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Student Affairs

Student Life

The Office of Student Affairs, along with Residence Life staff and the help of CIM faculty, staff and students—as well as colleagues at Case Western Reserve University—encourages students to learn and develop by offering a full range of programs, support services, and experiential opportunities.

We support student learning and facilitate students' development in career, cultural, emotional, intellectual, physical, psychological and social dimensions. We encourage students' personal growth through programs and services that extend beyond the classroom, studio and practice room. We challenge students to be engaged citizens, creating a campus environment respectful of differences while valuing the voices of others. Additional information and student resources can be found on the CIM Student Affairs page.

Student Health Program

The Cleveland Institute of Music provides resources to ensure the physical and mental well-being of its students. All full-time students are automatically enrolled in the Case Student Health Program, which includes care provided by the University Health Service and coverage under the Case Medical Plan. All students who have paid the Health Service Fee are eligible to make use of the services offered within the Health Service. For more information on different aspects of the Health Program, visit the UHS web site, the Case Western Student Affairs Office, or the CIM Student Health Program page. Visits are free to all registered CIM students. Those wishing to waive the student health insurance plan must have alternative qualifying coverage and fill out the Student Medical Plan Insurance Waiver Form. Visit Case's website [here](#) to see if you are eligible.

Career Resources

Today's economy presents new challenges for budding musicians; society will constantly push for the freshest ability with the greatest ingenuity. It is important to know that you have many resources to help you prepare for life after graduation, and although the hard work is just beginning, your diligence now will surely pay off in the long-run. A variety of Career Resources are available on the CIM website.

Educational & Disability Support Services

CIM is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, and Ohio law. CIM is committed to serving all students with disabilities both in and out of the classroom. Any student with a documented disability is eligible to request services through the Assistant Vice President of Student Affairs & Services. Each student has the responsibility to notify the AVP of their disability should they seek accommodations with CIM and complete all documentation to begin this process. Once approved, individualized accommodation plans are developed for each student. After receiving their individualized accommodation plan, each student is responsible for notifying their faculty member for each class in which they choose to utilize accommodations. For one-on-one attention to address your needs please contact the Assistant Vice President of Student Affairs & Services at 216.791.5170.

Tutoring

CIM tutoring requests should be made to the teacher of the class in which assistance is needed. Teachers will then fill out a tutoring request form, and a tutor will be assigned. Tutors will contact students within 24 hours. Tutoring is available in the following subjects: theory, sight-singing, ear training, and eurhythmics. Academic support is also available through the Division of Student Affairs at CWRU.

Residence Life

The Office of Residence Life oversees the community of students at CIM who reside in 1609 Hazel. CIM typically guarantees on-campus housing for first- and second-year undergraduate students. The Residence Life team, which includes Resident Director and three Resident Assistants, works together to deliver a variety of programs to enhance community development and engagement in campus life. We acknowledge that our residential learning environment is one that is pertinent to the holistic learning experiences of our students, and we provide a safe, supportive environment, that offers opportunities for students to explore multiple facets of life. 1609 Hazel Policies and Procedures as well as general on-campus housing information (roommate preference, meal plans, etc.) can be found on our website.

Residence Life

CIM's state-of-the-art student housing complex is located at 1609 Hazel Drive, just steps from CIM's main building. The facility includes 22 acoustically isolated practice rooms on the main floor, residence space for first- and second-

year CIM undergraduates as well as limited rental units targeted at upper-class and graduate students on the second and third floors. In general, first-year students will live in four-person suites with double bedrooms, and second years will live in four-person suites with single bedrooms.

Meal Plans

The conveniently situated board facilities of Case Western Reserve University are available to all CIM students. Purchasing a meal plan is not required, but CIM students can elect to participate. The plans offer all students the opportunity to choose a set number of meals per week, which are available everyday during normal hours at Leutner Commons and Fribley Dining Commons, as well as other grab-and-go locations.

Off-Campus Housing

Graduate students as well as most upper level undergraduates live off campus. CIM provides, on the Student Life pages of the [website](#), access to off-campus housing bulletins which contain advertisements for the following: rental of apartments, rooms in private homes, third floors in houses, single and multifamily homes, condominiums, and roommates wanted. Most of the vacancies are near CIM or in the suburban communities close to University Circle. Many are within walking distance.

Student Health

CIM recognizes an obligation to support the physical and mental wellbeing of its students. All full-time students participate in CWRU's University Health & Counseling Service. Students are automatically enrolled in the Student Medical Plan. Students who are covered

Health and Wellness

The Office of Student Affairs coordinates general health and wellness programs for the benefit of the CIM community, in coordination with the Institute's partners University Health & Counseling Services at CWRU, and as needed, with local health and wellness providers in the Cleveland area.

CIM is committed to ensuring that all music students will be provided basic information regarding the maintenance of hearing, vocal, and musculoskeletal health and injury prevention. General information on this topic is found at cim.edu/students/wellness; additionally, CIM's Robinson Music Library has developed an online resource tool specifically for this area of knowledge, found at libguides.cim.edu/wellness.

Detailed information about health and wellness at CIM, including resources and referrals to local health and wellness practitioners are found on the [wellness page](#). Details about an earplug purchase program and a chart on average decibel levels in different types of musical environments and the relationship to aural health are found on the wellness as well.

Student Workers: Health & Safety Training

CIM maintains a thorough departmental training program for students who may be employed to work in student work study positions. In particular, students in the Library, Mail Room, Recording Arts and Services, Concert Hall Stage Managers, Set-up Crew and the stage crew for opera productions are all given instruction in proper use of materials and equipment. In addition students in specific majors who are required to use potentially dangerous equipment are all trained appropriately; students working for Concert and Events are trained in moving stage equipment and instruments, etc. Only students trained in the process for moving equipment are allowed to do so.

Student Health Program

The program includes care provided by the **University Health & Counseling Services** and coverage under the CWRU Medical Plan. All students who have paid the Health Service Fee are eligible to make use of the services offered within the Health Service.

Health Requirements

All new full-time students should complete an Immunization History and submit it to **University Health & Counseling Services**. This is particularly important for CIM students who may be traveling internationally. A copy of this history should be kept with the passport. Ohio Revised Code Section 1713.55 requires all students living in on-campus housing to submit a statement on their vaccination status for meningitis and hepatitis B before they can live on campus. (Students need not be vaccinated to comply with this Ohio law. They simply must be informed that the vaccines are available, though they may be declined, if desired.) More information about the vaccines can be found on the Health Service website (go to the search engine at case.edu and type in "health service").

Student Medical Plan

The [Student Medical Plan](#) provides coverage, within the benefit guidelines, for medical services provided outside the Health Service. This includes such things as laboratory tests, x-rays, emergency room treatment and hospitalization.

