances. Appliances with exposed heating coils or open flames and appliances that exceed 15 amps like space heaters, electric frying pans, toaster ovens, immersion coils, deep fat fryers, etc. are prohibited from the dorm at all times. However, electric coffee pots, popcorn poppers, hot pots, toasters, or other small appliances may be used in the kitchen area of resident apartments. All electrical appliances must be plugged into fused power strips to prevent blown circuit breakers or electrical fire.

**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. As a courtesy to your neighbors headphones are recommended for listening to all sound equipment. 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 and other residents have the right to request the use of headphones. Sound equipment that creates disturbances may be confiscated by staff and held in storage until the resident can take the equipment home.

**Animals** – Pets are prohibited from *Two50Two* at all times. Students found to be housing animals in their apartments will be subject to a judicial meeting and a potential fine. The only exception to this policy is service animals as defined by the ADA and approved by MIAD's Accommodations Coordinator. Note that residents with approved pets are responsible for all damage caused by the pets and will be re-assigned at the discretion of the hall staff if the pet is creating a problem in the apartment. Questions about service animals in the dorm should be forwarded to Becky Skupien ([rebeccaskupien@miad.edu](mailto:rebeccaskupien@miad.edu) / 414-847-3347).

**Room / Suite / Bathroom Cleanliness** – Students are responsible for keeping their own bedroom room and common areas in their suite clean. A cleaning schedule will be worked out in each suite and all residents are required to participate in the cleaning schedule. The RA's will conduct a monthly Suite Check to ensure that each suite (kitchen, living room, and 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. Vacuum cleaners are available for check out from the hall staff. Vacuums must be returned within 24 hours of being checked out, or sooner, so other residents can use them.

**Common Area Furniture** – Furniture in the common areas (e.g., lounges, conference room, laundry rooms, or entry lobby) may not be moved and is never allowed in residents' apartments.

**Apartment/Common Area Damages** – The Student shall be personally responsible for any damage to MIAD property resulting from an intentional or negligent act by a resident or guest of the resident; reasonable wear excepted. The student shall pay the expense resulting from damage they cause. The cost of damage to common areas of the residence hall will be assessed equally among all residents only when the individual perpetrator(s) of such damage cannot be identified. Students will be asked to complete a Unit Condition Checklist upon moving in, and anything not indicated on this form prior to move-out may result in a fine or loss of housing deposit.

**Failure to Cooperate with Staff** – Failure to cooperate with a reasonable request of a MIAD official or member of the *Two50Two* management team will result in disciplinary action. Reasonable requests include, but are not limited to, requests for identification, for students to follow MIAD policies and procedures, non-residents to leave an apartment, and for students to appear at a disciplinary hearing.

**Policy Changes** – MIAD Student Services staff or *Two50Two* management may create additional policies and sanctions as

circumstances in the residence hall dictate.

## 19.8. RESIDENCE HALL DISCIPLINARY PROCESS

Most violations of residence hall policy are relatively minor and are resolved in a discussion with the RA's, RHD, or Director of Residential Living 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 Director of Residential Living 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 suspension from MIAD, the Dean of Students will either conduct an Administrative Hearing or request a hearing before the College Judiciary Committee. In the event that a hearing is deemed necessary, every attempt will be made to schedule a hearing that is not in conflict with the student's class or work schedule. A student's 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 dorm 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 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
  - Expulsion
  - Criminal charges through local and/or federal law enforcement agencies

*(For more information, see the "MIAD Judicial Process" section of the MIAD Student 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.

## 19.9. RESIDENCE HALL CONTRACT CONDITIONS

**Contract Liability** – Residents removed from the residence hall for disciplinary reasons will be held financially responsible for all damages they may have made to the hall and will be held responsible for the entire academic year's room charge.

