

# **MIAD STUDENT HANDBOOK 2020-21**

updated 8/13/2020

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## 1. MIAD STUDENT HANDBOOK



### MIAD Student Handbook 2020/2021 Academic Year

#### 1.1. Social Contract 2020-21

To support the reopening of our campus, all members of the MIAD campus community who are returning for the 2020-21 academic year will need to take extraordinary steps to stay well and protect each other on campus and in the community. We are asking each member of our community to pledge to abide by these requirements and expectations that will contribute



significantly toward reducing the spread of COVID-19.

The standards below are a temporary addition to the published community standards found in the Student Handbook, Faculty Handbook, and Staff Handbook. They are designed to provide the safest environment possible and are reliant on each member of the community to uphold them not only for their safety but the safety of others. Students who jeopardize the safety of others and/or fail to meet the standards may be removed from the residence apartments / college, and continue their studies in an online-only format.

## HEALTH MONITORING AND TESTING

### I agree to the following:

- To observe all daily health self-assessment, temperature screening, and reporting of symptoms and COVID-19 diagnostic testing as required
- Not to attend class or campus functions in-person if I am ill
- If I test positive for COVID-19 I will notify the Associate Dean of Students, Jennifer Crandall [jennifercrandall@miad.edu](mailto:jennifercrandall@miad.edu), immediately and follow MIAD's isolation guidelines to either leave MIAD's campus, or shelter in a designated isolation area on campus until cleared by the local health authority.
- If I am determined through contact tracing to have come into contact with someone who is infected with COVID-19 for an extended duration, 15 minutes or longer, including, but not limited to classmates, roommates/suitemates/apartment mates/housemates, I will comply with 14 day self-quarantine protocols.
- I will observe a full campus shelter-in-place when and if it is determined that the prevalence of confirmed COVID-19 cases on campus reach a certain level, as deemed necessary by Milwaukee Institute of Art & Design or the Milwaukee Health Department.

## FACE COVERINGS AND PERSONAL HYGIENE

### I agree to the following:

- To wear an appropriate face covering or mask, which covers the nose and mouth, at all times while in the Petit Building or MIAD affiliated apartment common areas, and while participating in any college-organized activities onsite or off campus (field trips, etc.) and campus, when not in my own apartment suite.
- To pay close attention to personal hygiene including frequent handwashing with soap and water and/or to use an alcohol-based hand sanitizer.
- Avoid sharing personal items such as phones, or assigned studio/lab items.
- To maintenance of hygiene in personal spaces including, but not limited to daily cleaning of in-room bathrooms and kitchens.

## SOCIAL DISTANCING: MAINTAINING 6 FT OF DISTANCE FROM OTHERS

### I agree to the following:

- To maintain appropriate social distance from others in any location on campus.
- To abide by reduced elevator occupancy, and give priority for elevator usage to individuals with special access needs.
- To abide by new stairwell one-way traffic standards, except in case of emergency when all stairwells become emergency exit paths.
- To abide by posted "Covid Occupancy" limits for every room / space in the building, and to not use common spaces such as the lobby or union for gathering more than 10 people.

## VISITATION AND GUESTS

### I agree to and understand the following:

- To the extent possible, minimize visitors to campus.
- I will advise outside guests of the health monitoring protocols in place and of their required participation to obtain access to campus. I will do this in advance of their visit.
- All guest privileges in the residence halls are suspended until further notice; resident students will only have access to

their assigned residence hall suite.

- No resident students can have visitors in their room, only occupants of a room/suite/apartment are allowed until further notice.

## FOOD SERVICE

### I agree to and understand the following:

- All food service will be grab- and- go; I will have the ability to order on-line in advance.
- I agree to maintain appropriate social distance while eating, with the exception of individuals with whom I am living.

## LIMITS TO TRAVEL OFF CAMPUS

### I agree to the following:

- To stay on campus, in class or in my assigned room whenever possible observing necessary-only trips to grocery stores, pharmacies, and the like.
- To limit unnecessary travel – this includes gathering with more than 10 others while maintaining face covering/social distancing.

## Campus Acknowledgement of Risk

I acknowledge that accessing MIAD's physical campus, to attend class, to meet with faculty and/or staff, to utilize studios, labs or tools, entails known and unanticipated risks related to communicable disease, including, but not limited to COVID-19 and health consequences due to such exposure or infection. I understand that MIAD is taking measures to help lessen the transmission of COVID-19, but that it is impossible to prevent transmission. I understand that these risks cannot be eliminated. I also understand that I cannot be guaranteed that I will not contract a communicable disease, including COVID-19, while accessing MIAD's physical campus.

## Housing for Two50Two and MIAD affiliated apartments

### Move-In

- Students will abide by the move-in schedule sent in my Move-In letter, and arrive at their scheduled time.
- Included with your Move-In letter is a list of COVID related questions, should you or the person planning on moving you indicate "YES" to any of the questions prior to your arrival, we ask that you reach out to Marianne Di Ulio mariannediulio@miad.edu to make other arrangements for a different move-in day.
- Please bring a limited amount of belongings to decrease the time needed in the elevator (roughly two move-in carts worth).
- To eliminate congestion in the process, only one family member or friend will assist each student physically move into the building. Other family members are welcome to come with you for the day, but only one person to help move your items into the apartment.
- Everyone participating in the move-in process must wear a face mask and follow all social distance rules.
- Follow specific social distancing markers taped onto the floor in the lobby, common areas, and garage.
- After students move in, often parents buy students groceries or other necessities. We ask that students either do this after move-in has ended for the day (roughly 6pm), or utilize the south stairwell (up only). The north stairwell will be down only.
- During move-in hours the elevators are reserved for students still moving in.

### Protocols

- Each apartment/suite is considered a family unit, and as such social distancing is not required. However, for the first two weeks in the unit, consider maintaining social distance to avoid potential contamination.
- Students are responsible for maintenance of hygiene in personal spaces including, but not limited to daily cleaning of in room bathrooms and kitchens.

- When open, maintain proper social distance and occupancy limits in common areas, including lounge rooms, laundry rooms, elevators, and the lobby.
- Face masks are required of all residents whenever they are in common areas of the form (e.g., laundry, lobby, hallways, elevator, etc.)

