This handbook contains guidelines and procedures for students in the Arts, Entertainment and Media Management Graduate Program. It is the responsibility of the student to read, follow, and be familiar with the content herein. All the regulations in the handbook are effective on publication and should be taken into account by graduate students during their course of study. However, the AEMM Department and Columbia College Chicago reserve the right to make changes to policies, procedures and curriculum at any time. Check the AEMM website for current policy.

Table of Contents

Introduction	4
School of Fine and Performing Arts, Graduate Office, and the AEMM Program	5
Admission to the Program	6
Degree Requirements	12
Curriculum Requirements	13
Graduate Learning Outcomes	15
Course Loads	17
Course Credit, Course Transfer, and Academic Records	19
Tuition and Fees	24
Financial Aid	25
Student Employment	27
Grading Policy	28
Academic Probation	32
Academic Dismissal	35
Resuming Students and Returning Students	35
Withdrawal from Courses	36
Time Limits	38
Appeals Procedure	39
Internship Elective	40
Master's Thesis Elective	41

Master's Thesis Project Elective 45
Institutional Review Board 49
Graduation Procedures 50
Academic Year 52
Academic Integrity Policy Statement 53
Student Code of Conduct 61
Anti-discrimination and Harassment Policy 71
Placement of Graduates of the AEMM Program 81
Graduate Faculty 83
Staff 88
Important Departments 89

Introduction

The Arts, Entertainment and Media Management (AEMM) Graduate Program was established in 1982 to help meet the need for proficient arts administrators, managers, and entrepreneurs.

Successful arts management is critical to the continued vitality of modern cultural institutions, creative enterprises, and arts organizations. If the public is to benefit, skilled arts managers must facilitate the work of artists. To achieve this, capable managers combine aesthetic sensibilities and business acumen. Their financial, legal, and organizational decisions help make it possible for artists to realize their vision and to share it with the public. In short, talented arts managers are partners in a collaborative process.

The training of such partners is the goal of the AEMM Graduate Program.

The Master of Arts Management (M.A.M.) degree offers comprehensive preparation for managerial and entrepreneurial careers in the fields of art, entertainment and media. Along with the essential study of the marketing, legal, financial, organizational, leadership and strategic concepts that accompany these fields, the curriculum allows students to choose elective management courses in live and performing arts, media, music business, visual arts and arts entrepreneurship. Students will acquire the skills needed to manage a for-profit or non-profit arts organization, or launch their own.

AEMM graduate students learn the management methods and skills needed to function effectively in the increasingly complex environment of today's cultural institutions, entertainment organizations, and arts based businesses. AEMM graduate students also learn to appreciate the value of the arts; to understand the

economic, social, and political climate in which they operate; and to anticipate the challenges and opportunities of the future.

The School of Fine and Performing Arts, the Graduate Office, and the AEMM Graduate Program

The School of Fine and Performing Arts encompasses several disciplines, including the AEMM Department. The Dean's office is located in the Alexandroff Campus Center at 600 S. Michigan Avenue in room 907.

The Graduate Admissions Office, located at 600 S. Michigan Avenue in Suite 200, maintains all official graduate student records and, with the School of Fine and Performing Arts, monitors the academic progress of students in the AEMM Graduate Program.

The AEMM Department Office is located on the seventh floor of the building at 618 S. Michigan Avenue. The AEMM Department is responsible for working with graduate students in the areas of academic planning, student evaluation, counseling on the individual student's course of study, and ongoing advising on preparation and completion of the MAM degree.

Students entering the AEMM Graduate Program are assigned a faculty advisor. Beginning students should meet with their advisor at the start of their first term to set a planned course of study to follow during their time at Columbia. They are required to meet with their advisor at least once a semester in order to assess progress toward their degree and to discuss future plans.

Admission to the AEMM Graduate Program

Please see http://www.colum.edu/graduate/index.html for details on the application process.

In addition to the requirements posted on the website, applicants are expected to show appropriate background and experience in their chosen area of specialization. Generally, such experience is demonstrated by previous work in the field and/or undergraduate study. Incoming students are required to have successfully completed, with a "B" (B+, B, B-) or better, a 3-credit hour fundamentals or principles of accounting course from a regionally accredited institution.

If English is not the applicant's first language, a minimum TOEFL score of 100ibt, 250cbt, or 600pbt is required. Scores should be sent to Graduate Admissions. IELTS scores are not accepted.

When all appropriate documents and credentials have been received, the AEMM Director of Graduate Studies and a departmental graduate admissions committee will review the applicant's materials. After such review, applicants may be asked to appear for an interview with representatives from the AEMM Graduate Program, or may receive a phone from the admissions committee. A decision on acceptance will be made after the review process is completed.

Students applying for admission to the AEMM Graduate Program are automatically considered for institutional financial aid awards including the Graduate Opportunity Award, the Follett Fellowship, and the Paul Berger Fellowship. To be considered for financial aid, applications must be received by the deadlines posted on the graduate school website (http://www.colum.edu/graduate/index.html).

Degree Requirements

Candidates for the MAM degree must complete 48 credit hours.

- No more than 12 credit hours of directed studty or independent project enrollment may be applied toward fulfillment of graduate degree requirements.

- No more than 6 credit hours of course work with a grade of "C" (C+, C, C-) may be applied towards the graduate degree requirements.

- Courses where a grade lower than "C" (a D or lower) is earned are not applied toward the fulfillment of graduate degree requirements; however, the grades are included in the calculation of the cumulative grade point average.

- Degree candidates must maintain a cumulative grade point average at least 3.0 (B) in graduate course work to be awarded the MAM degree.

- The MAM degree is conferred at the conclusion of any semester or summer session in which the student has satisfactorily completed all degree requirements.

Curriculum Requirements*

In planning a course of study, students are encouraged to work closely with their faculty advisors.

Required Core Arts Management Courses	**24 credit hours**
Arts Management Elective Courses	**24 credit hours**
Total	**48 credit hours**

*Please refer to the Graduate Degree Requirement sheets available in the AEMM Office for more information or visit the following website:
http://www.colum.edu/Academics/AEMM/programs/AEMM_Graduate_Program.php

Graduate Learning Outcomes

By the end of the student's time at Columbia, they are expected to be able to:

1. Demonstrate an in-depth understanding of the role of the mission or purpose of an arts, entertainment, or media organization.

2. Demonstrate ability to recognize economic trends, models, and economic principles and apply them effectively as owners and managers.

3. Prepare, interpret, and analyze financial statements and have an understanding of how accounting can be utilized as a decision-making tool.

4. Write a marketing plan and conduct a marketing audit.

5. Demonstrate the ability to analyze research and data sets to make effective decisions and have the ability to use suitable methods of analysis to diagnose and prescribe appropriate managerial actions; i.e.,

- Ability to define problem statements and design hypotheses to prove or disprove assumptions.
- Ability to choose and implement appropriate statistical methods.
- Ability to develop logical conclusions based on the analysis of data.

6. Demonstrate an understanding of how leadership skills serve to create a productive environment within an arts, entertainment, or media organization.

7. Demonstrate an understanding of the basic legal principles pertaining to for-profit and not-for-profit arts, entertainment, and media organizations.

8. Demonstrate the ability to incorporate aesthetics and to make aesthetic judgments as a part of the arts management decision-making process.

9. Demonstrate critical thinking skills by:

- having an understanding of political, technological, legal, socio-cultural, and economic challenges facing the arts and entertainment.
- being able to assess, generate, and select appropriate strategic options that further the organizational mission.

10. Demonstrate an understanding of the challenges and recognize the opportunities for arts, entertainment, and media managers resulting because of new and developing technology.

11. Demonstrate the ability to analyze information to make effective decisions and have the ability to use different methods of analysis to diagnose and prescribe future action for the organization.

12. Demonstrate excellent communication skills. (Communication skills are defined as writing, speaking, presentation skills and the ability to listen critically)

13. Demonstrate an ability to integrate the core curriculum content by amalgamating new knowledge with previously learned concepts as the student advances through the AEMM graduate program.

Course Loads

All graduate students are expected to maintain at full-time status (nine graduate credits) each term they are registered—the only exception being when a student is enrolled in Thesis or Thesis Continuance. Full-time graduate enrollment is nine to twelve graduate credits each regular semester (fall and spring). Enrollment in the summer session or J-Session is optional and carries no minimum credit requirement. The faculty advisor may permit a student to enroll for more than twelve credits, subject to approval by the AEMM Director of Graduate Studies (Program Director) or the Chairperson of the AEMM Department (Chair).

Students holding a Follett Fellowship, Graduate Opportunity Award (GOA), Paul Berger Entrepreneurship Graduate Fellowship, or Chuck Suber Award must enroll for a minimum of nine graduate credits during the semester(s) for which the fellowship is awarded. Students awarded the Getz Graduate Award must enroll for a minimum of six graduate credits during the semester(s) for which the award is given.