Code of Conduct, Sanctions, and Grievance Processes

Code of Conduct

The following code of conduct is intended to preserve freedom of expression and association at the CIM, while protecting the civil, personal and property rights of CIM and its constituents. Conduct which may be subject to disciplinary action includes:

- Conduct unbecoming of a CIM student
- Intentional disruption or obstruction, by interference with the freedom of movement of people or by any other means, of teaching, performance, administration or other CIM functions.
- Physical abuse of, or threat of physical abuse to, any person on CIM premises or at CIM-sponsored or supervised functions.
- Illegal possession, distribution, or use of drugs or violation of the alcohol policy.
- Refusal to comply with directions of CIM instructional and administrative staff acting in performance of their duties.
- Theft of or intentional damage to property of CIM or property of a member of CIM community or campus visitor.
- All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to CIM, forgery, alteration or misuse of CIM documents, records or instruments of identification.
- Action constituting violation of law.
- Unauthorized and improper use of computers, network facilities, information services and resources.

All students must maintain a professional attitude toward their CIM performance and classroom commitments. Regular, punctual attendance and preparation for rehearsals and classes are crucial to the attainment of professional artistic goals. CIM activities take precedence over all non-CIM activities, rehearsals and performances. Interference with attendance at CIM functions by such outside events is cause for disciplinary action.

Occasions may arise when an individual student or student ensemble is called upon to perform at special CIM community, cultural or fundraising events. Such performance venues engender opportunities that are wholly consistent with the mission of the Institute. Invitation to participate in such an event is considered an honor and such services are provided without payment.

Disciplinary Sanctions

Students in violation of the CIM Code of Conduct or attendance policies may be sanctioned at any time by the Office of the Student Affairs. See policies and sanctions in the [CIM Student Handbook](#).

Grievance and Judicial Process

Academic Grievance Process: A student wishing to register a complaint about course instruction or evaluation should first discuss the matter with the course instructor. If the matter is not resolved, the student may address the complaint to the head of the department or chairperson of the division.

If neither step resolves the complaint, the student may make a formal statement, in writing, to the Assistant Vice President of Student Affairs and Services for review and decision. At his/her discretion, the Assistant Vice President may refer the matter to the Associate Dean for Academic Programs and Partnerships for deliberation. The student may appeal the decision in writing to the Dean of the Institute.

Non-Academic Grievance Process: A student wishing to register a complaint about a non-academic matter prepares a written statement including a) the nature of the problem(s), (b) the name of the individual(s) involved, and c) the result of any previous effort made to resolve the matter informally. The written statement is sent to the Assistant Vice President of Student Affairs for review. The Assistant Vice President may request a written statement from all individuals involved in the matter and, if appropriate, convene a meeting of the Student Affairs Tribunal, Executive Staff, or other administrative or faculty body as appropriate. The student initiating the procedure is notified by the Assistant Vice President about the issue's resolution.

Students may seek guidance from appropriate administrative officers or faculty on how to resolve minor issues that may arise, but are not grievances.

After exhausting the grievance/complaint process above, current, former and prospective students may initiate a complaint with the Ohio Department of Higher Education on their website or by calling 614-728-3093.

Alcohol & Drug Policy

Drug Free Schools Act

The Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by faculty, staff, and students. Thus, the unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol, illegal drugs, or misuse of controlled substances by CIM employees or students in the workplace, in classrooms, on CIM premises, at official CIM functions, on CIM business, in CIM vehicles or related to any CIM-sponsored activity is prohibited. In addition, employees and students shall not use alcohol or illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities, or student life. Conduct involving prescription drugs that have not been prescribed by a physician to the person using or in possession of them will be treated as a violation of this policy.

- **Marijuana.** The legalization of marijuana under state law does not change the Institute's policy or its obligations under federal law as a federal contractor and recipient of federal funds. The manufacture, possession, use, distribution, sale, or purchase of marijuana is prohibited on CIM premises and constitutes a violation of this policy. Working under the influence of marijuana is likewise prohibited and violates this policy.

Amnesty Policy – Alcohol and Drug Emergencies

Safety is always the top priority. As a member of the 1609 Hazel community, we expect you to show the highest levels of care, compassion, and concern for yourself and for others in times of medical emergency and/or crisis. To help encourage students to immediately seek medical attention when necessary for themselves or others, the Amnesty Policy is:

CIM will not impose recorded disciplinary action for a student's policy violation of alcohol or drug consumption or possession against individual students or officially recognized student groups/organizations when – the student(s) report to or seek assistance from on-duty medical staff or law enforcement for a medical emergency or condition. Similarly, CIM will not impose recorded disciplinary action for a policy violation of alcohol or drug consumption or use against the student who is the subject of such a medical emergency or condition.

However, the following steps must be accurately used to implement the Amnesty Policy:

1. **Calling for help:** In the moment of witnessing a medical emergency or personal crisis, you must take immediate action to call for emergency services.

University Circle Police Department (Emergency) (216)-791-1234

CWRU Police Department (Emergency) (216)-791-3333

CIM Security Desk (7am-11pm) (216)-791-5000 ext. 0

CIM RA On-Call (11pm-7am) (216)-392-4434

Other off-campus locations 9-1-1

2. **Stay:** Remain with the individual(s) needing help until the on-duty emergency medical staff or law enforcement arrive.
3. **Cooperate:** You must provide information and assistance as needed from the emergency responders or officials of the Institute that are reporting to the needs of the individual(s). You must meet with the appropriate Institute staff following the incident and agree to the timely completion of any educational alcohol or drug corrective measure that may be recommended as assigned by Institute staff during the student conduct process.

*It is important to note that the Amnesty Policy may not apply to repeated incidents or egregious medical emergencies. It also will not excuse students of other violations of applicable policies, including but not limited to Title IX violations, physical or emotional abuse, distribution of alcohol or drugs, hazing, theft, owning or use of weapons or other prohibited items, other serious violations of CIM's Community Standards, etc.

If an individual(s) in need of medical assistance, and other members of the community fail to seek medical assistance for that individual, there may be serious and lasting consequences. Most significantly, the health of the individual(s) that are not provided medical attention may experience severe illness, harm, or death as a result. In

such circumstances, a student's failure to seek appropriate assistance, or efforts to disrupt attempts to seek appropriate medical assistance for someone reasonably known to need medical assistance may be met with severe disciplinary action from the Institute.

Policy & Procedures

Annually, each student will be provided with a written statement concerning:

- a. the applicable legal sanctions under local, state, and federal law regarding unlawful possession, use, or distribution of illicit drugs and alcohol,
- b. the health risks associated with use of illicit drugs and the abuse of alcohol,
- c. the available drug or alcohol counseling, treatment, and/or rehabilitation programs, and
- d. the disciplinary sanctions that will be imposed on students for the unlawful possession, use, or distribution of illicit drugs and alcohol.
- e. Student employees found to be in violation of this policy, if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable CIM policies, or may be required, at the discretion of the institute, to obtain an assessment or evaluation to determine whether the student employee may have a substance or alcohol abuse issue, and/or may be reported to authorities for criminal prosecution or other appropriate action.