**Visitors**

- All guest privileges in the residence apartments are suspended until further notice; resident students will only have access to their assigned unit in their residence suite.
- No resident students can have visitors in their room, only occupants of a room/suite are allowed until further notice.

**Reporting Illness**

- If I test positive for COVID-19, I will notify the Associate Dean of Students, Jennifer Crandall [jennifercrandall@miad.edu](mailto:jennifercrandall@miad.edu), immediately and follow our isolation guidelines to either leave MIAD’s campus, or shelter in a designated isolation area on campus until cleared by the local health authority.
- If I am determined through contact tracing to have come into contact with someone who is infected with COVID-19 for an extended duration, 15 minutes or longer, including, but not limited to classmates, roommates/suitemates/apartment mates/housemates, I will comply with 14 day self-quarantine protocols.

**Housing Acknowledgment of Risk**

I acknowledge that residing in MIAD-sponsored housing entails known and unanticipated risks related to communicable disease, including, but not limited to COVID-19 and health consequences due to such exposure or infection. I understand that such risks may vary based on housing arrangements, including, room occupancy, bathroom configurations, and shared spaces such as kitchens. I understand that these risks cannot be eliminated. I also understand that I cannot be guaranteed that I will not contract a communicable disease, including COVID-19, while residing in MIAD-affiliated housing.

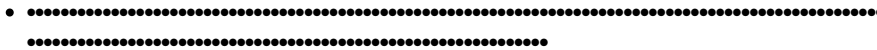
**1.2. 2020-21 ACADEMIC CALENDAR**

**2020 • Fall Semester**

August 25-27	Residence Hall Move-In (New students)
August 26-28	New Student Orientation
August 27-28	Residence Hall Move-In (Returning students)
August 31	Fall Semester Classes Begin
	Fall Semester Tuition/Fees Due
September 4	Open Enrollment Ends 2:00 PM
	Last day for 100% tuition/fees refund, 2:00 PM
September 7	Labor Day Holiday – No Classes
September 11	Last day for 75% tuition refund, 2:00 PM
September 18	Last day for 50% tuition refund, 2:00 PM
September 25	Four Week Reports Posted
	Last day for 25% tuition refund, 2:00 PM
	ALD Celebration

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 23	Midterms Posted
October 28	Start of Major Declaration Week
November 4	Majors Declaration Day
November 6	Last Day to Withdraw from Fall Courses (by 2:00 pm)
November 8	Major Declaration Day
November 23-27	Thanksgiving Break – No Classes
November 28	Mandatory NSP Meeting for all FYE NSP Students
December 18	Last Day of Fall Classes
December 22	Grades Due 2:00 PM



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

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## **SPRING SEMESTER – 2021**

January 6	Residence Hall Move-In (New students)
January 8	New Student Registration & Placement Essay
January 7-8	New Student Orientation
January 11	Spring Classes Begin
	Spring Semester Tuition/Fees Due
January 15	Open Enrollment Ends 2:00 PM
	Last day for 100% tuition/fees refund, 2:00 PM
January 18	Martin Luther King Jr. Commemoration (no classes)
January 22	Last day for 75% tuition refund, 2:00 PM
January 29	Last day for 50% tuition refund, 2:00 PM
February 5	Four Week Reports Posted
February 5	Last day for 25% tuition refund, 2:00 PM
	No refunds issued after this date
March 8	Midterms Posted

March 8-112	Spring Break – No Classes
March 19	Last Day to Withdraw from Spring Semester Courses (by 2:00 pm)
March 25-27	FYE Spring Semester Group Advising Sessions
March 26	ALD Celebration
April 30	Last Day of Spring Classes
May 4	Grades Due 2:00 PM
May 8	Graduation Ceremony

## 2021 • Summer Semester

May 10	Summer Session Classes Begin
May 24	Memorial Day Holiday – No Classes
July 30	Last Day of Summer Classes
August 3	All Grades Due (Grades will be due after each summer session)



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

### 1.3. 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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Learning Outcomes

## 1.4. 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.

## 1.5. 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. Non-Discrimination and Equal Opportunity Statement**

Consistent with federal and state law and college policy, the Milwaukee Institute of Art & Design is committed to the fundamental concept of equal opportunity for all of the members of the college community. MIAD prohibits and will not tolerate discrimination in employment, the provision of academic services, or in any other area of college life based on race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity and/or expression, ethnicity, genetic information, HIV status, or status as a veteran. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, volunteers or participants in and/or users of institutional programs, services, and activities.

## **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 and the U.S. Department of Education's implementing regulations for Title IX (see 34 C.F.R. § 106 et seq.). 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 Title IX Sexual Harassment, as defined in this Policy.

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.*

### 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. Title IX Sexual Harassment is a form of sex discrimination and is prohibited by this Policy. As further defined



herein, Title IX Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Reports of violations involving Sexual Harassment 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, if committed by a student, the Faculty Handbook if committed by a faculty member, or other College policies and standards if committed by an employee.

### 3.2. POLICY JURISDICTION

This Policy applies to all members of the MIAD community. It applies to Title IX Sexual Harassment that occurs within MIAD's Education Programs and Activities and that is committed by students, faculty, staff, contractors, consultants, vendors, visitors, or any other member of the MIAD community.

For the purposes of this Policy's jurisdiction *students* are defined as someone who is currently enrolled or participating in any MIAD Educational Program or Activity. 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 a current contractual relationship with and/or are providing services to the College.

This Policy applies to on-campus conduct, including online or electronic conduct, or off-campus conduct that occurs within the scope of a MIAD Educational Program or Activity, including online or electronic conduct.

The policy *does not apply* to Title IX Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of MIAD's Educational Programs and Activities. However, such sexual misconduct may be prohibited by the Student Code of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or Staff Handbook if committed by an employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Title IX Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Title IX Sexual Harassment occurs in the College's Education Programs and Activities, such as a study abroad program. Title IX Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or other MIAD policies and standards if committed by an employee.

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.