Students who wish to waive the minimum credit requirement (less than nine graduate credits) for a particular term must submit a request in writing to the Program Director prior to registration. Approval of such a request is not automatic and should not be expected unless the student is in good standing and has completed at least nine credits of graduate course work at Columbia

A student who has been placed on academic probation may request a waiver for the probationary semester, in addition to any previous waiver, from the Program Director. Approval of the request precludes any future waiver, regardless of academic standing.

Students who wish to drop or withdraw from one or more courses after registration, thereby decreasing their enrollment below the nine-credit minimum, must also submit a request for waiver to the Program Director. Such request will be approved or denied according to the same criteria as an advance request. Before dropping or withdrawing from any courses, students should seek advice about the impact on their federal and other financial aid.

A waiver of the minimum credit requirement may adversely affect a subsequent request for a leave of absence. Before submitting a request for waiver, a student should meet with a faculty advisor to develop an overall plan that ensures progress toward degree completion.

Course Credit, Course Transfer, and Academic Records

A graduate student seeking transfer credit must submit a written request to the Director of Graduate Studies along with an official transcript showing the course(s) in question. If the request is approved at the departmental level, a written recommendation of transfer credit is then forwarded to the associate dean for approval. If approved, the Registrar is notified and the change is made to the student's academic record. To be eligible for transfer, course work must meet the following criteria:

- Courses must have been taken at a regionally accredited institution.
- Courses must have been taken for graduate credit.
- Courses must have earned an A or B or equivalent on a numerical scale.
- Credits earned cannot already have been applied toward the completion of a previous degree.
- Course work must have been completed not more than five years before the student's first semester of graduate study at Columbia.

The total of all hours earned through transfer and credit-by-examination may not exceed twelve credits for the MAM degree.

Transfer credit is applied only toward credits earned and does not affect the cumulative grade point average.

Transfer credit evaluations are conducted only for admitted graduate students. While some preliminary transfer credit evaluation may be possible for prospective students, it is at the discretion of the graduate office; and it is not official or binding.

Credit by Examination

Graduate students may also request the award of credit by examination in lieu of enrolling for some Columbia courses. The request must be made at the outset of the student's program and be approved by the student's faculty advisor, Program Director, and Chair. The regular instructor of the course in question generally administers the examination.

The results of the examination, including a recommended grade of A or B, are submitted to the Program Director and Chair for final approval. The course title, number, credits, and grade are then submitted to the Registrar along with the name of the examining instructor for entry onto the student's academic record. Student Financial Services prepares the appropriate statement of charges (equal to the current tuition rate, per credit) for each posting of credits.

Credit by examination earns credit toward completion of degree requirement and the grade is included in the calculation of the cumulative grade point average. A total of all hours earned through transfer credit and credit by examination may not exceed twelve credits for the MAM degree.

Internal Transfer

Graduate students may study in only one Columbia graduate program at a time. In the rare instance of program change within Columbia, the College does not specify a limit on internal transfer. Instead, such transfers are handled on a case-by-case basis by the programs involved. However, certain courses in other graduate programs at Columbia may be taken as elective credit toward the MAM degree. Students wishing to

take a graduate course in another program for credit toward the MAM degree must receive permission from the director of the MAM program and the director of the other graduate program.

A graduate student who wishes to withdraw from one degree program and enter an entirely *different* degree program must submit a new application package with all supporting materials to the director of graduate admissions. Such students must follow the regular guidelines and deadlines as outlined in the admission instructions. These students will be reviewed for admission along with other applicants for that cycle.

The College does not permit vertical transfer of credits from undergraduate courses. When prospective graduate students elect to enroll for undergraduate course work, such course work is not subsequently applicable toward the requirements of the graduate degree.

Course Waivers

Graduate credit is awarded only through regular enrollment, transfer credit, and credit by examination.

Columbia College does not offer course waivers or other exemptions, such as life experience credentialing, at the graduate level. Therefore, graduate students do not receive credit by "placing out" of courses; however, the admissions committee of a program may recommend waiving prerequisite undergraduate courses normally required for admission.

Dropping Courses

After registration and prior to the end of the first week of classes, a student wishing to drop one or more courses completes the drop process online. Dropped courses will not appear on the student's academic record.

Retaking Courses

Any course in which a W was assigned may be retaken for credit. Within limits established by individual programs, certain courses required for the degree may be taken for credit more than once. In addition, students who have received a grade of "C" (C+, C, C-) or lower in any course may retake the course to improve their grade. However, students will only receive credit once for a course that is repeated for the purpose of improving their grade. The original grade for the course is not replaced. Both the original grade and the "retake" course grade (i.e. Internship) appear on the academic record and are included in calculation of the cumulative grade point average. Please consult your advisor for more information on this process.

Before a student decides to retake a course, he/she should first consult with a faculty advisor and Student Financial Services to determine whether such a decision would have any impact on his/her federal or other financial aid.

Transcripts

The Records Office maintains official Columbia College Chicago transcripts. Students may request official transcripts from that office located at 600 South Michigan Avenue. For information, call 312-369-7224.

Financial Aid

The Follett Fellowship: The Graduate School of Columbia College currently funds a limited number of fellowships for full-time fall applicants in each graduate program. This award covers a portion of tuition/fees for the first year of the program to new graduate students. Only four such fellowships in the AEMM program are awarded. Award winners are selected based on merit by the department of choice during the admission process. Award winners are usually notified of their selection soon after admission to the program is offered.

The Graduate Opportunity Award: The Graduate Opportunity Award was established to assist outstanding full-time graduate students at Columbia College Chicago defray tuition costs. Awards are based on academic achievement and demonstration of financial need. Columbia graduate students who are attending full time (9 credit hours) are eligible. Members of minority groups and the physically handicapped are especially encouraged to apply.

The Albert Weisman Fund: The Albert Weisman Scholarship was established in 1974 to encourage Columbia College Chicago students to complete a significant body of work marking the passage from experimentation and exploration to making a singular artistic statement. Funding is available to a limited number of students in a variety of media who need financial assistance in order to finish a significant project or thesis project, up to $4000.

The Paul Berger Entrepreneurship Graduate Fellowship: This award honors the memory of an outstanding citizen, community leader, entrepreneur, public servant, and Columbia College Chicago professor. At Columbia College, Paul Berger established the small business/entrepreneurship concentration. In the spirit of

Paul Berger's life, the Paul Berger Entrepreneurship Graduate Fellowship Fund is dedicated to assist Columbia College Chicago students further their education so that they too will become responsible entrepreneurial leaders in their careers and communities.

The Chuck Suber Award: This award is named in recognition of Chuck Suber's visionary leadership in the field of arts management and his continuing contributions to the AEMM Graduate Program. Chuck Suber established the Music Business program and helped develop the Arts, Entertainment & Media Management Graduate Program. Before joining Columbia, he was publisher of *DOWN BEAT* magazine for twenty-one years. This award is reviewed and awarded by a committee of AEMM faculty members.

Loans: A number of private lending institutions make educational loans for graduate study. Consult with the Office of Student Financial Services of the college for information on such loans.

Student Employment

Please visit the Student Employment website for more information at:
http://www.colum.edu/Student_Life/Student_Employment/index.php

Grading Policy

The following grades are awarded in courses taken for graduate credit:

A Earns 4 quality points per credit hour
A- Earns 3.7 quality points per credit hour
B+ Earns 3.3 quality points per credit hour
B Earns 3 quality points per credit hour
B- Earns 2.7 quality points per credit hour
C+ Earns 2.3 quality points per credit hour
C Earns 2 quality points per credit hour*
C- Earns 1.7 quality points per credit hour
D Earns 1 quality point per credit hour in calculation of GPA (credit hours are not applied toward fulfillment of graduate degree requirements)
F Earns 0 Quality Points in calculation of GPA (credit hours are not applied toward fulfillment of graduate degree requirements)
I Incomplete – earns 0 credit hours and 0 quality points
NG No Grade - earns 0 credit hours and 0 quality points
IP In Progress – earns 0 credit hours and 0 quality points until changed to a final grade
S *Satisfactory progress on Graduate Thesis or Thesis Continuance - earns 1 credit hour, but is not included in calculation of GPA

*Satisfactory progress on Internship – earns variable credit according to number of internship hours for which the student is registered, but is not included in calculation of GPA

U *Unsatisfactory progress on Graduate Thesis – earns 0 credit hours and is not included in calculation of GPA

*Unsatisfactory progress on Internship – earns 0 credit hours and is not included in calculation of GPA

W Withdrawn (assigned by the Records Office for courses dropped before the end of the eighth week of the fall or spring semesters or before the fourth week of the summer session) – earns 0 credit hours and 0 quality points

* No more than 6 credit hours with a grade of "**C**" (C+, C, C-) may be applied toward fulfillment of degree requirements in the MAM program.