### FEES CHARGED

1. A Housing Deposit of \$225.00 is required at the time Two50Two approves your Housing Contract. Your Housing Deposit is not noted on your bill and is separate from your housing costs. It will remain on account until you check out of the building. You will receive a letter of confirmation once the Housing Contract and Housing Deposit have been received and both must be on file before a student is eligible for a housing assignment.
2. The Housing Deposit both reserves your space and is held as protection against damage to the residence hall. Charges for damage will be assessed by Two50Two management in collaboration with MIAD's housing staff. The Housing Deposit, minus damage charges if appropriate, will be refunded within twenty-one (21) days of termination of residency.

3. A room change fee of \$100 will be assessed for all student-initiated room changes.
4. Damage fees in excess of the \$225 housing deposit will be assessed directly to the student. Failure to pay housing fees will result in a registration lock and/or transcript hold.
5. SECURITY DEPOSIT DEDUCTIONS:

Garbage/Trash Removal..... \$50

Failure to return keys..... \$50 each

Failure to clean appliance..... \$30 each appliance

Failure to clean unit..... \$25 per hour

If student damages apartment and/or furnishings in any manner (normal wear and tear excluded) student(s) will be responsible for cost of repairing apartment at the actual cost of labor and material.

6. FAILURE TO LEAVE FORWARDING ADDRESS: If student leaves the resident housing without providing 252, LLC a forwarding address then 252, LLC is allowed to send any and all notice or communication to the student by mail to the tenant's last known address.

### **CANCELLATION & REFUND**

1. The \$225.00 Housing Deposit is refundable to new housing applicants who cancel their contract prior to residency only if the request is made, in writing, to the Dean of Students prior to the July 1<sup>st</sup> application refund deadline.
2. The \$225.00 Housing Deposit is forfeited if the student withdraws from school after July 1<sup>st</sup> and before classes begin.
3. Students who withdraw from school after classes begin will be charged for the entire semester during which they withdrew from class.
4. Students who are forced to withdraw from school for circumstances beyond their control (e.g., medical emergencies, a death in the family) may petition the Dean of Students for a prorated refund of housing fees.
5. *Two50Two* or MIAD may cancel this contract in case of a disaster, fire, act of God, or other event beyond *Two50Two's* or the College's control. In such an event, refunds will be made on a prorated basis.
6. Students removed from the hall or whose enrollment is terminated by the College for disciplinary reasons will be held liable for the entire year's room charge.

## **20. 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.

### **20.1. 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.

### **20.2. BUILDING HOURS**

Building hours are posted on the front doors of the Pettit Building and on the MIAD web site.

### **20.3. 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.)

## 20.4. 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.

## 20.5. SECURITY OFFICE PERSONNEL

The MIAD Security Office is currently composed of the Security Director, Security Lieutenant and the contracted professional security service, PER MAR 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.

## 20.6. 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. The Security staff's 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 the Security staff recognizes that crime can never be eliminated, they believe that through education and proactive safety initiatives incidents of crime can be reduced. In particular, Security focuses 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.

## 20.7. 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 414.847.3300.

## 20.8. TIMELY WARNING

In compliance with the *Cleary Act*, Security is also responsible for issuing timely warnings to the MIAD community about crimes on and near campus that could present a risk to the MIAD community. The intent of a warning regarding a criminal incident is to enable MIAD students, faculty, and staff to protect themselves from the reoccurrence of a similar crime. Timely warnings will go out via the MIAD emergency notification text system, the MIAD email account, and flyers on campus bulletin boards and access points.

## 20.9. 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.

For MIAD's full report please go to: [www.miad.edu/student-life/campus-security](http://www.miad.edu/student-life/campus-security).

## 20.10. 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.

## 20.11. 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 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.

## 20.12. 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. 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.

## 20.13. 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. MIAD participates in the citywide *UPASS* program. The *UPASS* is available to all full time MIAD students and during the summer to all students enrolled in at least one summer class. MIAD students may ride any MCTS bus, any time, every day of the week, and pay nothing when they show their MIAD student ID with the current *UPASS* sticker affixed. 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. Lost *UPASS* cards can be replaced by contacting the Student Services Helpdesk (x3248). A \$5.00 fee is assessed for replacing lost *UPASS* cards.