### 3.3. DEFINITIONS

- A. "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. Allegations of Sex Discrimination that do not constitute Title IX Sexual Harassment, as defined below, are governed by the Student Code of Conduct, if committed by a student, the Faculty Handbook, if committed by a faculty member, or other MIAD policies and standards if committed by an employee.
- B. "Title IX Sexual Harassment" is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking.
- C. "Quid Pro Quo Sexual Harassment" is an employee of MIAD conditioning the provision of an aid, benefit, or service of MIAD on an individual's participation in unwelcome sexual contact.
- D. "Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to MIAD's Education Programs and Activities.
- E. "Sexual Assault" includes the sex offenses of Rape, Fondling, Incest, and Statutory Rape.
  - A. "Rape" is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim or where the victim is incapable of giving consent. Attempted Rape is included.
  - B. "Fondling" is touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- C. "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Wisconsin law.
- D. "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by Wisconsin law.
- F. "Sexual Exploitation" occurs when a person takes non-consensual or abusive sexual advantage of another for personal benefit, or to benefit anyone other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
  - @. 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
- G. "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Wisconsin, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Wisconsin.
- H. "Dating Violence" is violence committed by a person
  - A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - B. Where the existence of such a relationship will be determined based on a 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.
- I. "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress
- J. "Consent" refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent.
- K. "Incapacitation" is the inability, temporarily or permanently, to give consent to a sexual interaction because the individual is mentally and/or physically compromised due to drug or alcohol consumption, either voluntarily or involuntarily, or because the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring.
- L. "Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- M. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.
- N. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.
- O. "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a Respondent and requesting that MIAD investigate the allegation of Title IX Sexual Harassment in accordance with this policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in MIAD's education programs and activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.
- P. "Supportive Measures" are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to MIAD's Education Programs and Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or MIAD's education environment, or to deter Title IX Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules or assignments, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.
- Q. "Education Programs and Activities" refers to all the operations of MIAD, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by MIAD. It also includes off-campus locations, events, or circumstances over which MIAD exercises substantial control over the Respondent and the context in which the Title IX

Sexual Harassment occurs, including Title IX Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by MIAD.

### 3.4. UNDERSTANDING HOSTILE ENVIRONMENT SEXUAL HARASSMENT

In determining whether a hostile environment exists under this policy, MIAD will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. MIAD will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

Title IX Sexual harassment also includes harassment based on a failure to conform to stereotypical notions of masculinity or femininity.

Some specific examples of conduct that may constitute Title IX Sexual Harassment if unwelcome include, but are not 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
- Sexual gestures, noises, remarks, innuendo, jokes, humor, or unwelcome questions, or comments about a person's gender, sexuality or sexual experience
- Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact
- Unwelcome kissing, hugging, or massaging
- Use or display of electronic, pornographic or sexually harassing materials such as posters, photos, videos, pictures, cartoons or graffiti without pedagogical justification in the classroom or any MIAD facility or the *Two50Two* apartments
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail and Internet use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails, text messages, or social media posts
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship
- Insulting, demeaning, or degrading another person based on gender or gender stereotypes

### 3.5. UNDERSTANDING CONSENT AND INCAPACITATION

**Consent:** Lack of consent is a critical factor in determining whether Title IX Sexual Harassment has occurred. As defined above, consent is a mutual, voluntary, and informed agreement to participate in specific sexual acts with another person that is not achieved through manipulation, force or coercion of any kind, and requires having cognitive ability to agree to participate. Consent requires an outward demonstration, through mutually understandable words, conduct or action, indicating that an individual has freely chosen to engage in the specific sexual acts. 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 can be withdrawn at any time during a sexual encounter. In some cases, consent may *never* be given, such as when an individual is incapacitated.

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 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.

1. **Incapacitation:** Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why, or how" of the sexual interaction) and/or is physically or mentally

helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature of circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness.

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

### **3.6. 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 who will shift supervisory responsibilities for the subordinate to another supervisor.

### **3.7. 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 has *actual knowledge* (formal complaint to an official with the authority to take corrective action; the Title IX Coordinator, a Title IX Deputy Coordinator, a Title IX Investigator, or Campus Security).

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 Complainant's wishes to remain anonymous, the Complainant's willingness to file a Formal complaint or participate in an investigation, the Complainant'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 investigating and resolving all alleged and suspected violations of this Policy pursuant to the procedures herein to the fullest extent possible.

Although there is no specific time limit for reporting an alleged or suspected violation of this Policy, an individual 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. Formal complaints regarding alleged violations of this policy will not be accepted after the Complainant withdraws from MIAD or graduates.

Any person may report Title IX Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

The name and contact information for the Title IX Coordinator is:

Mark Fetherston  
Office RL85A  
273 E. Erie Street  
Milwaukee, WI 53202  
Phone 414.847.3215  
Email: [markfetherston@miad.edu](mailto:markfetherston@miad.edu)

In addition to reporting to the Title IX Coordinator, any person may report Title IX Sexual Harassment to:

- 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).
- MIAD Campus Security, Director of Security & Safety, Keith Kotowicz, (Security Desk / Phone 414.847.3300) or Security Lieutenant Daniel Poarch (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).*
- Reporting Officials are any MIAD employee with managerial authority over other employees, including Board of Trustees members, senior staff, deans, department heads, unit supervisors, and other managers (collectively "Reporting Officials") who must promptly forward such report of .

### 3.8. 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 to any licensed medical professional protected by legally recognized confidentiality standards.

### 3.9. 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 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.

### **3.10. SPECIAL ADVICE FOR INDIVIDUALS REPORTING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, MIAD recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one’s mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Do not launder or discard bedding where the assault occurred – preserve for law enforcement.
- Preserve all forms of electronic communication that occurred before, during, or after the assault.
- Contact law enforcement by calling 911.
- Get medical attention – all medical injuries are not immediately apparent. This is also necessary to collect evidence in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
- Contact a trusted person, such as a friend or family member for support.
- Talk with a professional licensed counselor or resident health care provider who can help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution under the Title IX Grievance Process.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Title IX Sexual Harassment investigations.

Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

- obtaining Supportive Measures,
- contacting parents or a relative,
- seeking legal advice,
- seeking personal counseling (always recommended),
- pursuing legal action against the perpetrator,
- filing a Formal Complaint,
- requesting that no further action be taken

MIAD’s Department of Campus Security & Safety can assist individuals in obtaining a personal protection order (“PPO”).

### **3.11. RIGHTS OF COMPLAINANTS AND RESPONDENTS**

Complainants and Respondents have the following rights in connection with the investigation and resolution of suspected or alleged violation of this Policy.