Note: Grades of "**S**" and "**U**" are awarded only in Thesis Project Development, Internship, and Thesis Continuance.

Incomplete (I) Grade

A graduate student whose performance in a course has been satisfactory and who finds, due to extraordinary and unforeseeable circumstances, that he/she is unable to complete one or more course requirements by the close of the term, may request a grade of Incomplete. Incompletes will not be issued without a properly completed request and approval form. Approval of a request for an Incomplete should be on file no later than the last day of the semester. A student may request Incomplete grades for some or all classes taken in a given semester.

The award of an Incomplete is never automatic. It requires consultation between student and instructor and commits each of them to a specific agreement concerning submission of the outstanding course work.

The maximum period allowable for the completion of course work is the close of the following academic term; individual circumstances may result in shorter periods. Incompletes in a spring semester course must be cleared no later than the end of the following summer session; fall Incompletes, in spring; summer, in fall, J-Session, in spring. A leave of absence or failure to enroll in the next academic term does not extend this deadline.

Incompletes that accumulate beyond the semester in which they must be cleared will automatically be converted to a grade of "F". In some cases, this may result in a student's being placed on probation, suspended, or dismissed from the graduate program. Students holding a grade of Incomplete in a course that is a prerequisite for another course will not be permitted to register for the more advanced course until the Incomplete is resolved.

Change of Grade

The instructor in whose course the original grade was awarded must initiate all grade changes. A change of grade usually results from one of the circumstances listed below. Grade changes are approved by the AEMM Chair and then confirmed by the associate dean.

- Removal of Incomplete following completion of outstanding requirements.

- Discovery of a posting error.
- Discovery of a violation of academic integrity.
- Reconsideration following an appeal.

Academic Probation

A student whose progress in a graduate program fails to meet minimum academic standards is placed on academic probation for one regular semester. The following requirements apply to all graduate students. Individual graduate programs may have additional requirements.

- A student who earns a semester grade point average of 2.5 or less in any term (fall, spring, or summer) is placed on probation for the next regular semester (fall or spring).

- A student whose cumulative grade point average falls below 3.0 for two consecutive academic terms is placed on probation for the following fall and spring semesters.

- Regardless of grade point average, a student whose cumulative academic record shows two grades less than "B" (C+, C, C-), totaling six credits or more is placed on probation for the fall or spring semester following the semester in which the second grade is earned.

In matters relating to academic probation, the summer session is treated differently from the fall and spring semesters. Poor performance in the summer session may result in placement on probation; however, since summer enrollment is optional, the summer session is not calculated as a probationary term for students whose spring semester performance results in probation. For such students, the following fall semester is the term of probation.

Academic probation does not preclude continued enrollment in graduate study. It does attach the following two conditions to enrollment.

- The student must earn at least a B in all courses attempted during the probationary semester; the normal minimum credit requirement may be waived upon request.

- The student may not arrange for an incomplete in any course attempted during the probationary semester.

A student who meets these conditions is automatically restored to good standing at the close of the probationary semester. A student who fails to meet these conditions will be dismissed from the program. The Dean is notified in writing of any student who is dismissed from the program.

Academic Dismissal

A student who has been reinstated following academic probation and again fails to meet minimum academic standards will be dismissed from the graduate program. Following academic dismissal, a student is not eligible for readmission to any of Columbia's graduate programs.

The dean is notified, in writing, of the academic dismissal of any student.

Dismissal for Non-Academic Reasons

The school dean or another member of the College's upper administration may dismiss summarily a student whose behavior is inconsistent with the College's code of conduct.

The dean is notified, in writing, of the non-academic dismissal of any student.

Resuming Students and Returning Students

Students who have interrupted their studies for one full academic year or longer and who have not been granted an official leave of absence must obtain permission to resume their studies from the Program Director. Students who wish to resume must discuss this possibility with their department advisor and send a written request with an explanation of their absence to the Program Director/Chair. This request must be made at least six weeks prior to the start of the term in question.

Withdrawal from Courses

Following the second week of an academic term and prior to the end of the eighth week (or, from the second through the fourth week of the summer session), a student who wishes to withdraw from one or more courses must withdraw from the course online. For each such course, a grade of W is entered on the permanent record. Courses with a grade of W do not earn credit and are not included in the calculation of the grade point average.

Official withdrawal with a grade of W is not possible after the eighth week of classes (or fourth week of the summer session). Thereafter, if discontinuation is dictated by circumstances beyond the student's control, the grade of Incomplete (I) may be appropriate. Otherwise, the instructor will assign a course grade based upon the amount and quality of work completed prior to discontinuation.

Continuing students who drop or withdraw from all course work during any term following the first semester should first request a leave of absence. Spaces in graduate programs are limited, and a space may not be available when a student desires to return. If a student has left the program without an approved leave of absence, he/she will need either official approval from the Program Director/Chair or official readmission based upon a new application form in order to resume study. In either case, the seven-year limit for completion of degree requirements will be calculated from the initial term of entry.

Students who are planning to withdraw from course work should discuss their decision with their advisor and Student Financial Services. It is the student's responsibility to make sure he/she has met any and all withdrawal requirements and to be aware of any consequences, financial or otherwise, associated with the

decision to withdraw. It is especially important that international graduate students also meet with the assistant dean of international student affairs to learn how their decision may affect their status.

Withdrawal from Program

Applicants who have accepted an offer of admission but have not yet registered for classes may withdraw from the program by canceling their confirmation of intention to enroll. Applicants should do this by contacting the director of graduate admissions before the beginning of the originally intended term of study.

Students who drop or withdraw from all course work during their first term of graduate enrollment will not have established graduate standing and may be required to reapply. If a subsequent application for readmission is approved, calculation of the seven-year limit for completion of degree requirements will begin with the new term of entry.

A student who wishes to withdrawal from the graduate program must submit a letter of resignation to the Program Director, Chair, and the Graduate Office.

Leave of Absence

Graduate students may be granted a leave of absence, unconditional or conditional, for up to one calendar year upon the recommendation of the Program Director. In either case, an approved leave of absence does not extend the time limit for completion of degree requirements. The circumstances necessitating the leave will be taken into consideration if an extension of the time limit is requested.

Unconditional leave may be granted to students in good standing who have not previously taken a leave of absence and who have maintained the required minimum credit course load. The request must be submitted to the Program Director/Chair at least six weeks prior to the registration period for the first term of absence. At the close of the authorized period of leave, students must contact the Program Director/Chair to begin the process of resuming study.

Conditional leave may be granted to students who have been placed on academic probation in lieu of enrollment for the probationary semester. If leave is granted, a letter of approval will specify the conditions that must be met prior to resumption of study. These conditions will include, but not necessarily be limited to, the conversion of any outstanding Incomplete grades to a grade of C or better. Conditional leave will be granted only once. In the case of any instance of leave, the Dean is notified.

Time Limits

For MAM degrees, the time limit is seven years. All degree must be completed within this time. Approved leave of absence does not extend the time limit. If a student does not complete the degree within the prescribed time limit, the MAM degree will not be awarded. If a student has not completed the degree requirements by the end of the seven year term, the student must request an extension of time to complete the MAM degree from the program director. Extensions of time will only be granted in exceptional circumstances. If the request is granted, the program director may require that courses be retaken to replace those more than seven years old. The original grades for any retaken courses are not replaced, but appear on the academic record along with the “retake” course grade and are included in the calculation of the cumulative grade point average.

Appeals Procedure

Graduate students may appeal non-academic, administrative decisions (e.g., late withdrawals, refunds of tuition) by submitting a written petition to the Assistant Dean of Student Development with copies to the Program Director, faculty advisor, and associate dean of the school. The Assistant Dean of Student Development will, in consultation with the School of Fine and Performing Arts Dean's office and the department, review and research the case and will either approve or deny the appeal. Written notification of the assistant dean's decision is mailed to the student with copies to the Program Director, the associate dean, and the Registrar. This closes the appeals process and a copy is also placed in the student's permanent file.

Similarly, graduate students may appeal for review of any academic decision, such as the award of a course grade. Typically, such issues are resolved informally between the student and the instructor. If the informal appeal is not successful, the student may elect to file a formal appeal by submitting a written petition to the Chair with a copy to the student's faculty advisor, the Program Director, and the course instructor. Following review at the department level, the written decision of the Chair is mailed to the student with copies to the faculty advisor, course instructor, and student's permanent file.

If the student wishes to appeal the decision of the Chair, a written petition must be submitted to the dean of the relevant school with copies to the faculty advisor, the Chair, and the course instructor. The decision of the dean is final. Written notification of the decision is mailed to the student with copies to the faculty advisor, Chair, course instructor, and the student's permanent file.