I. 1609 Hazel Policy

1. Residence life and housing policy, alcohol is not permitted inside student housing. Any possession or consumption of alcoholic beverages of any kind in plain view shall be considered a violation of this policy. The concepts of "private space" or "private gatherings" in this policy do not condone underage or excessive drinking in private spaces. Rather, the policy arises from the reality that, while police officers enforce state laws, they may not have a need or legal reason to enter students' private living spaces unless a problem is apparent, or a large gathering requires investigation. However, privacy rights of students in their residential space will be respected, but any public nuisance coming from private space related to the consumption of alcohol shall be in violation.
2. CIM reserves the right to inspect living space(s) for alcohol, misuse of controlled substances, illegal drugs or paraphernalia relating to alcohol, misuse of controlled substances or illegal drugs and to question any student when it reasonably suspects (see definition section) that this policy or any procedure under this policy has been violated.
3. Residence Life. In accordance will bring the full force of this policy and applicable state law into play. The concealment of illegal alcohol consumption from plain view does not preclude the enforcement of state laws or this policy.
4. All traditional first year, second year, and other students under the age of 21 are prohibited from the possession and consumption of alcohol. All students are prohibited from the use and possession of illegal drugs. Students or student organizations found to be in violation of this Policy may be subject to corrective action, which may include alcohol and/or other drug education, mandated evaluation and treatment, community service, suspension, and dismissal. Individuals may also be reported to authorities for criminal prosecution or other appropriate action.

II. Events / Common Source Alcohol

- a. Community/common source alcohol. Except as may be otherwise specifically authorized by this Policy, community alcohol, common sources of alcohol, and "tap" systems are prohibited. This includes, but is not limited to, kegs, beer balls, punch bowls used to mix or serve alcohol, mixed drinks/cocktails, and/or beer/wine provided on behalf of a student organization to other persons at a social event. Drinking games and rapid consumption techniques that use the following devices (e.g., flip cup, beer pong, quarters, funnels, power hour, whoop juice, card games, shots, etc.), mixed drinks/cocktails, and beer/wine provided to other persons are strictly prohibited and violate this policy. [\[CA3\]](#)
- b. Penalty for providing community or common source alcohol. The Institute has determined that students or student organizations that provide "community alcohol" or "common source alcohol," in any of its forms, constitute a clear and present danger to others and are strictly prohibited. A violation of this policy by an individual or organization, as adjudicated under the Code of Conduct, may result in the most severe sanctions or penalties, up to and including expulsion or dismissal of an individual and complete suspension or dismissal of a student organization. The sanctioning official shall determine the penalties in accordance with the Code of Conduct. Further, a violation of this Policy may also result in an interim suspension in accordance with the Code of Conduct.

III. Violations & Disciplinary Actions

- a. All student or student organization violations of the Institute's Alcohol and Drug Policy will be handled by Student Affairs and follow the adjudication, sanctioning and appeal processes for alcohol violations contained in the Code of Conduct.
- b. Sanctions are appealable as provided in the Code of Conduct. In order to appeal you must have new evidence or can prove that CIM didn't follow its published policies during your hearing.
- c. The Family Educational Rights and Privacy Act (FERPA) has given colleges/universities the option to notify parents or guardians about specific types of information from a student's conduct record. Student Affairs may notify parents/guardians the first time and any subsequent time a student is found to have violated Code of Conduct policies on the use or possession of alcohol or other illegal substances if he/she/they is under the age of 21.

Visitors

Violations by Invitees/Visitors. Any invitee or visitor who engages in prohibited conduct may be barred from further work for CIM, access to the institute, or from participating in other CIM-related activities as may be permitted by law. Further, such an entity may be reported to authorities for criminal prosecution or other appropriate action.

Additional Regulations

Any alcohol served and consumed on any CIM property must be done in a safe and responsible manner subject to the following additional regulations.

- a. Driving under the influence is strictly prohibited in any institute-owned, leased, or borrowed vehicle by students, employees, or visitors of The Cleveland Institute of Music.
- b. Alcoholic beverages shall not be provided under any circumstances to any person under the age of 21. Groups are considered in violation of this policy if they facilitate the consumption or acquisition of alcohol by anyone under the age of 21.
- c. No person under 21 years of age may misrepresent her/his/their age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.
- d. Proof of age must include the presentation of a valid American driver's license or non-driver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to consume or purchase alcoholic beverages.
- e. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.
- f. Alcohol may not be brought in glass containers to on-campus Bring Your Own Beverage ("BYOB") events. BYOB events may include only beer, sparkling wine, wine and wine coolers. Hard liquor, as defined herein, is specifically prohibited under any circumstances. No individual may possess more than six cans at a BYOB event. Each can may not exceed 12 ounces.
- g. Alcoholic beverages may not be served (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.
- h. Alcohol that is not specifically manufactured for human consumption may not be offered, served, or consumed in any form (e.g., diluted or undiluted, or as an ingredient in punches or other admixtures) under any circumstances.
- i. The theme of all events where alcohol is allowed must be primarily social, cultural, or educational, and not the availability of alcohol. Language stating that double proof of age is required for consumption of alcoholic beverages must appear in all promotional material. No other mention or depiction of alcohol is permitted.
- j. Ample quantities of food and appealing water and nonalcoholic beverages must be continuously provided and visibly displayed during the event.
- k. There may be no games of chance, drinking games, contests, or other activities that induce, encourage, or result in the consumption of alcohol.
- l. Kegs or other bulk containers of alcoholic beverages are not permitted. The possession, use, or storage of such containers is considered "community alcohol" and is strictly prohibited.
- m. Those who serve alcohol (with an appropriate license or permit) or those who consume alcohol at any CIM event must be at least 21 years of age.
- n. Application for approval of events where alcohol is to be consumed must be made by an appropriately authorized representative of the sponsoring student organization. This person must be at least 21 years of age.
- o. All events where alcohol is to be consumed require written approval by student organization advisors, or other recognizing body. The approving officer must meet with the organizer(s) of the event prior to approving same and discuss in detail the applicable provisions of this policy including proctoring, health issues related to alcohol consumption, availability of food and alternative nonalcoholic beverages, event management, and any requirements relative to the location of the event or the policies and procedures of the recognizing office. A signature of approval will constitute an assertion of compliance with this provision.
- p. Student organization events where alcohol will be consumed may not be publicized until the event is approved by the appropriately recognized advisor or sponsor of the organization.
- q. Officers of student organizations are responsible for the implementation and enforcement of these policies. Officers are also responsible for educating their membership, guests, alumni, and incoming officers about these policies. Violations will result in disciplinary action against the responsible individuals and the organization, up to and including loss of CIM recognition, suspension, and expulsion.
- r. Off-campus alcohol use while representing CIM. Students who violate federal, state, and local laws off campus may still be held accountable by Student Affairs in appropriate circumstances.