- The right to speak with the Investigation Team on one’s own behalf.
- The right 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. The Advisor is permitted to ask relevant questions during the investigation and cross-examine witnesses and parties in the hearing.
- If any party is unable to obtain or afford an Advisor, the College will appoint one for them.

- The right to identify or present witnesses who can provide information about the alleged conduct at issue.
- The right to identify or present other evidence on one's own behalf.
- The right to suggest questions to be posed by the investigators to the opposing party and respond to the other party's questions during the investigation process.
- The right to review, respond to, and sign off on investigation notes of their personal investigative interviews.
- The right to review all information or evidence offered by the other party in support of the other party's position, including the identity of any witness or party providing such information or evidence, 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 be present throughout the Title IX Hearing. "Present" includes teleconferencing where all parties have contemporaneous access to the Title IX Hearing.
- The right for a party's Advisor to directly cross-examine the other party during the Hearing, in real time.
- The right to be informed, in writing, of the outcome of the Title IX Hearing.
- The right to be informed in writing about the appeals process and the opportunity to appeal an outcome pursuant to this Policy.

### 3.12. 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.

### 3.13. TITLE IX COORDINATION TEAM

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*

Mark Fetherston (Office RL85A / Phone 414.847.3215 / email: [markfetherston@miad.edu](mailto:markfetherston@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.*

**Associate Director of Campus Life**

Ricky Heldt (Office: R45B / Phone: 414.847.3242) / email: [rickyheldt@miad.edu](mailto:rickyheldt@miad.edu))

**Associate Director of Career Services**

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

**Director of Inclusivity**

Richard Anderson-Martinez (Office: 240 / Phone: 414.847.3202 / email: [randersonmartinez@miad.edu](mailto:randersonmartinez@miad.edu))

**HR Assistant Generalist**

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

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.

Deputy Coordinators are also responsible for informing the Title IX Coordinator of alleged violations and procedures implemented to address those violations. Finally, 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. Title IX Hearing Panel**

The Title IX Hearing Panel is the decision making body that issues a determination of "violation", "no violation" or "no finding" of a violation of the Policy.

**3.14. PROHIBITION AGAINST RETALIATION**

It is a violation of this policy to engage in Retaliation. 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. Reports and Formal Complaints of retaliation may be made in the manner specified in Sections **[XX]-[XX]**. The College shall respond to alleged acts of Retaliation following the procedures outlined in this Policy. The College retains discretion to consolidate a Formal Complaint of Retaliation with a Formal Complaint of Title IX Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus.

**3.15. BAD FAITH COMPLAINTS AND FALSE INFORMATION**

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Code of Student Conduct in the case of students and other College policies and standards, as applicable, for other persons

**3.16. 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.

### 3.16.1. INITIAL INQUIRY

Upon receiving a report of a potential violation of this Policy, the Title IX Coordinator or a Title IX Deputy Coordinator will conduct an **initial inquiry** to determine:

- .

If the Title IX Coordinator determines that the conduct reported does not fall within the scope of this Policy, and/or does not constitute Title IX Sexual Harassment, even if investigated, the Title Coordinator will close the matter and will notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA"). The Title IX Coordinator may refer the report to other offices, as appropriate, including for potential assessment under the Student Code, the Faculty & Staff Handbooks, or other applicable College policies and procedures.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of the Policy, and/or could constitute Title IX Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant as specified below.

As part of the Initial Inquiry, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

### 3.16.2. CONTACTING THE COMPLAINANT

If a report is not closed as a result of the initial assessment and the Complainant's identity is known, the Title IX Coordinator, Deputy Coordinator or designee will promptly contact the Complainant to discuss the availability of Supportive Measures; to discuss and consider the Complainant's wishes with respect to such Supportive Measures; to inform the Complainant of the availability of such Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint. The Complainant will also be provided options for filing complaints with the local police and information about resources that are available on campus and in the community.

### 3.16.3. SUPPORTIVE MEASURES

If a report is not closed as a result of the preliminary assessment, MIAD will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint.

Contemporaneously with the Respondent being notified of a Formal Complaint, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and the College will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The College will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

The College will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the College's ability to provide the Supportive Measures in question.

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

### 3.16.4. INTERIM REMOVAL

At any time after receiving a report of Title IX Sexual Harassment, the Title IX Coordinator may place a student Respondent on an interim removal from MIAD property and/or MIAD's Education Programs and Activities, on a short term basis, if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or

other individual arising from the allegations of Title IX Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the College may place the Respondent on administrative leave at any time after receiving a report of Title IX Sexual Harassment, including during the pendency of the investigation and adjudication process specified in **Sections ???**.

For all other Respondents, including independent contractors and guests, the College retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Title IX Sexual Harassment or otherwise.

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.

### **3.16.5. FORMAL COMPLAINT**

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the College investigate and adjudicate a report of Title IX Sexual Harassment in accordance with these procedures. Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of the College's education programs or activities. Formal complaints will not be accepted after the Complaint withdraws or graduates from MIAD.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified in **Section [XX]** above. No person may submit a Formal Complaint on the Complainant's behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of the College if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community. Factors the Title IX Coordinator may consider include (but are not limited to): (a) was a weapon involved in the incident; (b) were multiple assailants involved in the incident; (c) is the accused a repeat offender; (d) does the incident create a risk of occurring again; (e) the age of the individual reportedly subjected to Title IX Sexual Harassment, and (f) whether the College possesses other means to obtain relevant evidence.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then the College will commence the investigation and hearing process specified in **Section [XX]**. In all cases where a Formal Complaint is filed, the Complainant will be treated as a party, irrespective of the party's level of participation.

In a case where the Title IX Coordinator files a Formal Complaint, the Title IX Coordinator will not act as a Complainant or otherwise as a party for purposes of the investigation and adjudication processes.

If neither the Complainant nor the Title IX Coordinator files a Formal Complaint, the investigation and adjudication provisions of this Policy will not be applied, but the Title IX Coordinator may refer the report to other College offices, as appropriate, including for potential assessment under the Student Code, Faculty & Staff Handbooks, or other applicable policies and procedures.

### **3.16.6. CONSOLIDATION OF FORMAL COMPLAINTS**

The College may consolidate Formal Complaints as to allegations of Title IX Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Title IX Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Title IX Sexual Harassment.