### 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. Students are encouraged to bring and use a good bike lock to secure their bikes on campus and in the city.

### STREET 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

MIAD operates a student parking lot for commuting students. MIAD commuting students can rent a space for \$250/semester, on a first come first served basis, in this lot. Parking permits are available at the Security Desk or on line at:

<http://miadforms.wufoo.com/forms/miad-parking-registration>

- All vehicles parked in the MIAD student lot must have a valid MIAD parking permit.
- The parking permit must be displayed on the rear view mirror of the vehicle.
- Sharing permits is prohibited.
- If a student drives more than one vehicle, a separate parking permit must be obtained for each vehicle.
- 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 an officer at the Security Desk.
- MIAD is not responsible for damages to or loss of any vehicle, its contents, or accessories from any cause whatsoever.
- Overnight parking is available on a limited basis, contact the Director of Security for more information. (Keith Kotowicz, 414-847-3301 / keithkotowicz@miad.edu)

## 21. SPECIAL PROGRAMS

### 21.1. AICAD EXCHANGE PROGRAMS

The Milwaukee Institute of Art & Design is a member of AICAD – the Association of Independent Colleges of Art and Design, a non-profit consortium of 42 leading art schools in the US and Canada. It was founded in 1991 by a group of 25 presidents who felt a need for the similarly structured art schools to come together so as to mutually develop their schools and programs. The association provides numerous benefits to its member colleges including a student exchange program and opportunities to study in New York.

Many of the members of AICAD participate in the Student Exchange Program. Through the AICAD Exchange program, full-time students who are attending one of the 35 participating AICAD schools, have the unique opportunity to attend another school within AICAD for one semester at no additional cost or loss of credit. The AICAD Exchange offers students the experience and benefit of studying at a different school and living in a different geographic area. By sharing resources and facilities, AICAD colleges offer unparalleled educational opportunities to students at AICAD schools.

To be eligible, program applicants must be full-time MIAD students entering or in their junior level major classes and in good standing. Interested students should begin to explore options during their sophomore year by consulting the Registrar’s Office (RL45D). The Registrar can explain the process and provide a complete list of the institutions involved in the Exchange program.

### 21.2. CROSS REGISTRATION PROGRAMS

MIAD maintains a Cross-Registration Program with Marquette University in order to provide students additional academic minor options, more choices in Liberal Studies or for personal enrichment. Courses in this program may be used to satisfy requirements in the program of study with pre-approval by the Registrar’s Office. Students may take up to 6 credits per semester of any undergraduate level course in which the prerequisites have been met. The Cross-Registration Program is not in effect during the summer. Students register for Marquette classes by submitting the cross-registration form, included with the registration materials each semester, to the Registrar’s office. Additional forms are available in the Registrar’s office. The cost of tuition is included in MIAD’s tuition if the student is within the full-time credits (12-18); there are no additional tuition charges for participating in the Cross-Registration Program but participants are responsible for required book and/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.

### 21.3. INTERNATIONAL PROGRAMS

MIAD offers short-term, faculty-led travel programs for students during the summer months or over Spring Break. Past programs have included Italy, Ireland, China, Thailand, and France. Programs currently range in length from 9 days to 4 weeks for 3 to 6 credits. Financial Aid is often available. Most short-term programs are open to students at all levels in all majors.

MIAD also offers semester long study abroad opportunities with other notable art and design colleges throughout the world. Among these are:

- The *Ecole Nationale Supérieure Des Beaux-Arts* in Paris, France
- The Warsaw Academy of Art in Warsaw, Poland
- The Bauhaus University in Weimar, Germany
- Institute of European Design in Milan, Rome, Turin, Madrid and Barcelona
- The *Ecole de Design Nantes Atlantique*, France
- Bezalel Academy of Arts and Design, Jerusalem, Israel

MIAD students may elect to take advantage of opportunities for international study while receiving credit toward MIAD graduation. Students interested in MIAD'S international program can receive further information by contacting the Registrar, RL45D.