Definitions

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

BYOB or BYO is an initialism meant to stand for "bring your own bottle," "bring your own booze," "bring your own beer," or "bring your own beverage". BYOB is often placed on an invitation to indicate that the host will not be providing alcohol and that guests are welcome to bring their own.

Community Alcohol refers to a common source and "tap" systems. This includes, but is not limited to, kegs, beer balls, punch bowls used to mix or serve alcohol, mixed drinks/cocktails, and beer/wine provided to other persons.

Consumption of alcohol refers to the act of drinking or ingesting any amount of an alcoholic beverage.

Controlled substances (and "illegal drugs") refers to any drug or substance whose use or misuse is legally prohibited including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines) and any others contained or identified in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, as amended and by regulation at 21 Code of Federal Regulations section 1308.

Distribution of drugs refers to the sharing of illegal drugs/controlled substances with or giving them to others.

Employee(s) means faculty, staff, or student employees.

Facilitating the possession/use of alcohol or drugs refers to the act of allowing others to possess, consume, or use alcohol or illegal drugs/controlled substances in one's residence or automobile.

Hard Liquor/Alcohol includes any distilled beverage, spirit, liquor, hard liquor or hard alcohol which is produced by distillation of grains, fruit, or vegetables that have already gone through alcoholic fermentation. The term "hard liquor" applies to all alcohol and alcohol-containing beverages except beer, wine, champagne, and pre-made alcoholic drinks not made from distilled spirits; the alcohol content of beverages not considered hard liquor/alcohol must be below 20%; distilled spirits of any kind are considered hard liquor/alcohol.

Institute premises/Institute controlled property means any building, structure, vehicle, improved land, or unimproved land, in whole or part, which is owned, used, or occupied by CIM or for the use and benefit of the Institute.

Invitee(s)/Visitor(s) means any person authorized by CIM to engage in CIM-related activities on CIM premises or controlled property, including, but not limited to, independent contractors, consultants, volunteers, individuals employed by outside employment agencies, conference attendees, and persons taking or auditing educational programs.

Possession of alcohol or drugs refers, but is not limited to, holding, no matter the duration, alcohol or illegal drugs/ misuse of controlled substances in hand or, having them in one's clothing, purse/book bag (or similar case), automobile, or residence.

Reasonable Suspicion In cases in which the actions, appearance or conduct of an individual subject to this policy are indicative of the misuse or possession of alcohol or controlled substances, CIM shall require that person, as a condition of residency, to submit to a safety & wellness inspection.

Sale of drugs refers to the exchange of illegal drugs/misuse of controlled substances for money or other forms of compensation (sale).

Student(s) means anyone admitted to CIM and registered for, taking, or pursuing undergraduate, graduate, or professional studies or academic courses at the institute, both full-time and part-time, as well as persons attending classes on-campus, off-campus, or online.

Use of drugs refers to the act of ingesting, inhaling, drinking, eating, and/or any other method of introducing an illegal drug or misuse of controlled substance into one's body.

Workplace means any CIM premise or other location where an employee is engaged in CIM business.

Safety tips when drinking alcohol

- Eat before (and during) drinking
- Don't leave drinks unattended. Should you walk away from your drink, find the closest sink and pour the remaining drink down the drain.
- Know your limit. If you start to physically feel different, don't consume any more alcohol and drink sparkling water or plain water.
- Pace yourself. Don't drink too fast
- Don't drink and drive. Call a friend, CWRU Safe Ride, Uber or Lyft.

Demonstration Policy

Issued by the Office of Student Affairs and Services and Office of People and Culture

Introduction

Cleveland Institute of Music encourages artistic, cultural and intellectual engagement and debate through civil, mutually respectful interactions that preserve the openness and orderliness of public performance, dialogue and debate. An environment that encourages diverse views and the free exchange of art and ideas is vital to the Institute, in fulfillment of CIM's [Mission, Vision, and Institutional Learning Goals](#). Therefore, the Institute ensures that members of the Institute community (students, faculty, and staff) may assemble peacefully, perform and express their ideas freely, and demonstrate their concerns collectively by orderly means.

All forms of protest, whether verbal, written, or musical, must not interfere with the normal operations of the Institute or any classes, lessons, rehearsals, presentations or concerts, and must adhere to all applicable Institute policies and local, state and federal laws.

Policy

To provide a convenient and visible location for spontaneous, unregistered activism and civic engagement on campus, an area in front of the South end of the building (near the intersection of East Boulevard & Hazel Drive) is designated as a "Speakers' Corner" for individual students, student groups, and members of the Institute community. Permissible activities at this location may include displaying signboards with written opinions, giving speeches, performing music, distributing handouts on a current issue, or hosting a memorial or vigil, etc. These activities at Speakers' Corner do not require registration so long as they do not involve persons outside the Institute community, do not employ sound amplification, do not require setting up that alters or may damage the grounds or property, and do not cause a safety hazard, and occur between the hours of 8am - 8pm. Encampments (overnight stays) of any kind are prohibited.

The Institute requires that demonstration activities and events that are in areas other than the Speakers' Corner be registered to ensure safety of both participants and non-participants and the orderly functioning of the Institute, but the Institute does not seek to censor or marginalize any group or point of view. When expressing their views, members of the Institute community must be clear that they are expressing their personal viewpoints and that they do not represent the views or positions of the Institute. Demonstrators may not use the Institute's logos or marketing materials, etc., may not use Institute funds or resources, and must assume responsibility for the consequences of their actions if there are any violations of this policy or applicable law

The following additional guidelines apply to demonstrations by members of the Institute community:

- Student demonstrations planned in advance for locations other than the Speakers Corner must also be registered through the ASIMUT Registration process, in addition to being registered with the Office of Student Affairs and Services. The registration of demonstrations will be expedited, and response will normally be within one to two business days. Space for demonstrations organized by employees may also be reserved through ASIMUT and will get approval from the Office of People and Culture.
- Classrooms and Concert Halls are not sanctioned demonstration locations. Members of the Institute community may hold demonstrations in other spaces that can be reserved for events including, but not limited to, Thomas Commons, Pogue Lobby, North Wing Lobby.
- When requested, the Institute will establish protests and demonstration areas in response to campus speakers, programs, or political events, with such areas being established in reasonable proximity to the event.
- When protests or demonstrations occur in the context of a speaker on campus at any event, including a performance, audience members may not behave in a way that infringes upon others' ability to view or to comprehend the speaker. During the speech itself, prolonged or continued chanting or possible incitement of a disturbance intended to distract the speaker or disrupt the speech can, at the discretion of law enforcement or designated Institute officials, result in individuals being removed from the event and face possible disciplinary sanctions.
- There shall be no retaliation from participants towards non-participants, or from non-participants towards participants. Individuals (students, faculty and staff) must be allowed to make their own decision about how or if they choose to participate in a demonstration without pressure or repercussions (outside of those outlined in this policy).