### **3.16.7. DISMISSAL PRIOR TO COMMENCEMENT OF INVESTIGATION**

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and

**must** dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of this Policy (i.e., because the alleged conduct did not occur in MIAD's Education Programs, Activities, or properties controlled by the College, and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in Section XX. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other College offices, as appropriate, including for potential assessment under the Student Code, Faculty & Staff Handbooks, or other applicable policies and procedures. A dismissal pursuant to this Section is presumptively a final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

### **3.16.8. NOTICE OF FORMAL COMPLAINT**

Within five (5) days of the Title IX Coordinator receiving a Formal Complaint, both Parties 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) Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, the identity of the parties involved in the incident(s) (if known); the precise conduct allegedly constituting the alleged violation(s); the dates and location(s) of the alleged incident(s), to the extent known;
- (2) A copy of or link to this Policy, and the specific section(s) of the Policy allegedly violated;
- (3) A statement that the Respondent is presumed not responsible for the alleged Title IX Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
- (4) Notifying the Complainant and Respondent of their right to be accompanied by an Advisor of their choice;
- (5) Notifying the Complainant and Respondent of their right to inspect and review evidence;
- (6) Notifying the Complainant and Respondent of the College's prohibitions on retaliation and false statements.

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.

In this written notice, the College will provide both parties with information about Supportive Measures available to them (e.g., counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to the parties by the College and in the community). The College will also provide both 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 Complainant chooses to report the incident to campus security or to local law enforcement. The College will facilitate such changes if either Party requests them and they are reasonably available, regardless of whether the Complainant chooses to report the incident to campus security or local law enforcement.

### **3.16.9. OPTION FOR INFORMAL RESOLUTION**

At any time after the parties are provided written notice of the Formal Complaint as specified above, and before the completion of any appeal, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, a Deputy Coordinator, another College official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will transcribe the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the College, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the College. Informal resolution pursuant to this Section is not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21) days, and absent a mutually agreed upon extension or abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

Failure, by either party, to fully comply with the conditions of the informal resolution could trigger the resumption of the formal complaint process. Should either party fail to comply with the conditions of the informal resolution, both parties will be notified and informed of their right to resume the formal complaint option. Repeat acts by the Respondent of the behavior at question in the original complaint will result in the inclusion of the entirety of the original complaint in any subsequent complaint.

Other language in this Section notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Title IX Sexual Harassment against a student.

### **3.16.10. FORMAL RESOLUTION**

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 extend the proceedings. If, in the assessment of the Title IX Coordination Team, a party's delay in a particular step of the process is unreasonable, and 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 by a party 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.

### **3.16.11. INVESTIGATION**

#### **A. COMMENCEMENT AND TIMING**

After the written notice of Formal Complaint is transmitted to the parties, the Title IX Coordinator will assign Investigators to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the College and not with the parties. The investigation will culminate in a written investigation report that will be submitted to the adjudicator during the hearing process.

The College is committed to undertaking prompt, thorough, impartial and fair investigations, and to treating all individuals with respect and sensitivity. Although the length of each investigation may vary depending on the totality of the circumstances, the College strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice of Formal Complaint.

## **B. EQUAL OPPORTUNITY**

During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party's opportunity to present testimonial and other evidence that the party believes is relevant to resolution of the allegations in the Formal Complaint. A party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect. While any party may identify supporting witnesses to the investigators, all witnesses must testify personally and be willing to participate throughout the process, up to, and including the formal hearing where they must submit to cross examination by the Advisors. Failure to participate in any part of the process for which they are formally requested to attend makes a witnesses' testimony, and whatever evidence they provide, inadmissible. Heresy is inadmissible in any part of the Title IX proceedings.

## **C. DOCUMENTATION OF THE INVESTIGATION**

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, audio recorded, video recorded, or transcribed. The particular method utilized to record the interviews of parties and witnesses will be determined by the investigator in the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

## **D. ACCESS TO THE EVIDENCE**

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the Investigating Officer will transmit to each party and their Advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the College may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their Advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

## **E. INVESTIGATION REPORT**

After the period for the parties to provide any written response has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their Advisor, in either electronic or hard copy form.

# **3.16.12. HEARING PROCESS**

## **A. HEARING OFFICER**

The Title IX Coordinator will promptly appoint a Hearing Officer who will chair the three person Hearing Panel, oversee the hearing process, and render the Hearing Panel's determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the Hearing Officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in Section [XX].

## **B. HEARING PANEL**

In consultation with the Title IX Coordinator, the Hearing Officer will appoint two additional members of the Title IX Coordination Team without a conflict of interest to the Hearing Panel. Non-members of the Coordination Team may be appointed to the Panel if conflict of interest exists among all potential Team members. The three-member Hearing Panel will serve as the decision making body for the determination of responsibility.

### **1. HEARING NOTICE AND RESPONSE TO THE INVESTIGATION REPORT**

After the Hearing Panel is appointed, the Hearing Officer will promptly transmit written notice to the parties notifying the parties of the Hearing Officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of the College's Hearing Procedures. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this Section.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason;
- A list of any witnesses that the party contends should be requested to attend the hearing pursuant to an attendance notice issued by the Hearing Officer;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the Hearing Officer;
- Any objection that the party has to the College's Hearing Procedures;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the Advisor who will accompany the party at the pre-hearing conference and hearing;
- If the party does not have an Advisor who will accompany the party at the hearing, a request that the College provide an Advisor for purposes of conducting questioning as specified in Section [XX].

A party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by the preponderance of evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Title IX Sexual Harassment.

## **C. PRE-HEARING CONFERENCE**

Prior to the hearing, the Hearing Officer will conduct a pre-hearing conference with the parties and their Advisors. By default, the pre-hearing conference will be conducted with the Hearing Officer, the parties, the advisors, and other necessary College personnel together in the same physical location. However, upon request of either party, or at the Hearing Officer's discretion, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

During the pre-hearing conference, the Hearing Officer will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the Hearing Officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the Hearing Officer determines, in the Hearing Officer's discretion, should be resolved before the hearing. All agreements derived from the Pre-Hearing Conference will be documented in writing and shared with both Parties and their Advisors.