## 22. STUDENT PARTY AND ORGANIZATIONS

### 22.1. STUDENT PARTY

Student Party, formerly Student Government, is a group of students actively involved in leading various events and initiatives school-wide. Student Party takes an active role with all MIAD Traditions, manages programming in the Student Union, and helps support and assist Student Groups and Organizations. Marianne Di Ulio, the Director of Residential Living and Student Engagement, and Grant Gill, Assistant Registrar, currently serve as co-advisors. For more information about getting involved with Student Party, or Student Organizations please contact Marianne Di Ulio at 414-847-3246 ([mariannediulio@miad.edu](mailto:mariannediulio@miad.edu)).

### 22.2. STUDENT CLUBS AND ORGANIZATIONS

One of the best ways to be a part of the MIAD Community is to be actively involved and engaged. It's important to be involved not just within the classroom or studio, but also by taking part in Student Party or one of MIAD's Student Clubs or Organizations. Some of MIAD's longstanding clubs include: Swim Team (MIAD's curatorial club), ThirdWord Writers, InterVarsity, and Milwaukee Print Collective. For a more comprehensive list of MIAD's Student Groups please visit the MIAD website: <http://www.miad.edu/college-services/student-life/student-activities-organizations>

### 22.3. RECOGNITION

In order for a group to be affiliated with MIAD, the following information should be sent to [studentgovernment@miad.edu](mailto:studentgovernment@miad.edu):

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

Student Party 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.

Once approved, all clubs and organizations are held responsible for the following.

1. Facilitate reoccurring meetings.
2. Submit postings to the River Rat Review to advertise meetings or to highlight events.



3. Must create posters advertising all important initiatives and events.
4. At least one representative must attend and actively engage in at least one Student Party meeting a month.
5. Be present at the annual Clubs and Activities Fair – which will be held the first week of classes.

## 22.4. 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.

## 22.5. FUNDING

A club or organization can only obtain funding from Student Party if the aforementioned requirements have been met. Each student club or organization is allocated \$250 a semester pending proposal. Proposal should be submitted to Student Party two weeks in advance and must include a breakdown of how funds will be used. Student Clubs or Organizations seeking more than \$250 must submit a proposal to be reviewed and decided upon by Student Party.

## 22.6. ROOM RESERVATIONS

Locations needed for student meetings and events must be submitted to Student Party via email a week prior, and must include dates, times and any location specifics.

## 23. STUDENT SERVICES

### 23.1. BLICK ART MATERIALS

Located in the same building as MIAD's luxury apartments at *Two50Two* is Blick Art Materials, a convenient resource for art supplies. Blick provides experienced and friendly service to students at discounted rates. Parents may set up credit accounts for their students. Blick is open Sunday through Saturday. Blick Art Materials can be contacted directly at 414-278-0407.

### 23.2. FOOD SERVICE & VENDING

MIAD's college-run Café, offers cuisine to please everyone's 'palette,' including vegan and vegetarian options. The MIAD Café is open Monday through Friday for Breakfast and Lunch and into the evening for snacks. Students can grab a hot breakfast, sandwich, salad and a daily special of a hot lunch. The Café is your place to hang out, do homework and grab a bite to eat. Meals are on average \$5 – \$6.

Visit the Cafe Website to view the daily specials: <http://blogs.miad.edu/miadcafe/>

We love receiving your feedback, recipes and suggestions:

<https://miadforms.wufoo.com/forms/miad-cafe-union-suggestion-box/>

### 23.3. MEAL PLANS

Meal Plans eliminate the need to worry about bringing a lunch or carrying cash every day. Your student ID will be loaded with your meal plan funds and can be used for purchases in the café. A continuing balance is maintained in the food service database. You can ask the cashier at any time to tell you how much is remaining on the card.