Violation of Policy

Students engaged in registered demonstrations shall not be subject to Student Conduct proceedings for their participation in demonstrations unless they do not adhere to this policy, violate other CIM policies, or engage in illegal activity.

Anyone violating this policy will be asked to immediately cease their demonstration activities. CIM reserves the right to request identification of anyone violating this policy. Those refusing to cease their activities and/or to provide identification to CIM officials will be required to leave campus immediately.

Any student violating this policy, including by engaging in an unregistered demonstration or in demonstrations that go beyond the registered area or time, will be subject to Student Conduct proceedings. Any staff or faculty member violating this policy will be subject to policies governing employees.

Use of Institute space for a demonstration does not imply institutional endorsement of the viewpoints expressed.

For questions about these guidelines or organizing a demonstration, contact the Office of Student Affairs and Services: studentaffairs@cim.edu or the office of People and Culture: dept-hr@cim.edu.

**Administration reserves the right to revise this policy at any time.*

Disciplinary Sanctions and Penalties

Grounds for Disciplinary Sanctions and Penalties

1. **ACADEMIC DISHONESTY**

Academic dishonesty is defined as misconduct, dishonesty, misrepresentation, or immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance. Cheating and plagiarism will not be tolerated in any form. Examinations and assignments are employed to encourage learning and judge its quality. To evaluate this with justice and fairness, it is necessary that they be executed with complete honesty. Persons, who are guilty of cheating or plagiarism, as defined below, will be subject to probation, suspension, or expulsion.

a. **CHEATING.** Dishonesty of any kind with respect to examination, course assignments, alterations of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat will be considered as guilty of cheating as the student he/she assists. The student should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.

b. **PLAGIARISM.** Honesty requires that any ideas or materials taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that he takes from another is guilty of plagiarism.

PENALTY: Academic Sanctions; Probation; Suspension; Expulsion

2. **AIDING, ABETTING OR INCITING**

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the CIM community or environment; the persuading or aiding of another person to breach the peace on Institute premises or at functions sponsored, approved by, or participated in by any member of the Institute. A gathering of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the Institute.

PENALTY: Fine \$50-\$225 + Probation; Campus Service; Suspension

3. **ALCOHOL (ALCOHOLIC BEVERAGES) OR INTOXICATION**

The possession, use, consumption, purchase, sale, and/or distribution of alcoholic beverages or illicit drugs on CIM property, in any vehicle, or at any of the Institute's activities (on or off campus) are prohibited. This regulation also applies to social functions, on or off campus, which CIM has approved.

PENALTY: Fine \$50-\$225 + Probation; Campus Service; Suspension

4. **ARSON**

The malicious, fraudulent, and/or intentional burning of property on CIM premises is prohibited. Acts of arson include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. The willful starting of a fire in CIM buildings or on CIM property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the campus safety and the Assistant Vice President of Student Affairs is prohibited. Compliance with local and state fire codes must be verified and followed.

PENALTY: Suspension; Indefinite Suspension; Expulsion

5. **ASSAULT**

Assault is the intentional harassment, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

PENALTY: Fine \$50-\$225 + Probation + Restitution (if required); Counseling; Campus Service; Suspension

6. **BATTERY/AGGRAVATED BATTERY**

The unlawful application of force to the person of another is strictly prohibited; an unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.

PENALTY: Fine \$50-\$225 + Probation + Campus Service + Counseling + Restitution (if required); Suspension; Indefinite Suspension

7. **COMPUTER ABUSE**

Students shall not abuse Institute computer time or equipment. Abuse includes but is not limited to unauthorized entry or transfer of a file, unauthorized downloading of copyrighted information, unauthorized use

of another individual's identification and password; use of computing facilities to interfere with the work of a student, faculty members or Institute officials; or use of computing facilities to interfere with normal operation of the Institute.

PENALTY: Fine \$50-\$150 + Probation; Suspension

8. **CONTEMPT OF HEARING**

Contempt of hearing violation includes: (1) the failure to appear before the Institute Disciplinary Committee after receiving the proper notification of a scheduled disciplinary hearing, (2) willful disobedience to, or displaying open disrespect for a Institute Disciplinary Committee member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, (3) the failure to comply with disciplinary conditions as sanctions imposed by a Institute Disciplinary Committee or disciplinary administrative officer or staff person. Students who are found guilty of contempt of hearing charges will be required to pay a disciplinary fine in addition to other sanctions imposed.

PENALTY: Fine \$100-\$250; Reschedule of Hearing; Interim Suspension

9. **CYBER-BULLYING OR SOCIAL MEDIA ABUSE**

Cyber-bullying is the use of cell phone or other devices to send or post emails, text messages or images that constitute harassment (See Code of Conduct definition of Harassment).

PENALTY: Fine \$250-\$500 + Probation; Suspension; Indefinite Suspension; Expulsion

10. **DAMAGE OR DESTRUCTION OF PROPERTY**

Damage, vandalism or destruction to property owned or leased by the Institute or personal property belonging to an individual, including but not limited to, car vandalism, defacing structures and facilities, littering, marking, egging, painting, spraying, painting residence hall rooms, hallways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited.

PENALTY: Restitution and/or Replacement of Property + Probation; Suspension; Indefinite Suspension

11. **DANGEROUS, THREATENING, OR UNSAFE BEHAVIOR**

This includes any conduct or behavior that threatens or endangers the health or safety of any person in the Institute environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, and practical jokes.

PENALTY: Fine \$50-\$100 + Probation; Campus Service; Counseling; Removal of Privileges; Suspension

12. **DISRUPTION, DISORDERLY CONDUCT, OR OBSTRUCTION**

Intentionally disrupting the orderly operation of the Institute, intentionally obstructing services or facilities by those entitled to use such services or facilities, or willful interfering with any member of the Institute community in carrying out his or her normal functions or duties is strictly prohibited. Acts of disruption, disorderly conduct, or obstruction includes but is not limited to, excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, shouting, loud stereo or radio sets, throwing any dangerous objects in a facility or from the window of a Institute facility, or onto the premises of the campus.

PENALTY: Fine \$50-\$250 + Probation; Suspension; Indefinite Suspension

13. **DRUGS (ILLEGAL) OR DRUG PARAPHERNALIA**

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the Institute according to all local, state, and federal laws. Drug paraphernalia is strictly prohibited at the Institute. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body.