## **D. ISSUANCE OF NOTICES OF ATTENDANCE**

After the pre-hearing conference, the Hearing Officer will transmit notices of attendance to any College employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will advise the subject of the specified date and time of the hearing and advise the subject to contact the Hearing Officer immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The College will not issue a notice of attendance to any witness who is not an employee or a student.

## **E. HEARING**

After the pre-hearing conference, the Hearing Officer will convene and conduct a hearing pursuant to the College's Hearing Procedures. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

By default, the hearing will be conducted with the Hearing Officer, the parties, the Advisors, witnesses, and other necessary College personnel together in the same physical location. However, upon request of either party, or at the discretion of the Hearing Officer, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

While the Hearing Procedures and rulings from the Hearing Officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each party to address the Hearing Panel directly and to respond to questions posed by the Hearing Panel;
- Opportunity for each party's Advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the investigator(s), the other party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the Hearing Officer and a reason for the ruling provided by the Hearing Officer;
- Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each party to make a brief closing argument.

Except as otherwise permitted by the Hearing Officer, the hearing will be closed to all persons except the Hearing Panel, the parties, their Advisors, the investigator, the Hearing Officer, the Title IX Coordinator, and other necessary College personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their Advisors will have access to the investigation report and evidence that was transmitted to them pursuant to these procedures.

While a party has the right to attend and participate in the hearing with an Advisor, a party and/or Advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the Hearing Officer.

Subject to the minimum requirements specified in this Section, the Hearing Officer will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The Hearing Officer will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rationale for any evidentiary rulings.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. The Hearing Officer will have discretion to modify the Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified in this Section are met.

## **F. SUBJECTION TO QUESTIONING**

Questioning of a Party by either Advisor is limited to 30 minutes. Questioning of a witness by either Advisor is limited to 15 minutes.

In the event that any party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the parties' Advisors, the statements of that party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the Hearing Officer in reaching a determination of responsibility.

Notwithstanding the foregoing, the Hearing Officer may consider the testimony of any party or witness, whether given during the investigation or during the hearing, if the parties jointly stipulate that the testimony may be considered or in the case where neither party requested attendance of the witness at the hearing.

In applying this Section, the Hearing Panel will not draw an inference about the determination regarding responsibility based solely on a party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' Advisors.

Notwithstanding any provisions of this Policy, if a matter subject to a hearing is referred for consideration under the College's Student Code of Conduct, Faculty or Staff Handbook, or other applicable policy or procedure, any information collected from a party or witness who refuses to attend a hearing under this Policy or attends but refuses to submit to questioning by the parties' Advisors, including testimony collected during the investigation under this Policy, may be evaluated and considered under the Student Code of Conduct, Faculty or Staff Handbook, or other applicable policy or procedure.

## G. DELIBERATION AND DETERMINATION

After the hearing is complete, the Hearing Panel will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The Hearing Panel will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference or during the hearing.

**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.

## H. DISCIPLINE AND REMEDIES

In the event the Hearing Panel determines that the Respondent is responsible for violating this policy, the Hearing Panel will, prior to issuing a written decision, consult with the College official(s) with disciplinary authority over the Respondent to discuss precedent and identify an appropriate range of sanctions. The Hearing Panel will then assign a sanction to the Respondent. The Hearing Panel will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Parties.

## I. WRITTEN DECISION

After reaching a determination and consulting with the appropriate College official(s) and Title IX Coordinator as required by the previous section, the Hearing Officer will prepare a written decision that will include:

- Identification of the allegations potentially constituting Title IX Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by the College upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Title IX Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The sanction determined by the Hearing Panel;
- Whether either of the Parties will receive any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of the College's process and grounds for appeal.

The Hearing Officer's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal.



Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the College strives to issue the Hearing Officer's written determination within fourteen (14) days of the conclusion of the hearing.

### 3.16.13. DISMISSAL DURING INVESTIGATION OR ADJUDICATION

The College may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by the College, as the case may be; or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator determines that a Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other College offices, as appropriate, including for potential assessment under the College's Student Code of Conduct, Faculty or Staff Handbook, or other applicable policy or procedure. A dismissal pursuant to this Section is presumptively a final determination as it pertains to this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

### 3.16.14. APPEAL

Either party may appeal the determination of an adjudication or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
- The Title IX Coordinator, investigator, a member of the Hearing Panel, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.
- The sanction imposed is disproportionate to the outcome.

No other grounds for appeal are permitted. Third parties are not permitted to file appeals. If the Formal Complaint is filed by the Title IX Coordinator, the Coordinator may not file an appeal.

A party must file an appeal within seven (7) days of the date they receive notice of the determination. The other party may cross-appeal within three (3) days of receiving notice that the first party has submitted an appeal. The appeal must be submitted in writing to the Vice President of Academic Affairs (VPAA), who serves as the appeal officer.

#### **Vice President of Academic Affairs**

Dale Shidler

Office: 255E

Phone: 3213

Email: [daleshidler@miad.edu](mailto:daleshidler@miad.edu)

The appeal must specifically identify the determination being appealed, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the VPAA will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the VPAA determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the VPAA will dismiss the appeal and provide written notice of the same to the parties.

If the VPAA confirms that the appeal is timely and invokes at least one permitted ground for appeal, the VPAA will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The VPAA shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the 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.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the VPAA will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

The VPAA 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, and/or a new hearing; 3) remand to the Hearing Officer with recommendation for revision of the finding and/or sanction.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

Both parties may submit one appeal. Neither party will be entitled to any additional appeals. Appeal outcomes may not be re-appealed.

Although the length of each appeal will vary depending on the totality of the circumstances, the College strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

### **3.16.15. FORMAL DISCIPLINARY/CORRECTIVE ACTIONS FOR VIOLATIONS OF THIS POLICY**

**A. 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.

## **B. Remedies**

After a final decision is made that an individual has violated this Policy, the College may also offer additional measures, and/or take other action, to eliminate any hostile environment caused by the Title IX Sexual Harassment, prevent the recurrence of any Title IX Sexual Harassment, and remedy the effects of the Title IX Sexual Harassment on the Complainant and the College community. Remedies that may be offered or provided to a Complainant may include the same individualized services described as Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

### **3.16.16. ADVISOR OF CHOICE**

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an Advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The Advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing specified in these procedures, the Advisor will play a passive role and is not permitted to communicate on behalf of a party, insist that communication flow through the Advisor, or communicate with the College about the matter without the party being included in the communication. In the event a party's Advisor of choice engages in material violation of the parameters specified in these procedures, the College may preclude the Advisor from further participation, in which case the party may select a new Advisor of their choice.

