



CONTENTS

Academic and Institute Policies | 4–19

Alcohol and Drugs Policy • Disabled Students • Disciplinary Policy • Grievance Procedures • Non-Discrimination Policy • Plagiarism • Sexual and Other Unlawful Harassment Policy • Student Fund Raising • Sublevel Painting Rules • Vandalism

Committees and Councils | 19–20

Academic Council • Deans Council • Diversity Funding Committee • Intercultural Arts Project Committee (ICAP) • Safety and Disaster Preparedness Committee • Security Council • Special Interest Groups • Student Council

Campus Amenities | 20–21

Food Service: Café @ CalArts • Pool • Recreation Activities • Tatum Lounge • The Store @ CalArts • Weight Room

Campus Resources | 21–28

Accounting Office • Admissions Office • Alumni Association • Emergency and Project Assistance • Employment • Exchange Programs • Financial Aid • International Students and Programs Office • Library and Information Services • Registrar's Office • Student Affairs Office • Teaching and Learning Center

Communication Resources | 28–30

Channel 8 • Email Mailing Lists • KCIA • Public Affairs Office • Website

Community Involvement | 30

Community Arts Partnership (CAP)

Facilities | 31–34

Building Access • Guest Policy • Housing • Keys • Mailroom and Mailboxes • Pets

Performance, Presentation, and Exhibition Activities | 34–37

Exhibitions/Presentations • Exhibition/Performance Approval • Reception Procedures • REDCAT •

Personal Health | 37

Health Service • Insurance • Smoking

Personal Safety | 37–41

Damage • Disaster Response • Emergency Telephone Numbers • Lost and Found • Rape • Safety • Security • Sleeping in Vehicles • Thefts

Transportation | 41–43

Bicycles, Skates, Skateboards and Scooters • Parking/Campus Driving • Transportation



4. Investigation of complaints under these procedures shall be conducted by the persons designated below. Investigating officers may work as a team with other Institute officers, as appropriate. In the event of a conflict of interest or time, the Provost may designate other investigative officers.

- a. For complaints against faculty members, the investigating officer shall be the Associate Provost.
- b. For complaints against staff, the investigating officer shall be the Director of Human Resources.
- c. For complaints by students against the conduct of other students, the investigating officer shall be the Dean of Students.
- d. For complaints against anyone other than those persons referred to above, the investigating officer shall be the most appropriate person as determined by the Provost.

5. Before any investigation of the complaint is undertaken, the person(s) against whom the complaint has been made shall be informed of the complaint and the identity of the complainant and shall be provided with a copy of the complaint. During the investigation, the person(s) against whom the complaint is made shall be accorded a full opportunity to respond to the complaint, either orally or in writing. Every effort shall be made to complete the investigation within thirty (30) working days from the date the formal complaint is made or as soon thereafter as is practical under the circumstances.

6. The results of the investigation shall be set forth in a written report consisting of findings, conclusions and, if applicable, recommendations for remedies and/or sanctions. The report shall be submitted to the Provost, together with any written materials, interview notes and/or other items that make up the investigative file. The Provost, after consulting with appropriate Institute officers, shall take such action as s/he determines appropriate. The complainant and the person(s) against whom the complaint is made shall be promptly notified in writing of the outcome of the investigation and of the actions, if any, taken in connection with the complaint.

7. A complainant and/or the person against whom the complaint is made may appeal the outcome. Any such appeal shall be in writing and must be submitted to the President within ten (10) working days of the date on which s/he is notified of the outcome. Appeals will normally be considered only when new evidence that was not reasonably available at the time of the formal investigation becomes available, or when an allegation of substantial procedural error on the part of the investigator or the investigatory process is made, or on the grounds that the sanction was excessively severe or that remedial measures are insufficient. The President or the President's designee shall consider the appeal and take such action as s/he deems appropriate. The decision of the President or the President's designee shall be final.

C. Respect for the Rights of the Complainant and Accused

CalArts recognizes the sensitive nature of harassment and harassment complaints both for the complainant and the person(s) against whom the complaint is made. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

D. Location of Records

In the event that the investigation does not result in a finding of violation of this policy, no record of the complaint or investigation will become a part of any individual's

deposit of any money raised through the event. It should also include the approximate number of attendees and a comprehensive budget. Fund raising events may not include the serving or sale of any alcoholic beverage. Groups must abide by any relevant state laws regarding sales tax and receipts.