The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the Institute and/or at events and activities sponsored by CIM and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to, roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

PENALTY: Fine \$250-\$750 + Probation; Counseling; Campus Service; Suspension; Indefinite Suspension; Expulsion

14. **FAILURE TO COMPLY**

Students are required to comply with Institute personnel upon request. Examples of authorized Institute personnel include, but are not limited to, the following: Police Officers, security officials, faculty, staff, and residence hall staff. Failure or refusal to comply with any Institute official may result in disciplinary action.

PENALTY: Fine \$100-\$250 + Probation; Campus Service; Suspension; Indefinite Suspension

15. **FALSIFICATION OR FORGERY**

Falsification, forgery, or misuse of Institute records (e.g. transcript, health records) is prohibited. Forgery of negotiable instruments (such as checks and money orders) is considered a criminal offense. Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. PERJURY is the voluntary violation of a statement or testimony that was previously provided and accepted as truth or fact; making a false statement or falsely reporting a crime or institute violation; furnishing false information with intent to deceive.

PENALTY: Fine \$100-\$250 + Probation; Campus Service; Indefinite Suspension

16. **FIGHTING**

Students are forbidden from engaging in fights, especially where weapons are used or where there is attempted

use. The use of weapons is also a violation of civil laws. Persons are also held responsible for damages or injuries received or given in horseplay or other potentially dangerous activities.

PENALTY: Fine \$250-\$500 + Probation; Campus Service; Suspension; Expulsion; Indefinite Suspension

17. **FIREARMS, WEAPONS, CHEMICALS, OR EXPLOSIVES**

Cleveland Institute of Music prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons regardless of whether such person possesses a valid permit to carry such pistols, firearms or weapons.

Ohio Revised Code 2923.126 prohibits concealed carry on educational campuses in Ohio, unless the weapon is in a locked motor vehicle. Students found in possession of a weapon will be subject to arrest and confiscation of the weapon. Additionally, students shall receive an interim suspension from classes pending a disciplinary hearing.

A weapon is any dangerous instrument if it is used, attempted or threatened to be used, or is readily capable of being used to cause death or serious physical injury. It shall be a felony for a student to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, mace, grenade, mine, or powerful explosive on educational property. It shall be a misdemeanor for a student to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

Failure to comply with the Institute's policy or state law may subject one to criminal liability, removal from campus or campus events or facilities, and/or disciplinary sanctions under the Institute's conduct system.

PENALTY: Suspension; Probation; Indefinite Suspension; Expulsion

18. **FIRE SAFETY EQUIPMENT**

Fire safety equipment is provided for the safety and protection of lives and property at the Institute. Tampering with such equipment places lives and property in danger. Anyone charged with tampering with fire equipment will be considered an eminent danger and as such will be immediately suspended from the Institute. Anyone found guilty of tampering with fire safety equipment will be suspended for at least one semester, subject to termination, expulsion and/or criminal prosecution. The following items are considered fire safety equipment: fire alarms, fire extinguishers, smoke detectors, fire hoses, fire hydrants, fire trucks, fire sprinklers, security vehicles, posted fire instructions, exit signs, and security cameras.

PENALTY: Fine \$250-\$500 + Probation; Suspension; Indefinite Suspension; Expulsion; Restitution (if required)

19. **HARASSMENT (PHYSICAL OR VERBAL)**

Harassment: (physical, verbal, graphic, written or electronic) that is (1) unwelcome; (2) discriminatory on the basis of race, color, religion, sex, national origin, age disability, genetic information, sexual orientation, or veteran status; (3) directed at an individual; and (4) so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the victim would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource.

PENALTY: Fine \$50-\$225 + Probation; Campus Service; Suspension

20. **HAZING**

Hazing is defined as physical or mental discomforts which cause a student to behave in an unnatural manner. Hazing in any form by clubs, organizations, individuals and groups is forbidden.

PENALTY: Fine \$250-\$500 + Probation; Suspension; Indefinite Suspension; Expulsion

21. **HEALTH AND SAFETY VIOLATIONS**

This means any behavior that creates a danger or risk to others of the Institute community.

This includes but is not limited to propping open doors to residence halls, throwing objects from windows, failure to keep one's room in a condition that is sanitary and safe, or failure to maintain reasonable standards of cleanliness and safety as defined by the Institute.

PENALTY: Fine \$50-\$250 + Probation; Suspension; Indefinite Suspension

22. **IDENTIFICATION CARD**

IDENTITY DISCLOSURE – Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing, attempting, or intending to misuse one's or another's identification card is prohibited. Misrepresentation of a person's identity with the intent to receive some undeserved advantage or willful furnishing false information to institute officials while in the performance of their duties is prohibited.

PENALTY: Fine \$100-\$225 + Probation; Removal of Privileges; Counseling; Suspension; Indefinite Suspension

STUDENT IDENTIFICATION CARD – CIM ID Card must be validated and carried at all times. Failure or refusal to present the ID upon request to any official of the Institute may result in disciplinary action. If the card is lost, a duplicate card may be secured from Case Western Reserve University, Access Services – Crawford Hall. There is a (\$25?) fee to replace your CIM ID card.

PENALTY: Fine \$100-\$225 + Probation; Campus Service; Counseling; Suspension; Indefinite Suspension

23. **KIDNAPPING OR ABDUCTION**

Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or Institute official from one place to another without that person's consent.

PENALTY: Suspension; Indefinite Suspension; Expulsion

24. **OFF-CAMPUS GUESTS' BEHAVIOR**

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on

the campus. If a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

PENALTY: Fine \$50-225 + Restitution (if required) + Probation; Removal of Privileges

25. **PETS**

Pets or other animals are prohibited on campus. Service animals accompanied by disabled persons are permitted on campus and in buildings with proper authorization (documentation).

Unlike service animals, an assistance or emotional support animal does not perform ADA – defined “work” or “tasks” and thus is not generally permitted to accompany a person with a disability at all times. Therefore, although assistance animals may be considered for access to CIM housing, they are generally not permitted in other campus areas.

PENALTY: Fine \$150-\$225 + Removal of animal(s) + Probation; Campus Service; Counseling; Suspension; Indefinite Suspension

26. **RAPE**

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the Institute to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.

PENALTY: Suspension; Indefinite Suspension; Expulsion

CRITICAL POINT:

Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence in and of itself cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent must be actively given for each sexual act. Consent can never be given by minors or by those who are mentally and/or physically incapacitated.

27. **SEXUAL OFFENSES**

SEXUAL ASSAULT - The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the Institute, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated.

PENALTY: Fine \$225-\$500 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion

SEXUAL BATTERY - The forcing or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the Institute, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the Institute.