Click here to order your meal plan:

<http://miadforms.wufoo.com/forms/miad-cafe-meal-plan/>

Note: If you are living at MIAD's Residence Hall you have been enrolled in a MIAD Cafe Meal plan at the rate of \$250 per semester. You may wish to increase your meal plan and you can do so by filling out the form above form. You will receive an email receipt. Please print out this receipt until your Student ID card is activated.

Note: Funds remaining on the meal card at the end of the fall semester can be carried over to the spring semester. However, funds remaining at the end of the spring semester are forfeited.

Note: Meal plans are not available during the summer.

***We Are Vegetarian and Vegan Friendly and Participate In the Meatless Monday Program***

**A quick taste of Meatless Monday**

The MIAD Cafe is proud to offer options every day for not only meat eaters but also vegans and vegetarians and strive to work with everyone's diet needs. We invite you to join us in going meatless one day a week. Meatless pizza, salad, hot entree, veggies, and grill options are served EVERY day and options with meat are served every day as well.

**WHAT IS MEATLESS MONDAY?**

An international movement to help people reduce their meat consumption by 15% to improve personal health and the health of the planet. We are a non-profit initiative of The Monday Campaigns, in association with the Johns Hopkins Bloomberg School of Public Health.

**WHY MEATLESS?**

Research has shown that reducing meat intake may reduce your risk of chronic preventable conditions like cancer, cardiovascular disease, diabetes and obesity. The occasional meatless meal can also help cut your carbon footprint and save precious resources like fresh water and fossil fuel.

**WHY MONDAY?**

Multiple studies have shown that periodic health prompts lead to positive behavior change. Monday is the beginning of the week, making it the perfect time to reevaluate our choices and set our intentions for the coming days. With a Meatless Monday, you have a scheduled, recurring reminder to start your week off on a nutritious note. And if this Monday passes you by, next week is another opportunity to focus on health!

**WE HAVE RECEIVED AN A GRADE FROM PETA**



**23.4. 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. Anything left in a locker (including your artwork) after the end of year deadline will become the property of MIAD to be discarded or recycled.

During locker clean out you may be assessed fines which will be billed on to your tuition: Charges: \$25.00 if you remove the lock. \$5.00 if you do not clean out your locker.

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, pending availability, by contacting Student Services (X3248).

## 23.5. 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, along with the UPASS card, 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/x3248) and pay a \$5 fee in cash or by check, made payable to MIAD, in order to receive a replacement.

## 23.6. UPASS

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. MIAD participates in the citywide *UPASS* program. The *UPASS* is available to all full time MIAD students and during the summer to all students enrolled in at least one summer class. MIAD students may ride any MCTS bus, any time, every day of the week, and pay nothing when they show their MIAD student ID with the current *UPASS* sticker affixed. 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. Lost *UPASS* cards can be replaced by contacting the Student Services Helpdesk (x3248). A \$5.00 fee is assessed for replacing lost *UPASS* cards.

## 23.7. PHOTOCOPYING

Copying services are provided through DigiCOPY. All students will be sent a copy code that can be used on any of the copy machines at MIAD. All full-time students will be provided with a credit for the first \$25 of your copying and printing costs. DigiCOPY operates a retail store at 222 E. Erie Street (less than one block away from MIAD) where students can have their color and large format copy needs addressed.

## 23.8. 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.

## 23.9. VENDING SERVICES

There is an extensive vending service called the Main Street Mini-Mart in the Union vending area outside the Café servery. The Mini-Mart serves a wide variety of sandwiches, frozen foods, snacks, fruits, drinks and other personal items. The Mini-Mart accepts cash, credit/debit cards and their own dedicated declining balance card. The Mini-Mart cards can be purchased

at the kiosk in the vending area.

## 23.10. 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.

## 24. DISCLAIMER

The information in this handbook is subject to change at any time. It is intended to serve as a general source of information about the college and is in no way intended to state contractual terms. Accordingly, MIAD reserves the right to withdraw or change courses, academic programs and instructors, revise tuition and fees, and amend college policies.