Internship

Internship is offered as an elective and is repeatable up to a maximum of 6 credits.

Internships are coordinated and guided by the AEMM internship coordinator and faculty advisors. Graduate students should work with their faculty advisor to plan their internship experience at least one semester prior to beginning the actual internship. Students must register for their internship with the internship coordinator during the regular registration period for the semester in which the internship will take place.

The Master's Thesis Elective:

The completion of a Thesis or Thesis Project is not required for the awarding for the MAM degree. However, a student may chose to complete a Thesis or Thesis Project as an elective. However, no more than a total of three (3) credit hours of course work in Thesis Project Development (28-6187) and Thesis Continuance (28-6189) may be counted toward completion of the MAM degree requirements.

The principal objective of the Master's Thesis is to demonstrate original scholarship and contribute to the general knowledge of the field of arts, entertainment, and media management.

Thesis Committee: The thesis committee shall consist of a minimum of two members including the student's graduate thesis advisor and a second selected faculty member. One member of the thesis committee must be a member of the full-time graduate faculty in the AEMM department.

Thesis Procedure:

1. The student will consult with his/her graduate faculty advisor on the choice of topic and thesis advisor.

2. The student will enroll in the 1 credit hour Thesis Proposal Development course 28-6187.

3. The student, after consultation with the thesis advisor, shall prepare a thesis abstract, which includes:
    a. proposed thesis title
    b. objective(s)

c. scope of inquiry
d. methodology
e. table of contents (proposed)
f. possible conclusions
g. preliminary bibliography

4. The thesis abstract and the thesis in matters of format and presentation shall both adhere to *A Manual for Writers of Term Papers, Thesis and Dissertations* (seventh edition) by Kate Turabian. For matters of style, the work shall adhere to *The Elements of Style* by William Strunk, Jr.

5. The student shall submit a copy of the thesis abstract to his or her thesis advisor who will then distribute the abstract to the other member of the thesis committee.

6. The thesis committee members will direct their comments about the thesis abstract to the thesis advisor who will communicate such comments to the student.

7. The student must submit a completed thesis, acceptable to the thesis advisor, on or before the deadline prior to the end of the semester or summer session in which the student expects to be awarded the MAM degree. Check with the Graduate School for deadlines. In general, the deadline is not less than three weeks before the end of the term in which the degree is awarded.

8. Within two weeks of receipt of the thesis, each committee member shall direct his/her comments to the thesis advisor who shall communicate with the student. The student will have approximately three weeks to

make necessary revisions before final submission to the thesis committee.

When the thesis advisor and the student's committee accept the final draft, the advisor will schedule an oral examination time for the student and the thesis committee. In this examination, the student will present his/her research to the committee and answer questions raised by the committee.

Following the oral examination, the committee will accept, conditionally accept (subject to additional revisions), or reject the thesis.

9. Acceptance of the thesis shall be in writing by each member of the committee by signing the Thesis Acceptance Form, which is then sent to the Program Director. The Graduate Office shall officially inform the student that he/she has completed the requirements for the MAM degree.

10. One original copy of the accepted thesis shall be turned in to the AEMM Department office for binding no later than five days prior to graduation. The original must adhere to specifications outlined in Turabian's *A Manual for Writers of Term Papers, Thesis and Dissertations* (seventh edition). The AEMM Department will bind one copy for the student.

11. The thesis must be completed successfully within the seven-year time period (commencing when the student begins taking classes) allowed by the Graduate Office for fulfillment of MAM degree requirements.

Thesis Grading: At the close of a semester in which the students has registered for Thesis Project Development of Thesis Continuance, the thesis advisor awards a grade of S (satisfactory progress) or U

(unsatisfactory progress), whether or not the thesis has been completed. A grade of S earns credits in progress toward a thesis, but is not included in the calculation of the grade point average. A grade of U does not earn credit and is not included in the calculation of the grade point average.

Thesis Continuance: A student who does not complete and submit his/her thesis by the deadline for completion in the semester that the student is enrolled for Thesis Project Development must enroll for one credit hour of Thesis Continuance (28-6189) in each following semester until the thesis is completed and accepted, or until the student decides not to complete the thesis. If the student decides not to complete the thesis, additional elective credit hours must be taken in place of Thesis Continuance.

The Master's Thesis Project Elective:

In lieu of a formal Master's Thesis, the AEMM graduate student may elect to develop a Thesis Project demonstrating his/her knowledge within the respective area of concentration. The quality of the Thesis Project will be judged by critical evaluation by members of the student's thesis committee based on the degree of preparatory diagnosis, creativity, evidence of actual effectiveness.

Thesis Project Committee: The thesis project committee shall consist of a minimum of two members including the student's graduate thesis advisor (selected by the student) and a second selected faculty member. The thesis project advisor must be a member of the full-time graduate faculty in the AEMM department.

Thesis Project Procedure:

1. The student will consult with his/her graduate faculty advisor on the choice of topic and project advisor.

2. The student will enroll in the 1 credit hour Thesis Proposal Development course 28-6187.

3. The student, after consultation with the thesis advisor, shall prepare a project proposal, which includes:

    a. proposed subject/title
    b. objective(s)
    c. scope of project
    d. methodology

e. anticipated outcomes
f. preliminary bibliography

4. The thesis project proposal and the project documentation shall, in matters of format and presentation, both adhere to *A Manual for Writers of Term Papers, Thesis and Dissertations* (sixth edition) by Kate Turabian. For matters of style, written work shall adhere to *The Elements of Style* by William Strunk, Jr.

5. The student shall submit a copy of the thesis abstract to his or her advisor who will then distribute the abstract to each member of the thesis committee.

6. The thesis project committee members will direct their comments about the project proposal to the thesis project advisor who will communicate such comments to the student.

7. The student must submit/present the completed project, in a form acceptable to the thesis project advisor, on or before the deadline prior to the end of the semester or summer session in which the student expects to be awarded the MAM degree. The department office has a calendar of such deadlines for each academic year.

8. Within two weeks of submission/presentation of the project, each committee member shall direct his/her comments to the thesis project advisor who shall communicate with the student. The student will have approximately three weeks to make necessary revisions before final submission to the project committee.

9. Upon acceptance by the thesis project advisor and the student's committee, the advisor will schedule an

oral examination time for the student and the project committee. In this examination, the student will present thesis project outcomes to the project committee and answer questions raised by the committee.

Following the oral examination, the committee will accept, conditionally accept (subject to additional work or revisions), or reject the thesis project.

10. Acceptance of the thesis project shall be in writing by each member of the committee by signing the Thesis Acceptance Form, which is then sent to the Program Director. The Audit Office shall officially inform the student that he/she has completed the requirements for the MAM degree.

11. One original copy of the accepted project shall be turned in to the AEMM Department office for binding no later than five days prior to graduation. The AEMM Department will bind one copy for the student. The original must adhere to specifications outlined in Turabian's *A Manual for Writers of Term Papers, Thesis and Dissertations* (sixth edition). Students may request and pay for additional bound copies.

12. The thesis project must be completed successfully within the seven-year time period allowed by the Graduate School for fulfillment of MAM degree requirements. The seven-year period commences when the student begins taking classes.

Thesis Project Grading: At the close of a semester of thesis project registration, the thesis advisor awards a grade of S (satisfactory progress) or U (unsatisfactory progress), whether or not the thesis project has been completed. A grade of S earns credits in progress toward a thesis project, but is not included in the calculation of the grade point average. A grade of U does not earn credit and is not included in the

calculation of the grade point average.

Thesis Continuance: A student who does not complete and submit his/her thesis by the deadline for completion in the semester that the student is enrolled for Thesis Project Development must enroll for one credit hour of Thesis Continuance (28-6189) in each following semester until the thesis is completed and accepted, or until the student decides not to complete the thesis. If the student decides not to complete the thesis, additional hours of elective credit hours must be taken in place of Thesis Continuance.

Institutional Review Board:

Faculty, staff, and students undertaking research that involves human participants or animals through conducting experiments, written or oral surveys, interviews or the audio or visual depicting of a human subject, must receive approval from your faculty advisor.
The mission of the Institutional Review Board (IRB) is simple—to ensure that human and animal subjects used in research are protected. The IRB is responsible for reviewing and approving all research with human and animal subjects conducted by faculty, staff, and students of Columbia College Chicago, when performed as part of their work or study at Columbia. The IRB reviews proposed studies to ensure that the dignity, rights, privacy, safety, and welfare of all actual and potential research participants are protected; provides reassurance to others that appropriate research activity is being carried out; and examines the method in which informed consent is to be sought.