PENALTY: Suspension; Indefinite Suspension; Expulsion

SEXUAL HARASSMENT - Regardless of sexual gender, personal affiliation, and/or affiliation with the Institute, sexual harassment is defined as conduct that is so severe, pervasive, and objectively offensive that the individual is effectively denied equal access to institutional resources and opportunities (See Student Conduct definition of Harassment).

PENALTY: Suspension; Indefinite Suspension; Expulsion

28. **SOLICITATION**

Unauthorized selling, collection of monies, and promotion on campus or within Institute buildings is not permitted without permission of the Business Office. Acting as agents for business firms that entail solicitation or the receiving of business offers or goods on Institute property is prohibited. Students may not solicit on behalf of the Institute without the written permission of the Assistant Vice President of Student Affairs.

PENALTY: Fine \$50-\$350 + Probation; Campus Service; Counseling; Suspension

29. **THEFT**

Theft of Institute property or property belonging to another member of the Institute, the selling of stolen property, or the use of property belonging to another individual without proper consent is prohibited. Violators may be required to return property or its equivalent value, and in addition may be liable to probation, suspension, or expulsion, as well as action by civil authorities.

PENALTY: Fine \$50-\$225 + Restitution (if required) + Probation; Counseling; Suspension

30. **VANDALISM**

The destroying, defacing, or damaging of Institute, state, federal, public or private property will not be tolerated and is prohibited.

PENALTY: Restitution and/or Replacement of Property + Probation; Suspension; Indefinite Suspension

UNCLASSIFIED VIOLATION:

CONDUCT UNBECOMING OF A STUDENT

Including but not limited to conduct that is disorderly, lewd or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on CIM premises or at other locations where classes, activities, or functions sponsored or participated in by the Institute may be held.

PENALTY: Fine \$100-\$225; + Probation; Suspension; Indefinite Suspension

Disciplinary Sanctions' Terms and Definitions

1. **ADMONISHMENT**
Admonishment is a warning to the student to refrain from any and all action that may result in disciplinary action. A fine of \$25.00 may be imposed. No sanctions are given unless the student violates the institute's rules and regulations or the Codes of Conduct.
2. **COMMUNITY SERVICE**
Community service is a disciplinary sanction imposed upon a student as a result of a violation of the Codes of Conduct. Service is provided by the student to a specific on-campus department for a specific amount of hours as imposed by the Institute Disciplinary Committee. The student will not receive any monetary compensation.

NOTE: Failure to complete required community service will result in the student being placed on disciplinary hold, fined and/or suspension from the Institute. The number of hours will range between ten (10) and forty (40) to be completed within one semester. Depending on the circumstances, the hours may be completed through the following semester.
3. **EXONERATE**
Exonerate is to clear the accused of any and all blame, with all charges being dismissed or dropped.
4. **FINE**
Fine is a monetary payment imposed as punishment for an offense. Payment must be made to the Institute for violation of the Codes of Conduct.
NOTE: A disciplinary fine may range from twenty-five dollars (\$25) to seven hundred-fifty dollars (\$750), depending upon the severity of the offense(s). All disciplinary fines are DOUBLED for repeat offenses.
5. **INTERIM SUSPENSION**
Interim suspension is the suspension of a student, by the Vice President for Academic & Student Affairs, from the Institute pending a scheduled disciplinary hearing depending upon the severity of the infraction.
6. **LOSS OF PRIVILEGES**
A student who has a disciplinary sanction will receive written notification of the specific privileges(s) which he/she/they have lost. The privileges may include removal and/or eviction from on-campus housing and restrictions from affiliation and or representing the Institute. The written notification shall include the time period for which the student has lost certain privileges.
7. **PROBATION**
Probation is a specified amount of time, involving restrictions, after which CIM authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of Codes of Conduct. The types of probation are Regular and Indefinite.
NOTE: Probationary statuses range from one (1) semester through matriculation. A violation of a probationary status may result in the student being immediately suspended from the University. A fine of not less than \$75.00 and not more than \$100.00 is imposed.
8. **RESEARCH ASSIGNMENTS**
Depending upon the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be scholarly, comprehensive, thorough, and submitted in accordance with the guidelines set by the Institute Disciplinary Committee (see Committee Chair).
NOTE: Failure to comply with the terms of this sanction will result in temporary suspension from the Institute until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.
9. **RESTITUTION**
Restitution includes compensation, reimbursement, or a required replacement of loss, injury, or property (personal or private) by the student in violation. Restitution may be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and/or suspension.
NOTE: Restitution is due in full, prior to or no later than thirty (30) days from official notification to the offender, unless otherwise approved by Assistant Vice President for Student Affairs or designee.
10. **SEMINAR/WORKSHOP PARTICIPATION**
Depending upon the circumstance of the violation, some students may be required to assist in developing, coordinating, and evaluating workshops related to the nature of the offense the student has committed. The student may also be required to attend and participate in seminars or workshops to enhance their knowledge and understanding of a particular topic related to the committed offense. Students are required to be prompt, attentive, and to present a well-developed essay of the activity according to the guidelines set by the Institute Disciplinary Committee (see Committee Chair). NOTE: Failure to comply with this sanction may result in Interim Suspension from the Institute.
11. **SUSPENSION**
Suspension means dismissal from the Institute for a specific time period following severe acts of violation of the CODES OF CONDUCT or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the Institute are required to return their CIM ID Card and room keys. The student's name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignments, papers, projects, make-up work, or other course-related work during the period of suspension and may not return to campus for the duration of his/her/their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Assistant Vice President for Student Affairs.

If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to the Institute will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any Institute services, thus his/her/their relationship with the Institute is terminated.

When a student has been suspended from the Institute and has not removed his/her/their personal belongings as stated in the Notice of Suspension, CIM will not be held liable for loss or damage during the packaging, transporting, or temporary storage of the student's property.

"Admission to the Institute is a privilege, not a right." Upon completion of a fully served suspension period, a student who desires to return to the Institute must submit a written request to the Vice President for Academic & Student Affairs no later than thirty (30) days prior to the beginning of the semester the student wishes to return. The Vice President for Academic Affairs will review the student's file to determine the student's eligibility to return to the Institute. The types of disciplinary suspensions are as follows:

A. SUSPENSION

Suspension period begins with an existing semester and continues through that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.

B. INTERIM SUSPENSION

Interim suspension is immediately put into effect when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.

C. INDEFINITE SUSPENSION

Indefinite suspension means dismissal or suspension from the Institute to be served for a period of not less than one (1) school year.