In the event a party is not able to secure an Advisor to attend the hearing specified in these procedures, the College will provide the party an Advisor, without fee or charge, who will conduct questioning on behalf of the party at the hearing. The College will have sole discretion to select the Advisor it provides. The Advisor the College provides may be, but is not required to be, an attorney.

The College is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing.

### **3.16.17. TREATMENT RECORDS AND OTHER PRIVILEGED INFORMATION**

During the investigation and adjudication processes, the investigator and adjudicator, as the case may be, are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or
- Information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client

privilege;

- unless the College has obtained the party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, as the case may be, may consider any such records or information otherwise covered by this Section if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

### **3.16.18. SEXUAL HISTORY**

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section.

### **3.16.19. PRESUMPTION OF NON-RESPONSIBILITY**

From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

### **3.17. RESOURCES**

Any individual affected by or accused of Title IX Sexual Harassment will have equal access to support and counseling services offered through the College. The College encourages any individual who has questions or concerns to seek support of College identified resources. The Title IX Coordinator is available to provide information about the College's policy and procedure and to provide assistance. A list of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services and resources available at the College and in the community is located in the "College Services" section of MIAD's website.

### **3.18. OBJECTIONS GENERALLY**

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that the College may evaluate the matter and address it, if appropriate.

### **3.19. CONFLICTS OF INTEREST, BIAS, AND PROCEDURAL COMPLAINTS**

The Title IX Coordinator, investigator, Hearing Officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any party who believes one or more of these officials has a material conflict of interest or material bias must raise the concern promptly to the Title IX Coordinator so that the College may evaluate the concern and find a substitute, if appropriate. 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 to replace that individual.

The failure of a party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal specified in [Section 13.16.14](#) or otherwise.

Additionally, 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.

### **3.20. ACADEMIC FREEDOM**

The College will construe and apply this policy consistent the principles of academic freedom specified in the Faculty Handbook. In no case will a Respondent be found to have committed Title IX Sexual Harassment based on expressive conduct that is protected by the principles of academic freedom specified in the Faculty Handbook.

### 3.21. RELATIONSHIP WITH CRIMINAL PROCESS

This policy sets forth the College's processes for responding to reports and Formal Complaints of Title IX Sexual Harassment. The College's processes are separate, distinct, and independent of any criminal processes. While the College may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, the College will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

### 3.22. RECORDINGS

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by the College and is considered property of the College, subject to any right of access that a party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only the College is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the Hearing Officer.

### 3.23. VENDORS, CONTRACTORS, AND THIRD PARTIES

The College does business with various vendors, contractors, and other third-parties who are not students or employees of the College. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the College retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. And the College retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

### 3.24. CONFIDENTIALITY

The College will keep confidential the identity of any individual who has made a report or Formal Complaint of Title IX Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Title IX Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. The College will also maintain the confidentiality of its various records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, the College may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out the College's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding the College's general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

While the College will maintain confidentiality specified in this Section, the College will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about, or discuss a particular case, may constitute Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy.

**Note that 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. In addition, 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.**

Note that certain types of Title IX Sexual Harassment are considered crimes for which the College must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

### **3.25. OTHER VIOLATIONS OF THIS POLICY**

Alleged violations of this policy, other than violations of the prohibitions on Title IX Sexual Harassment and Retaliation, will be subject to review under the Student Code of Conduct for students, the Faculty Handbook for faculty, or other College policies and standards for employees.

### **3.26. SIGNATURES AND FORMS OF CONSENT**

For purposes of this policy, either a physical signature or digital signature will be sufficient to satisfy any obligation that a document be signed. Where this policy provides that written consent must be provided, consent in either physical or electronic form, containing a physical or digital signature, as the case may be, will suffice.

### **3.27. DEADLINES, TIME, NOTICES, AND METHOD OF TRANSMITTAL**

Where this policy specifies a period of days by which some act must be performed, the following method of calculation applies:

- Exclude the day of the event that triggers the period;
- Count every day, including intermediate Saturdays, Sundays, and legal holidays recognized by the federal government;
- Include the last day of the period until 5:00 p.m. central time, but if the last day is a Saturday, Sunday, or legal holiday recognized by the federal government, the period continues to run until 5:00 p.m. central time on the next day that is not a Saturday, Sunday, or legal holiday recognized by the federal government.

All deadlines and other time periods specified in this policy are subject to modification by the College where, in the College's sole discretion, good cause exists. Good cause may include, but is not limited to, the unavailability of parties or witnesses; the complexities of a given case; extended holidays or closures; sickness of the investigator, adjudicator, or the parties; the need to consult with the College's legal counsel; unforeseen weather events; and the like.

Any party who wishes to seek an extension of any deadline or other time period may do so by filing a request with the investigator, Hearing Officer, administrative officer, appeal officer, or Title IX Coordinator, as the case may be, depending on the phase of the process. Such request must state the extension sought and explain what good cause exists for the requested extension. The College officer resolving the request for extension may, but is not required to, give the other party an opportunity to object. Whether to grant such a requested extension will be in the sole discretion of the College.

The parties will be provided written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.

Where this policy refers to notice being given to parties "simultaneously," notice will be deemed simultaneous if it is provided in relative proximity on the same day. It is not necessary that notice be provided at exactly the same hour and minute.

Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be email using College email addresses.

A party is deemed to have received notice upon transmittal of an email to their College email address. In the event notice is provided by mail, a party will be deemed to have received notice three (3) days after the notice in question is postmarked.

Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing as the case may be, and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined in the sole discretion of the College, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant College officials; approaching holidays or closures; and the number and length of extensions already granted.

### **3.28. OTHER FORMS OF DISCRIMINATION**

This Policy applies only to Title IX Sexual Harassment. Complaints of other forms of sex discrimination are governed by the College's Non-Discrimination Policy.