For more information please visit the Institutional Review Board website at:
http://www.colum.edu/Administrative_offices/Academic_Research/Institutional_Review_Board.php

Graduation Procedures

There are two required forms that must be submitted by students completing their graduate degrees: Graduation Application Form and the Program of Study Form 401. The Graduation Application Form and Form 401 are initiated and completed by the student. Both forms are available on the graduate website and are due at different points during student's final semester. The website also provides specific instructions and deadlines for these forms.

To download a pdf of the Form 401 online, visit:
http://www.colum.edu/Academics/Graduate_Student_Services/graduatecommencement/Graduation%20Forms.php

Academic Year

Each academic year at Columbia includes two 15-week semesters (fall and spring) plus a summer session. Courses taken in the J-Session are counted as part of the spring term. The regular academic year for most programs is fall and spring semesters. For purposes of the awards such as Follett, GOA, only fall and spring semesters are included. Students who receive financial aid and wish to take summer courses must budget for the courses in their existing financial aid package.

While the usual term of a class is a full 15 weeks, some subjects may be offered in shorter periods, ranging from one to eight weeks. These intensive courses meet more frequently than the 15-week courses.

Academic Integrity Policy Statement

Academic integrity is giving credit to the ideas, research, and creations of others; and part of one's education is learning how to give this credit. When a writer inserts a citation into her work, she is not only being honest about the source of her knowledge, but also making visible the ways in which her work depends on the support of others--whether they are students or faculty members at her institution or thinkers and writers from distant times and places. The citation is a way of paying tribute to the contributions of others and to situate one's own work in the broader intellectual tradition. Citations may be particular to writing; however, every area of creative endeavor requires some form of acknowledgement of sources. Academic and artistic integrity require scrupulous care for these forms.

Sometimes acknowledging sources is a way of insulating work against criticism, a way of saying to the audience, "You can check my facts on this; I've done my homework; and I know what is my own thinking and what I owe to others." But avoiding charges of dishonesty, fabrication, or theft is not the only reason for making clear the influences on a work. It can also be a way of inviting colleagues, present and future, near and far, to join in the project at hand. Acknowledging sources gives others the information they need to follow in the author's footsteps and become part of an ongoing intellectual or artistic journey.

Collaboration is at the heart of academic work. In a college setting, students and faculty join together to benefit from each other's work, to share knowledge and ideas, to engage in open debate, and to influence and be influenced by other people. Because there is an active exchange of information and ideas, it is essential that members of the community recognize the importance of acknowledgement and learn the conventions of citation and attribution.

To that end Columbia endorses continuing efforts in education on this important topic for both students and faculty alike as well as active monitoring of the number and types of academic integrity misconduct.

Violations of Academic Integrity

Plagiarism is copying another person's work and presenting it as one's own. Plagiarism is committed when a student knowingly represents another person's work as his/her own. A student who has tried in good faith to credit his/her source but has "misused a specific citation format, or incorrectly used quotation marks" has not plagiarized. Such a student has "failed to cite and document sources appropriately," according to the Council of Writing Program Administrators.

Plagiarism is often associated with written work when a writer copies a section of another writer's work and fails to acknowledge the source by using quotation marks and proper academic citation. However, plagiarism may exist in other works, such as painting, music, dance, and film as well. Sources must be acknowledged in a manner appropriate to the discipline when images, composition, or conceptions are copied, even when the appropriated material is reconfigured to make a new meaning. Other types of plagiarism are 'mosaic plagiarism' and paraphrasing. In mosaic plagiarism, pieces of other people's work are rearranged without acknowledgement. Paraphrasing is rewording someone else's work without acknowledging the original author's research or thinking.

Information that is "common knowledge" does not need attribution (for example, George Washington was the first president of the United States). However, common knowledge is relative to specific contexts, and it may

be difficult for a student to distinguish between alluding to material that is commonly known and plagiarizing. Therefore, students are advised to credit anything that was new to them when they encountered it in the course of their research.

Recycling: Columbia does not have a College-wide policy on students reusing or reworking the contents of one assignment to meet the requirements of another. Therefore, students should not assume that recycling of assignments is acceptable; they must disclose their intention to reuse or rework material at the outset of the project to be sure that they have the faculty member's approval.

Cheating: Assignments and examinations should be the products of the student's own efforts. Cheating includes, but is not limited to, the use of unauthorized materials for examinations or assignments, unauthorized assistance from other people, and papers from commercial companies or the Internet. Students should assume, unless told otherwise, that examinations and assignments should be completed without the use of books, notes, or conversation with others; however, individual faculty members may authorize certain types of materials or collaborations for specific assignments. Students should therefore follow the expectations of their instructor regarding the use of materials for their assignments.

Denial of access: Denying access of materials to other students is a particularly heinous violation of academic integrity. Examples of this violation include deliberately misplacing or destroying reserve materials; altering computer files that belong to another; unduly tying up equipment needed to complete an assignment; making library material unavailable to others by stealing, hiding, or defacing books or journals.

Fabrication: Fabrication occurs when there is falsification or invention of any information, citation, or data in

an academic exercise with the intent to deceive. If a student believes that the nature of a particular assignment allows for fabrication, he/she must disclose his/her intention to fabricate to be sure she has the faculty member's approval.

Facilitation: Facilitation occurs when a student knowingly allows his/her work to be used by another student or otherwise aids another student in a violation of academic integrity. Students who facilitate the dishonesty of others have violated academic integrity even though they may not themselves benefit from the act.

Falsification: Forgery of a grade change form or having a substitute take an examination are serious violations of ethics (see Categories of Violations).

Procedures for Violations of Academic Integrity

Once a faculty member is aware of a possible violation of academic integrity the steps listed below should be followed:

Step One: If a faculty member believes a violation of academic integrity has occurred (see Violations of Academic Integrity above), the faculty member will notify the student and meet with him/her to discuss the issue. The student may not bring anyone to this meeting. At that meeting the student will be presented with the evidence supporting the claim of a violation and may choose to present evidence either in support of or contradicting such violation. The faculty member will consider the evidence and render a decision in writing as soon as practicable after the meeting. Such decision will include a penalty appropriate to the level of violation (see Categories of Violations below).

The student will:
A. Accept the decision and the penalty, or
B. Appeal the decision.

If the student accepts the decision, the faculty member will impose the penalty. If the incident is *mino*r, the faculty member may use his/her judgment as to whether formal notification should be made. If the violation was of a significant or serious nature (see Categories of Violations below) the faculty member must notify both the Chair or chair's designee and the academic officer or office charged with monitoring academic integrity violations.

Step Two: If the student wishes to appeal the decision of the faculty member, he/she must submit a written appeal to the Chair or chair's designee within two weeks of the written decision of the faculty member. (If the faculty member is the Chair, the student will appeal directly to the school dean or dean's designee). The Chair or designee (or dean or designee) will convene a meeting as soon as practicable after receiving the student's letter of appeal. The meeting will include the Chair or designee (or dean or designee), the student, and the faculty member. Based upon a review of the evidence the Chair or designee (or dean or designee) will either support or overrule the original decision. If the Chair or designee (or dean or designee) finds the evidence supports the faculty member's decision, he/she should not alter the consequence already imposed. Again, the designated academic officer or office must be notified of the results of the appeal.

Step Three: If the student wishes to appeal the decision ratified by the Chair or designee (or school dean or designee), he/she may appeal to the school dean or dean's designee (or to the vice president for academic affairs if the faculty member is the Chair). This appeal must be made in writing within two weeks of the Chair

or designee's (or school dean or designee's) decision and include a summary of the student's position with supporting evidence. The Chair or designee (or school dean or designee) will provide the dean (or vice president of academic affairs) with a written summary of the faculty member's findings, supported by the Chair's (or dean's) opinion and buttressed with examples key to the original findings. The dean (or vice president for academic affairs) will render a decision as soon as practicable after receipt of the student's letter. If the original finding is supported, the student's right of appeal has ended and the case is closed.

If the dean (or vice president for academic affairs) finds sufficient evidence to change the original decision, the dean (or vice president for academic affairs) will consult with the faculty member and Chair (or dean); and an appropriate remedy will be devised which may include, but is not limited to: 1) a retraction of the original charge, an apology to the student, and a cleansing of the student's record, or
2) a reduction *or an increase* in the original classification, and, commensurate with this reduction or increase of severity, an adjustment of the original penalty.

The dean (or vice president for academic affairs) will submit a written summary of the final action taken to the designated academic officer or office, the Chair (or dean), the faculty member, and the student.

Should the academic integrity officer or office find multiple violations of academic integrity occurring in the student's record, the student will be notified and will meet with said designated officer for further review. Additional penalties as a result of multiple violations may be imposed including, but not limited to, probation, suspension, or dismissal from the College. The Chair(s) of the student's major department(s) will be notified if additional sanctions are imposed.

Categories of Violations

Misuse of Sources (not a violation):
Students who have made every effort to acknowledge others' work but have failed to use proper citation format or to acknowledge sources accurately or fully have not committed plagiarism.