D. EXPULSION

Expulsion is permanent dismissal from the Institute. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the Institute. When a student is expelled from the Institute, the student's relationship with the Institute is permanently severed

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) OF 1974 afford students certain rights with respect to their educational records. They are as follows:

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements of access and notify the students of the time and place where the records may be inspected. If records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

[NOTE: FERPA requires an institution to make a responsible attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alcorn State University to comply with the requirements of FERPA should be forwarded to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605.

University Circle Information

Home to world-renowned museums, prestigious universities, nationally recognized hospitals, eclectic restaurants, beautiful parks, and cozy spaces. Start exploring today! See more at: www.universitycircle.org

Parking

Parking is at a premium in University Circle. Four-hour parking meters are located on the streets around CIM (East Boulevard, Hazel Drive). The fee is \$.50 per hour, Monday through Friday, from 9:30 a.m. to 4:30 p.m. There is limited free street parking on Juniper Road available to anyone who is fortunate to find a space open. Parking permits are available to students for Lot #46 at CWRU. Students interested in purchasing a permit should contact the University Parking office at (216) 368-2273 or by e-mailing parking@case.edu.

Parking violators will be ticketed by both University Circle and City of Cleveland Police, and the cars of persons with unpaid tickets are either “booted” or towed. Payment of parking fines and towing charges is enforced strictly through all University Circle institutions.

CIM Parking Policies

The Hazel Annex Parking lot, adjacent to CIM, is a “permit only” lot for faculty and staff. It will however be open parking between the hours of 3:30pm and 6:00am the following morning. Additionally, the lot may be open on weekends.

TOWING OF VEHICLES without permit passes will occur weekday mornings beginning at 6 am.

A limited number of spots in the Hazel lot will be available for student purchase at the beginning of each school year. Students interested in purchasing a permit need to sign up for the parking lottery.

Emergency Information

- City of Cleveland Fire Department: Dial 911 (emergency) or 216.621.1234 (non-emergency).
- University Circle Police: 216.791-1234 (non-emergency)
*** A single touch to a button on Code Blue telephone posts on CWRU's campus results in a direct connection to the CWRU Police. The button also activates a strobe light that guides officers to the precise location. Generally, a response takes less than one minute.
- Off-campus, emergency assistance is available immediately by dialing 911 from any regular-access phone and providing details of the emergency situation.
- Ambulance, University Circle Police: 216.791.1234
- Poison Control Center: 216.231.4455
- Cleveland Rape Crisis Center: 216.391.3912
- Suicide Prevention: Counseling Service & Collegiate Behavioral Health: 216.368.5872

Additional Important Information

Legislation

Two pieces of legislation are of particular importance to students — The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Student Right-To-Know and Campus Security Act of 1990.

FERPA

Provisions of this act protect the privacy of student educational records and require schools to notify students of their rights under [FERPA](#). While the act gives parents certain rights with respect to their children’s education records, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.” Accordingly, the records of eligible students may not be shared with parents/guardians without the consent of the student. CIM requires students to update the FERPA Release Form annually.

Student Right-To-Know & Campus Security

Provisions of this act require CIM to publish statistics related to campus crime. This information is available to all new, returning and prospective students and parents at cim.edu/admissions/financialaid/consumerinformation/safety.

Performance and Composition Media Rights Policy Students

By attending the CIM each student hereby agrees to be bound by this intellectual-property policy pertaining to performances and compositions. All performances (excluding underlying compositions) by a student while enrolled at CIM are the exclusive property of CIM. These include, but are not limited to, student performances incorporated in sound recordings, audiovideo recordings, and student performances that are broadcast or transmitted in any medium now known or hereafter devised. CIM owns worldwide rights to student performances, including associated copyrights and subsidiary rights in audio and/or audiovideo recordings in which students' performances are embodied. CIM, at its discretion may register such rights with the Copyright Office or any other agency. CIM has the right to use a student's name, image and likeness in connection with such performances and the promotion of the school. CIM may, at its sole discretion, use a student's performances for commercial, promotional, recruiting or educational purposes in any medium now known or hereafter devised in perpetuity, including on CIM's website and/or on any of its affiliates' or broadcast partners' websites. These affiliates include, but are not limited to, live web streaming, YouTube, WCLV/WVIZ/Ideastream, Vimeo and Instant Encore. CIM will be responsible for obtaining any licenses related to the use of any compositions embodied in such performances, if necessary.

Students in good standing with CIM have the right to use degree-recital audio or audio-video recordings for noncommercial, promotional purposes, e.g., on a personal website, social networking websites and/or in a demonstration or audition medium. CIM will notify those who are not in good standing. Students may use excerpt(s) of degree-recital audio or audio-video recordings to apply for summer festivals or other educational institutions at any time. Upon written request to CIM, students may acquire the right to use recordings in which their performances are embodied for any other purposes. At its discretion, CIM may grant or deny such requests. Concert Series performances (including orchestra, opera, ensembles, etc.) may not be made public in any way. Students are responsible for obtaining any licenses necessary for the use of musical compositions embodied in those performances.

All student compositions created in fulfillment of degree requirements remain the property of the student, except that if CIM makes, or causes to be made, any sound recordings or audiovideo recordings containing student compositions while the student attends CIM, then CIM will have the right to use those recordings for commercial, promotional, recruiting or educational purposes as set forth above. Accordingly, by pursuing a degree at CIM, each student grants to CIM all licenses, including, but not limited to, all mechanical, public performance and synchronization licenses, necessary for CIM to use the student's compositions in sound recordings or audio-video recordings produced in any medium now known or hereafter devised in perpetuity while the student is an active CIM student.

Students in good standing with CIM have the right to use CIM-produced audio or audio-video recordings containing their compositions for non-commercial, promotional purposes, e.g., on a personal website, social networking websites and/or in a demonstration or audition medium. CIM will notify those who are not in good standing. Students may use at any time excerpt(s) of degree-recital audio or audio-video recordings that contain student compositions to apply for summer festivals or other educational institutions. Upon written request to CIM, students may acquire the right to use CIM-produced recordings in which their compositions are embodied for any other purposes. At its discretion, CIM may grant or deny such requests. If CIM desires to produce, or cause to be produced, a recording containing a former CIM student's composition(s) after the student graduates from CIM, then CIM will be required to seek and obtain the appropriate licenses from the student.

Equal Opportunity Policy & Title IX

In the administration of its educational and admission policies, scholarship, loan and other school-administered programs, CIM is committed to nondiscrimination and equal opportunity. The Institute admits students to all the rights, privileges, programs and activities generally accorded or made available to students at the school regardless of race, color, national or ethnic origin, citizenship, religion, age, sex, sexual orientation or disability. CIM is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Complaints regarding alleged institutional discrimination, harassment and misconduct should be addressed to either of the Title IX Officers, Sarah Hopfe, Director of Title IX Compliance, or Tammie Belton, Vice President of People & Culture, 216.795.3121. 11021 East Boulevard, Cleveland, OH 44106.