Any fund raising plan must be approved in full by the Vice President/CFO before a representative of the group requests space from the Institute Coordinator. Deviations from the approved plan will result in the loss of opportunity to have future fund raising events.

If the fund raising plan is approved the submission of an Event and Performance Checklist is mandatory. This form is available from the Institute Coordinator and includes:

1. No event or performance will be approved until this form is completed in full and returned to the Institute Coordinator at least 7 days prior to the event.
2. If you are having a reception a Reception Scheduling Request and Host Agreement form must be completed.
3. Spaces are on a first-come, first-serve basis.
4. All events and performances must be in conjunction with a school project.
5. The safety regulations, noise concerns, non-student performers, time limitations, reception damage deposit, and other requirements pertaining to this checklist are applicable.
6. The alcohol guidelines are not applicable because there is no serving or sale of any alcoholic beverages for student fund raising events.

Soliciting Donations

Any solicitation of donations to persons outside of CalArts must be coordinated with the Office of Advancement.

Exceptions

Only the CalArts Security Council, which meets monthly during the academic year, can make exceptions to this policy. Their decision is final.

Sublevel Painting Rules

- Only CalArts students may add to the wall paintings in the sublevel.
- Students may paint only on the walls, not on the floor, ceiling, signs or fixtures. There is absolutely NO PAINTING on sublevel DOORS. Fire code prohibits covering any door where people congregate or work.
- No spray paint may be used. Only water based paint is allowed.
- Students must clean up after painting. Failure to do so can result in charges from Facilities Management.

Vandalism Policy

CalArts will respond in one of the following ways to individuals who are found to have committed vandalism on campus:

1. Non CalArts students will be referred to local law enforcement officials.
2. CalArts students who are caught vandalizing will be notified that they will be

Emergency Loans

Loans are made at the discretion of the Accounting Office. Students in good standing may borrow up to \$200, if funds are available. Repayment is due upon leaving CalArts (leave of absence, official or unofficial withdrawal, or graduation). No interest is charged.

The loan may not be used for: tuition or loan payments; fines or fees; repayment of prior loans; automobile, appliance or furniture purchases; or cash requirements which might normally be anticipated. Loans are not available during the summer or during winter break.

Payroll Checks

Checks including work-study are disbursed by the cashier on alternate Fridays during normal business hours.

Flex Dollars

Flex Dollars can be added to student ID cards for Café purchases.

Admissions Office

Located in Room F303, the Admissions Office is open from 9 a.m. to 5 p.m. Monday through Friday during the academic year and Monday through Thursday during the summer. Responsible for answering inquiries from potential applicants, handling recruiting activities and processing all applicants for admission to the Institute, the Admissions Office also keeps track of a wide variety of statistics concerning applications and applicants.

All members of the CalArts community are welcome to contact the Admissions Office regarding the Institute and admissions procedures.

Alumni Association

Established in 2001, CalArts Alumni Association was created to support a “community of the arts” among its 13,000+ members and the student body, faculty and staff of the Institute. Its efforts support CalArts’ mission to foster innovation in the arts within the broadest context possible.

The Association welcomes graduates and students who have successfully completed at least one full year. Members are eligible for a range of resources, activities and benefits, including free CalArts e-mail account for life, discounts at REDCAT, print and electronic publications and access to CalArts library services. For more information, alumni may contact the Alumni Relations Office at alumni@calarts.edu or 661-253-7875; or visit us online at calarts.edu/alumni.

Emergency and Project Assistance

Students who experience personal financial emergencies may be eligible for the following types of assistance:

Emergency Loans

See the Accounting Office section in this handbook.

5. The names and Schools of any collaborating students
6. The name of a faculty member who has agreed to serve as a mentor for the project
7. An itemized budget. Budget line items can be combined into general categories – e.g., transportation, film, equipment rental, etc. If the budget for your proposal exceeds \$1,500, please include the entire budget and then indicate the amount that you are requesting (up to \$1,500).