Minor (not a violation): These instances go beyond misuse of sources but may occur due to lack of awareness or inexperience. Examples include (but are not limited to): failure to acknowledge sources of information and/or contributors who helped with an assignment; quoting directly or paraphrasing without acknowledgment; unauthorized assistance on academic work.

Significant: These violations usually involve dishonesty on a significant portion of course work, such as a major paper, project, or examination. In these cases, the student has intent to deceive.
Examples include (but are not limited to) copying from or giving others assistance on an examination, plagiarizing major portions of an assignment, using unauthorized material on an examination, using a purchased term paper, presenting the work of another as one's own, or altering a graded examination.
Serious: These violations often include repeated offenses and may include (but are not limited to) forgery of grade change forms; theft of examinations; having a substitute take an examination; sabotaging another's work**;** and/or the violation of the ethical code of a profession.

Consequences

There is a gradation of consequences that can be applied, depending on the severity and frequency of the violation. Consequences include (but are not limited to) a) repetition of the assignment; b) grade reduction of the assignment; c) grade reduction for the course; d) failure of the course; e) repetition of the course; f) probation; g) suspension; and h) dismissal from the College.

For more information please visit the Office of Academic Affairs website at:
http://www.colum.edu/Administrative_offices/Academic_Affairs/Documents.php

Student Code of Conduct

Section I: Community Standards

I: Introduction

Columbia College Chicago is proud of its creative and diverse community of faculty, students, and staff who create and participate in educational opportunities in the arts, media, and communications. We provide a caring environment; one in which freedom of expression is valued and civility is observed. Students are encouraged to value our community and to accept responsibility for their individual behavior, as well as for the common good.

Our Code of Conduct is primarily a positive guide to the creation of a community that encourages the personal and intellectual development of each person, and, secondly, a list of behaviors that would interfere with the important work of our community. The Code of Conduct is intended to be a flexible document, which provides guidance to students concerning their contribution to the College community. As a result, it should not be viewed as a contract.

Each student is expected to be thoroughly familiar with the academic and general requirements and policies of the College, as stated in the Catalog, Student Handbook, Course Schedule, and other official College materials and publications. In addition, it is understood that students assume responsibility for the behavior of their guests on campus. Students are expected to share information regarding College policies with their guests to ensure that their guests' behavior conforms to the College's expectations. Faculty and staff are

available to provide assistance and guidance to students concerning College requirements and policies; however, the responsibility for understanding and meeting College requirements rests with the student.

In an emergency situation where there is an immediate threat to health and safety, any member of Columbia College Chicago's faculty or staff is authorized to remove a student and/or a guest from the College. In these situations, it is expected that the individual would exercise reasonable judgment when responding to such an emergency. Campus security involvement should be elicited as necessary and campus administrators should be immediately informed. In an emergency, the Vice President of Student Affairs, the Dean of Students, and the Provost each has the authority to: a) impose an immediate temporary suspension; or b) immediately restrict access to designated areas of the campus, upon any student who, in their sole judgment, poses a threat to the safety or well-being of any member or guest of Columbia College Chicago. A student's violation of an article of the Code of Conduct may subject the student to disciplinary action.

While students can ask advisors or others to provide guidance as to the meaning and interpretation of the policies contained in the Student Code of Conduct, only the Vice President for Student Affairs, Dean of Students, or Provost has the authority to officially interpret the meaning of the Code. Therefore, students with questions about the policies contained in the Student Code of Conduct should direct those questions to the Dean of Students' office.

Columbia College Chicago reserves the rights to change, suspend, revoke, or amend any or all policies or procedures contained in this code, at its sole discretion, with or without notice. If any portion of the Code has been changed, revoked, amended, or suspended, then students should no longer rely upon the changed, revoked, amended, or suspended portion.

Please Note: Solely for the purposes of clarity, students referred to in the Code of Conduct document are described as "he/him." The Dean of Students and designee are referred to as "she/her." No other reference, conclusion, or implication should be derived from this linguistic convention.

II: General Safety and Security

Undergraduate and graduate education is a time of exploration and informed risk-taking in academic, artistic, and social endeavors. The College seeks to achieve an environment in which all its members know they have personal and social safety. This means observing the legal guidelines that govern the behavior of individuals in a social setting; it also means allowing members of the College community the right to differences in opinion, appearance, and personal behavior. To clarify the above principles, the College notes occasions and activities, that curtail individual and group freedoms, and the sanctions, that may occur if those guidelines are violated.

The Columbia College Chicago Code of Conduct prohibits the following:
(This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited and that any conduct, which the Vice President for Student Affairs, Dean of Students, or Provost determines, could endanger the safety of members of the College community is prohibited.)

- Consuming alcoholic beverages on campus or at events sponsored under the auspices of the College; the Code of Conduct further prohibits students and their guests from the sale, possession, and service of alcoholic beverages on campus or at College-sponsored events without written permission from the Vice President of Student Affairs.

- The use and/or possession of controlled substances, narcotics, or any other drug, without an authorized prescription issued by a medical authority; the use, possession, sale or distribution of illegal drugs and controlled substances; the intentional misuse of legally prescribed drugs or medications, and/or the sale or distribution of these drugs to other persons.

- Tampering with or disabling fire and safety equipment, systems, or posted instructions on their use, as well as causing false alarms of fire or emergency systems; failing to exit College facilities when an alarm is sounded; failing to comply with other emergency procedures as directed by College officials or those acting in their stead.

- The use and/or possession of firearms, weapons, ammunition, explosive devices, and fireworks; the intentional misuse of chemical or flammable substances normally used in the educational process; the irresponsible use of smoking materials, smoking on campus in any area other than those designated as smoking lounges, and the use of candles or flammable materials. *Note*: Firearms are *never* permitted on the College campus; an enrolled student who may be otherwise authorized to carry a firearm (such as employment as a police officer) is strictly prohibited from bringing his weapon on to College premises, or to any off-campus event sponsored by the College.

- Failing to comply with the directive of a College official, or those appointed to act on behalf of the College, including refusing to display or relinquish his identification card to College officials and failure to comply with oral or written directives that arise from College judicial proceedings.

- The unauthorized possession or duplication of keys or key cards to College property and the distribution of such keys to other persons.

III: Personal Responsibility

Columbia College Chicago faculty, staff, and administrators believe that students should make it their responsibility to participate in activities inside and outside of the classroom that are designed to enrich their learning experience. Students are encouraged to use the college resources to enhance their academic skills, develop an array of out-of-class learning experiences, and view their learning as a priority.

Students are responsible for contributing to and respecting Columbia's diverse community and learning approaches. Most important, a student is responsible for conducting him/her self in a manner that does not infringe upon the rights of others to learn or teach in a collaborative setting.

Integrity, respect, and responsibility are expected from each member of our community, which includes the expectation that students conduct themselves while attending Columbia College Chicago or while attending Columbia-sponsored events in accordance with the policies of the College, and to follow local, state, and federal laws. Respect for others extends to the responsible use of property, including tangible personal property, College property and real estate, and intellectual property.

The Columbia College Chicago Code of Conduct prohibits the following:
(This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited. Any conduct that the Vice President for Student Affairs, Dean of Students, or Provost determines could endanger the safety of security of members of the College community, or is harmful to the Columbia environment, is also prohibited.)

- Harassment, including sexual harassment, hazing, and any behaviors which intimidate, threaten, coerce, or endanger the safety of others, or which interfere with the safety of any member of the Columbia College Chicago community or its guests. *For a complete copy of the College's Anti-Discrimination and Harassment Policy please contact the Equity Issues Office.*

- Physical assault and/or physical abuse of any member of Columbia College Chicago or its guests.

- Disruptive behavior on College property, which tends to break the peace or interfere with the educational process for other students; interference or obstruction of classes, lectures, seminars, workshops, critiques, performances, exhibits, or any other college- sponsored activity.

- Discrimination on the basis of race, color, gender, national or ethnic origin, sexual orientation, or age, and behaviors which interfere with the rights of others to experience an educational environment free from such discrimination.

- All forms of dishonesty including cheating, plagiarism, intentionally furnishing false information to the College, forgery, alteration or unauthorized or fraudulent use of College documents, records and/or

instruments of identification.

- Inappropriate, illegal, or unauthorized use of College facilities, equipment or services, including telephone, e-mail, and Internet services.

- Abuse, vandalism (including all forms of graffiti), or theft of College property, or unauthorized entry to College facilities. Theft of College property includes theft of college services and products, even when those services or products are provided by independent vendors, and include, but are not limited to, telephone service, computer services, software licensing infringements, and illegal copying of copyrighted materials as defined by current statute, contract, license agreement, or law.

- Theft or abuse of personal property of Columbia College students, employees, or guests.