### 3.29. 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.

### 3.30. OUTSIDE APPOINTMENTS, DUAL APPOINTMENTS, AND DELEGATIONS

The College retains discretion to retain and appoint suitably qualified persons who are not College employees to fulfill any function of the College under this policy, including, but not limited to, the investigator, Hearing Officer, informal resolution officer, and/or appeals officer.

The College also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, Hearing Officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given College official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, Hearing Officer, informal resolution officer, and appeals officer, may, in the College's discretion, be delegated by such College official to any suitably qualified individual and such delegation may be recalled by the College at any time.

### 3.31. TRAINING

The College will ensure that College officials acting under this policy, including but not limited to the Title IX Coordinator, Title IX Committee members, investigators, Hearing Officers, informal resolution facilitators, College provided Advisors, and appeals officers receive training in compliance with 34 C.F.R. § 106.45(b)(1)(iii) and any other applicable federal or state law. For matters involving alleged violations of MIAD's Title IX Policy or suspected sexual assault, sexual violence, domestic violence, dating violence, or stalking, the official(s) designated to conduct the Title IX Investigations shall be trained annually in the investigation of, and other issues related to, domestic violence, dating violence, sexual assault, stalking and other misconduct covered by this Policy.

### 3.32. TITLE IX RECORD PRESERVATION PROTOCOLS

The College will retain those records specified in 34 C.F.R. § 106.45(b)(10) for a period of seven years after which point in time they may be destroyed, or continue to be retained, in the College's sole discretion. The records specified in 34 C.F.R. § 106.45(b)(10) will be made available for inspection, and/or published, to the extent required by 34 C.F.R. § 106.45(b)(10) and consistent with any other applicable federal or state law, including FERPA. Parties have the right to access records in which they were involved as complainant or respondent. Requests to review records must be submitted, in writing, to the Title IX Coordinator.

### 3.33. DISCRETION IN APPLICATION

The College retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the College's interpretation or application differs from the interpretation of the parties.

Despite the College's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the College retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this Policy and the Hearing Procedures referenced in this Policy are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the College retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. The College may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

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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>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>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.



### **3.34. TRAINING DOCUMENTATION**

MIAD's Title IX training documentation is available at this link:

<https://drive.google.com/file/d/1czT7CJFQD-MvZxZHeBDkgNQ-JmgKWT2c/view?usp=sharing>

## **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>
	3rd: \$500-\$750 & up to 2 yrs. jail, <u>REV</u>
Driving	1st: \$440-\$550 & 6-9 months <u>SUS</u>
	2nd: \$550-\$1250, 5 days-6 months & up to 1 yr. jail, <u>SUS</u>
While Intoxicated	3rd: \$500-\$750 & up to 2 yrs. jail, <u>REV</u>

Open Container in Vehicle	Driver: \$125
	Passenger: \$67.50
Homicide while DWI	Up to \$10,000, up to 5 yrs. Jail, 5 yrs. <u>REV</u>
Chemical Test Refusal	1st: 12 months <u>REV</u>
	2nd: 24 months <u>REV</u>
	3rd: 36 months <u>REV</u>

Please note these fines may change at any time.

SUS = Suspension of 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	<u>Narcotics:</u> \$25,000 and/or up to 15 yrs. jail
<u>Others:</u> \$15,000 and/or up to 5 yrs. jail	All drugs in schedule except narcotics: \$100,000 and 20 yrs. to life jail
	<u>Others:</u> \$5,000 and/or up to 5 yrs. jail
II <u>Narcotics &amp; others:</u> Same as above	<u>Narcotics:</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	\$10,000 and/or 3 yrs. jail
IV \$5,000 and/or 1 yr. Jail	\$5,000 and/or 1 yr. \$200,000 and/or 1 yr. jail

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 poses a direct threat to the health and safety of self or other members of the MIAD community, regardless of the causal factors, MIAD may take administrative action to ensure the safety of the student and/or community. When a student's conduct, statements, or actions show them to be a direct threat to self or 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. The range of administrative actions available to the Dean or VPEM includes, but is not limited to, mandated psychological assessment, interim removal from MIAD housing, interim suspension, and/or administrative withdrawal from the Institute.

1. Students subject to administrative action 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. A student who is permitted to continue at MIAD will be required to follow conditions of continued enrollment as established by the Dean of Students or VPEM.

2. A student whose presence seriously threatens the safety of self or others may summarily be suspended & barred from campus and campus housing. A post-suspension due process hearing will be conducted by the Academic Standards Board within 7 days of initial suspension. The outcome of the hearing will determine if the student is allowed to remain enrolled at MIAD and conditions for continued enrollment, or whether the student is administratively withdrawn from the college, conditions for re-enrollment, and end-date for the withdrawal. A student can appeal the hearing decision by writing the VPEM within 5 days of the decision. Final determination of the student's enrollment at MIAD or re-entry into housing will be made by the VPEM.
3. 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 and/or the VPEM. Conditions may include individualized assessment based on current medical knowledge (psychological assessments, risk assessments for violence or self-harm, counseling) The student will be required to sign a release giving appropriate College officials access to relevant psychological assessments, 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 2<sup>nd</sup> – 10<sup>th</sup> 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

**Grade Appeals:** Students have the right to appeal grades assigned by their faculty. Before filing a formal grade appeal, students are expected to contact their faculty to discuss questions and concerns regarding the grade assigned. If a resolution is not reached, students wishing to file an academic appeal must submit their appeal 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) an explanation of the student's efforts to work out a resolution directly with the faculty member who assigned the grade, 2) a detailed explanation of the reason for the appeal. Appeals must be based on a factual error, not a difference of opinion with the faculty member, and 3) documentation of the factual error (if available) supporting the appeal.

**Dismissal Appeals:** Students also have the right to appeal academic dismissal. Students have 18 calendar days of grades being sent out by the Registrar to file a dismissal appeal. Dismissal 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). Dismissal appeals must include 1) a detailed description of the factors that undermined the student's academic performance and 2) a plan for addressing the problems and realizing a successful semester if reinstated.

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](http://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
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:
  - o Ingredients
  - o Hazards to be aware of
  - o Precautions to follow
  - o Emergency Procedures
  - o 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/cpsc/pub/pubs/5015.pdf?](http://www.cpsc.gov/cpsc/pub/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
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
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 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

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.