If you wish to include any supplementary materials (scripts, photos, etc.), they should be no more than two additional pages.

Please contact Justine Garrett, Academic Affairs Manager in the Office of the Provost, with any questions: jgarrett@calarts.edu

Employment

The Financial Aid Office, located in Room F305; and the Student Affairs Office, located in Room A207, are available to help students look for employment.

Students who have been awarded work study as part of a financial aid package can search for a work study job online at calarts.edu/workstudy. Any questions regarding work study should be directed to the Financial Aid Office at 661 253-7869.

Non-work study jobs on campus are extremely limited. Students possessing a highly technical or specialized skill have a greater likelihood for possible employment in an office or department on campus. Students looking for non-work study jobs should inquire within each office or lab about available positions. Each fall, Student Affairs hires and trains students 21 and over to work as bartenders at receptions and parties.

Off campus job assistance is available from Student Affairs - Career Resources. Through College Central Network, Career Resources maintains job and internships with full-time, part-time and freelance opportunities. This and other career-related links are available online at calarts.edu/studentlife/careerresources. Available off campus positions range from professional positions to service jobs such as wait staff, childcare, sales personnel, etc. The Student Affairs office also has daily copies of two Los Angeles area newspapers with job listings and a number of trade papers and periodicals that all contain job postings. Students should see the Career and Internship Advisor in Student Affairs with career-related questions.

A further source of jobs for students may be the CAP office. See the CAP section in this handbook for more information.

*Detailed information about interning for credit is listed in the Course Catalog and Academic Policies booklet.

Exchange Programs

CalArts offers exchange opportunities with the following schools abroad:

- Universitat der Kunste, Berlin
- London Contemporary Dance School, London
- Glasgow School, Glasgow
- Ecole Nationale Superieure des Beaux-Arts, Paris
- Royal Scottish Academy of Music and Drama, Glasgow
- Toi Whakari:New Zealand Drama School, Wellington

of external and/or internal injuries, tests for STDs and pregnancy, gathering of medico-legal evidence, counseling and/or referral for emotional support.

- The Student Affairs counselors are available to counsel students. These counselors can be called during non-office hours by asking Security to call the Dean of Students. There are also community-based counseling services available by referral from Student Affairs. These outside community sources are listed in the Community Services section of the local telephone directory.
- Living arrangements can be modified and should be discussed with a counselor or the Director of Housing. Any academic concerns should be discussed with a counselor or the Dean.

Safety

CalArts strives to provide a safe working and learning environment for students, faculty and staff; as well as safe working conditions, safe equipment, and training for staff, faculty and students in safe work practices. CalArts will provide or make available necessary personal protective equipment. In case of injury, first aid and medical services will be provided or obtained, as appropriate.

The CalArts safety program includes training by the Institute's Safety Coordinator and sessions within certain schools, written incident reports and records, and adherence to operating practices and procedures. Also see the Safety and Disaster Preparedness Committee section in this handbook.

The full support of faculty, staff and students is essential to the effectiveness of this program and the control of work-related injuries. It is the responsibility of each person to be aware of the legal requirements and to report unsafe conditions to the person responsible for the area or to the Institute's safety officer.

If a show, performance or other student work involves the use of space or materials that may have an impact on the building's air quality, the safety of the artist and/or others, this use should be discussed in advance of such usage. The student's School can provide guidance and the Institute Safety Coordinator (Room D100) should also be consulted.

Campus Safety

Campus Safety staff is on duty at all times during the academic year and is responsible for campus safety/security and are authorized to call the local law enforcement authority when they deem it necessary to ensure campus safety.

Campus Safety is to be notified of any crime committed on campus. Students are encouraged to file an incident report with Campus Safety in the event of theft, damage or vandalism to any personal property, physical or verbal assault or any situation that causes concern to the student. The Campus Safety office is located in Room E100 in the Facilities Management area. Students may request a copy of an Incident report in which they are named from the Dean of Students.

Every student is required to carry their CalArts I.D. card with them at all times while on campus. It must be presented upon request.

Access to the housing areas (Chouinard and Ahmanson Halls) is for residents and their guests only. Residents are issued room keys and are responsible for keeping their rooms locked.



'X' MARKS
THE END