- Careless or irresponsible use of College equipment made available or on loan to students for the pursuit of their educational endeavors or allowing unauthorized persons to use such equipment.

- Unauthorized use of the College's name or logo, especially in a manner that implies College endorsement of activities or events that have not been approved by the College, or any attempt to defraud another person through unauthorized representation of yourself as an agent of the College.

- Unauthorized selling or soliciting on campus, including any actions that support these activities, such as the unauthorized posting of flyers, posters, or handbills.

- Violation of any federal, state, county, or municipal law, ordinance or regulation; violation of any College policy, regulation, or rule, as outlined in the Columbia College Student Handbook.

IV: Responsible Use of Computers, Technology, and Information Services

The kinds of vistas that open with the use of electronic technology — computers, data and graphics software, and other technology tools — have great potential for the College community. The ease with which burdensome tasks can be accomplished through software renders lengthy academic and artistic processes easier and faster than they have ever previously been. This ease and speed result from the intellectual property of software developers, and great care must be taken not to infringe upon the rights of those who have created this work. It is a point of honor that no one in the College community will make improper or illegal use of the intellectual property of others. The College exhorts its members to be scrupulous in the matter of using and transferring software. In order to ascertain that the members of the community understand and observe the guidelines that govern the use and transmission of software, the College publishes standards to which students must adhere in order to protect the rights of those whose intellectual property is the software we use.

The College further observes that all forms of communication and behavior that are conducted in an electronic environment demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect in person. Students are, therefore, expected to govern their behavior in the electronic landscape with the same care and self-control they exhibit when participating in the life of the College in person.

The Columbia College Chicago Code of Conduct prohibits the following:
(This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited. Any conduct that the Vice President for Student Affairs, Dean of Students, or Provost determines could endanger the safety or security of members of the College community, or is harmful to the Columbia College environment, is also prohibited.)

- Unauthorized access to College networks, tampering with or restricting access for others, or providing access to unauthorized users; violation of the confidentiality of information stored on the College network, computers, and software.

- Disruption of the normal operation of computers, networks, or peripherals.

- Installation or temporary usage of any program or code that damages computer files, data or hardware, or that limits access to these items, or that replicates itself with the intention of damaging or interfering with the normal operation of or access to these items.

- Harassment (including sexual harassment), intimidation, or threats delivered through the College's computers or networks.

- Inappropriate, illegal, or unauthorized use of college servers, networks, computers, peripherals, or other equipment including that which might be considered commercial or resulting in monetary gain for the user.

- Unauthorized use, duplication or distribution of copyrighted software, or of intellectual property as defined by the College.

- Monopolizing computer resources in violation of established use policies, including excessive mailings, printings, transfer of oversized data files or graphics, or any other use that would occupy computer resources to the exclusion of others.

- Failure to follow posted rules that govern student access, behavior, and appropriate use of all computers that are available for student use in classrooms, studios, and open labs.

- Tampering with any other person's files, e-mail communications, or software.

- Any use of computer resources that violates any federal, state or local law, or that is a violation of any other article of the Columbia College Student Code of Conduct.

For more information please visit the Student Code of Conduct web page at:
http://cms.colum.edu/student_handbook/policies_procedures/student_code_of_conduct/

Anti-Discrimination and Harassment Policy

Section I: Statement of Policy

Columbia College Chicago is committed to maintaining an environment, which respects the dignity of all individuals. Accordingly, Columbia will not tolerate harassment or discrimination based on religion, race, sex, sexual orientation, national origin, age, disability or ethnicity by or of its students, faculty, or staff. This conduct may also be illegal under state, local and federal law. To the extent practicable, Columbia will attempt to protect the Columbia community from harassment and/or discrimination by vendors, consultants, and other third parties who interact with the Columbia community. Columbia is promulgating this policy to reaffirm its opposition to harassment and discrimination and to emphasize that learning opportunities and employment opportunities must not be interfered with by such behavior.

No member of the Columbia community shall engage in discrimination or harassment in any program, activity or place over which the College exercises control. It is expected that every member of our community will take responsibility for refraining from any form of discrimination or harassment, reporting any incident that is made known, cooperating in preventing such behavior and assisting with corrective measures when, despite our serious commitment, these acts occur.

Recipients of discrimination or harassment often fear reprisals for reporting such conduct. To address this concern, Columbia will investigate any allegation of retaliation for reporting or assisting in the investigation of a complaint of any form of discrimination or harassment. Columbia will discipline those found to have engaged in retaliation.

The purposes of this policy include:

- prevent harassment and discrimination
- prohibit harassment and discrimination
- encourage good faith complaints if such conduct has occurred
- provide multiple options for addressing and resolving complaints of harassment or discrimination.

Columbia will attempt to take prompt corrective action against any harassment or discrimination by or of its students, faculty, or staff. This policy is designed to encourage persons who believe that they have been harmed by discrimination or harassment to bring the conduct to the attention of appropriate individuals within the College so that the College can take prompt corrective action. All managers/supervisors are directed to implement the procedures outlined in this policy.

All complaints will be taken seriously and no one reporting harassment or discrimination will suffer retaliation or reprisal. Complaints of harassment and/or discrimination will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. If it is determined through an appropriate and prompt investigation that harassment or discrimination has occurred, effective corrective action will be taken to stop the conduct and to attempt to ensure that it does not reoccur. Depending on the circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

Section II: Responsibilities of Community Membership

It is the responsibility of each Columbia community member to be knowledgeable about discrimination and harassment, its negative impact and the means by which it can be effectively addressed. Every member has a role in the implementation of this policy. All members of the community who serve in a supervisory capacity, such as deans, managers, program directors, chairs and administrators are responsible for reporting all complaints of harassment or discrimination to the appropriate office as outlined below. A person who engages in discrimination or harassment must reform his or her behavior or be subject to disciplinary action up to and including termination or expulsion from the College. A person who witnesses or learns of any form of discrimination or harassment is expected to cooperate in the College's efforts to address this conduct.

Section III: Academic/Artistic Freedom

Academic/artistic freedom protects the presentation and discussion of ideas and artistic works. It does not include demeaning or intimidating individuals because of a personal characteristic. As is stated in the College's Academic Freedom Policy, "The concept of academic/artistic freedom is accompanied by an equally demanding concept of academic/artistic responsibility," and this requires "responsible service, consistent with the faculty member's obligation to the College."

In considering what are appropriate statements or conduct, a faculty member should consider 1) whether the statements or conduct advance a valid educational objective related to the subject matter of the academic experience, and 2) whether they are made or occur in an academically appropriate manner as part of a valid

educational objective.
Similarly, while in the normal course of student-faculty exchange it may sometimes be of value to discuss or present a controversial matter or experience that has no direct relation to the immediate academic subject, nevertheless the faculty member must also be cognizant that under the College's Academic Freedom Policy that he or she may not have a right to discuss such a matter.

Section IV: Consensual Relations

Under Columbia's Academic Freedom Policy, a faculty member is expected to adhere to his or her proper role as an intellectual or artistic guide and avoid any exploitation of his or her students. Additionally, the Policy states that a faculty member has the responsibility to assure that his or her evaluation of students reflects the true merit of each student. Because it may easily involve or appear to involve a conflict of interest, an amorous or sexual relationship between a faculty member and a student entails serious ethical concerns when the faculty member has professional responsibility for the student, such as when the student is in the faculty member's class.

Therefore, faculty members or other instructional staff shall not initiate, pursue or be involved in any amorous or sexual relationship with any student whom they are in a position to evaluate or supervise by virtue of their teaching, research, or administrative responsibilities. Such a relationship is a violation of this policy, and consent by a student to such a relationship will not be a defense against a later sexual harassment charge by the student.

Likewise a supervisor shall not initiate, pursue or be involved in any amorous or sexual relationship with any

subordinate employee. A supervisor will be prohibited from assessing, determining or influencing another person's employment, performance progress or potential, entitlement to or eligibility for institutionally conferred rights, benefits or opportunities with an individual with whom the supervisor has or has had an intimate relationship. Such a relationship is a violation of this policy, and consent by the subordinate employee to such a relationship will not be a defense against a later sexual harassment charge by the subordinate employee.

Section V: Definition of Discrimination

Discrimination is unequal favorable or unfavorable treatment of an individual based on race, national origin, ethnicity, sex, age, disability, religion or sexual orientation. It can include the failure to recognize the contributions of work in class, the failure to provide appropriate academic support, or inequities in salary, benefits, accommodations, office space, hiring, promotion or appointment to college-wide committees and to administrative roles on the basis of the above outlined protected characteristics.

Section VI: Definition of Harassment

Discriminatory harassment is physical conduct or other expressive behavior that has the purpose or effect of interfering with an individual's work or academic performance or creates an intimidating, hostile or abusive environment, and that is based upon the individual's characteristics of race, national origin, ethnicity, sex, age, disability, religion or sexual orientation.

Discriminatory harassment includes but is not limited to invectives, threats, slurs, epithets, pranks, teasing,

taunting, and other conduct or expressive behavior that tends to belittle, degrade, demean, deride, disparage, ridicule or threaten a person on the basis of the foregoing characteristics. It is in the nature of a personal attack that injures a specific individual, as distinguished from the civil expression or discussion of an offensive idea.

Not all situations in which an individual is offended or uncomfortable will be violations of this policy. Personality clashes, clashes of beliefs or lifestyles alone will not be violations of this policy nor will conduct that reflects socially and academically acceptable comradeship.

Section VII: Definition of Sexual Harassment

Sexual harassment is one form of discriminatory harassment. It can occur between a man and a woman or persons of the same sex. Sexual harassment includes: Unwelcome sexual advances, or requests for sexual favors or sexually-oriented conduct when:

(a) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or academic experience; or

(b) An employment or academic decision affecting an employee or student is made based on that individual's acceptance or rejection of such conduct; or

(c) A pattern of unwelcome verbal or physical conduct of a sexual nature is directed toward another that unreasonably interferes with that individual(s)' work or class performance or creates an intimidating,

hostile or abusive working or learning environment.

Examples of behavior which may constitute sexual harassment include, but are not limited to, the following: unwelcome verbal or physical advances of a sexual nature; requests or subtle pressure, overt or implied, for sexual favors; abusive or threatening behavior directed at a person; remarks, jokes, comments or observations of a sexual nature which demean or offend individuals on the basis of their sex, provided, however, that such expressions will not be considered sexual harassment if uttered for a valid academic purpose; gestures or other nonverbal behavior of a sexual nature provided, however, that such expressions will not be considered sexual harassment if based upon a valid academic purpose; and display or distribution of offensive materials of a sexual nature provided, however, that such expressions will not be considered sexual harassment if used for a valid academic purpose.

Section VIII: Sexual Assault

Criminal sexual assault is an extreme form of sexual harassment and is a violation of this policy. In addition, it is a criminal act that violates Illinois state law. If a sexual assault has occurred, the victim should contact Columbia campus security. College staff have been directed to give the assaulted person immediate comfort and support. A victim should contact the Office of Human Resources or the Dean of Students' office to learn more about options for further assistance.

Section IX: Sanctions

A single violation of this policy may result in a disciplinary action including, termination or expulsion from Columbia. Sanctions may also include suspension (with or without pay in the case of faculty or staff), reprimand, reassignment, and/or mandatory education or counseling.

Section X: Retaliation

It is a violation of this policy to retaliate in any way against someone who has complained about discrimination or harassment, participated in any manner in proceedings under this policy, or opposed the alleged discrimination or harassment. Retaliation subjects the retaliator to disciplinary sanctions.

Knowingly making false allegations of harassment or discrimination or providing evidence with the knowledge that it is false is also a violation of College policy and will subject a person to disciplinary action up to and including termination or expulsion.

Procedures for Addressing Discrimination and Harassment Complaints

The following procedures are designed to provide flexibility in reporting for the person complaining of the harassment or discrimination, while balancing the interests of the accused party and the College's need to obtain the information necessary to resolve these issues in its community.

Any Columbia student, staff, faculty member, guest or any other non-student or non-employee who believes that he or she is being or has been subjected to discrimination or harassment has informal and formal

options, which are not exclusive of one another, or mandatory. However, a person's selection of an option will affect the College's ability to respond to the discrimination or harassment. In addition, the timeliness of reporting an incident is often critical to appropriate action and resolution. The College is committed to a prompt and thorough investigation and resolution when its procedures are used. Those persons responsible for consulting about, investigating and resolving complaints of harassment or discrimination will make reasonable efforts to protect the privacy of both the complainant and the respondent.

Section I: Procedures for Students

a. Informal Remedy

Columbia encourages a person subjected to discrimination or harassment to talk directly with the alleged discriminator or harasser if the person subjected to discrimination or harassment feels comfortable doing so. If direct communication is selected, the person should tell the alleged discriminator or harasser to stop his or her behavior as soon as the behavior occurs and make it clear that the behavior is unwelcome. The person then should share this information with the Dean of Students' Office, a faculty member, the Residence Life Staff, a counselor, an advisor, or any Columbia supervisor, so the situation can be monitored.

b. Formal Remedy

The complainant to the Dean of Students' Office should report all incidents of harassment or discrimination. However, a complaint of discrimination or harassment can be made either orally or in writing to the Dean of Students' Office, a faculty member, the Residence Life Staff, a counselor, an advisor or any Columbia

supervisor. In addition, all members of the community who serve in a supervisory capacity, such as deans, managers, and Chairs are responsible for reporting all complaints of harassment or discrimination to the Dean of Students' Office. A complainant is encouraged to make a written complaint as it may increase the College's ability to take appropriate action to stop the alleged discrimination or harassment. A complaint should be as specific as possible providing the name of the injured party, the name of the alleged discriminator or harasser, a chronology of the events that constitute the behavior, detailing dates, places, and times, a description of the behavior, and the names of any witnesses to the behavior, or persons with knowledge of the behavior.

Whether or not the complainant wishes to proceed with the investigation, a formal investigation of the complaint will be undertaken. The process is confidential to the extent possible and applies to the accused wrongdoer, the complainant and witnesses. In the course of the investigation, however, absolute confidentiality cannot be guaranteed. If the alleged conduct appears to violate both the anti-discrimination and harassment policy and another College policy such as the student code of conduct, this policy will take precedent over the competing policy. However, any sanction to be imposed against a tenured faculty member shall be subject to the procedures outlined in the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.

Placement of Graduates of the AEMM Program

AEMM graduates have been placed in exciting and challenging positions throughout the country. A sampling of permanent positions includes, but is not limited to:

The American Museum of Natural History, New York
Arena Stage, Washington, D.C.
The Art Institute of Chicago
Atlantic Records in New York
Century II Concert Hall, Kansas
Chicago Chamber Music Society
The Chicago Cultural Center
The Chicago Department of Cultural Affairs
The Chicago Metro
Chicago Opera Theater
Chicago Symphony Orchestra
The Chop Shop Music Supervisor Company
Field Museum of Natural History
Goodman Theatre
Google
The House of Blues
Illinois Arts Council
International Creative Management (ICM)
Jam Productions
Joffrey Ballet
Los Angeles Master Chorale
Lyric Opera of Chicago
MTV Networks
The Museum of Contemporary Art, Chicago
The Museum of Contemporary Photography
National Museum of Mexican Art
Pick Staiger Hall at Northwestern University
Premonition Records
Polygram Distribution Group
Randolph Street Galleries
Ravinia Festival Association
Rhythm Cafe Music House and Recording Studio
Shubert Theatre Chicago
Steppenwolf Theatre

Studio Chicago Recording Studios
The Tribune Companies
Towers Productions
Universal Music Group
Victory Records
Warner Brothers Publishing Los Angeles
WYCC TV, Chicago

Also, many students choose to start their own arts-based businesses after graduation. Despite such successful placement, the AEMM program cannot guarantee placement of graduate students. Generally, students who do well in the program, work closely with their advisor and build a network of contacts in the field during graduate study are successful in seeking employment in their area of concentration.

Important Departments/Offices

Academic Affairs
600 S. Michigan Avenue, 8th Floor
312.369.6972
http://www.colum.edu/Administrative_offices/Academic_Affairs/index.php

Arts, Entertainment and Media Management
618 S. Michigan Avenue, 7th Floor
312.369.7652
http://www.colum.edu/Academics/AEMM/about/index.php

Columbia College Bookstore
624 S. Michigan Avenue
312.369.7405
http://www.columbia.bkstr.com/

Columbia College Chicago Library
624 S. Michigan Avenue, 1st Floor
312.369.7152
http://www.lib.colum.edu/

Graduate Office
600 S. Michigan Avenue, 2nd Floor
312.369.7260
http://www.colum.edu/Academics/Graduate_Study/index.php

Learning Studio
618 S. Michigan Avenue, 1st Floor
312.369.8130
http://www.colum.edu/Academics/Learning_Studio/index.php

Services for Students with Disabilities
623 S. Wabash, Room 304
312.369.8134
http://www.colum.edu/students/Academics/Services_for_Students_with_Disabilities/index.php

Student Employment
623 S. Wabash, Room 303
312.369.6844
http://www.colum.edu/students/career/Student_Employment/index.php

Student Financial Services
600 S. Michigan Avenue, 3rd Floor
312.369.0200
http://www.colum.edu/Student_Financial_Services/index.php

Student Health Center
731 S. Plymouth Court, Lower Level
312.369.6830
http://www.colum.edu/Student_Life/Health/Health_Center.php