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Censorship

Submitted by admin on Mon, 2011-08-22 16:16

Description:

There is to be no censorship of any work of art, design, performance or publication on the campus. Members of the Institute, including staff, faculty and students, are instructed to avoid any act that might be regarded as censorship in any official sense. Student publications shall both be subject to faculty or administrative restraint on the content, except to assure reasonable access to publication for students whose views differ from those of the editor, and to prevent infractions of the law in respect to libel, slander, discrimination or similar matters. A student publication is a non-commissioned work by students, even if supported by Institute materials and funds.

Policy Number: 2.99.24.0

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Exhibitions/Presentations Policy

Submitted by admin on Mon, 2011-08-22 16:23

Description:

Initial Policy:

1. Outdoor space is available for Institute purposes for the use of students, faculty or staff at the discretion of the President or designee. Allocations may not be made on a permanent basis nor may so much space be allocated to one project that other projects have less than adequate space.
2. In allocating space, all possible latitude will be allowed for use of CalArts grounds, spaces, interior and exterior wall decoration, provided that there is no glue on glass windows, painting or other markings directly on the wall, or any alterations to Institute property without specific permission of the deans and the Institute Scheduler. The dean of each school will be responsible for authorizing use of that school's allocated space. The Institute Scheduler is responsible for approving the use of all other space except for outdoors and office space noted in paragraph 1 and 3. Space is allocated on a first-come, first served basis. All posters are to have either the date of the event or must be dated. **Posters may not be removed before the event. Posters advertising an event are considered artwork and may not be vandalized, damaged or stolen.** Posters are to be removed after the event or after 30 days, whichever comes first.
3. The use of office space is at the discretion of the dean or department head. The use of the administrative foyer and hallway (F-block, 3rd floor) and the main entry lobby (west wall and south walls) are at the discretion of the President.
4. Posters are not to be placed on glass or wooden doors due to safety codes and/or fire regulations.

Institute Exhibit Review Committee

In order to implement and maintain exhibit policies, there shall be an ad hoc review committee structured as follows:

1. The Institute Exhibit Review Committee shall consist of the following:
One representative from each School appointed by the deans
The Vice President/CFO
The Institute Scheduler
2. The following are the responsibilities of this committee:
The review of policy to govern the use of exterior space.
The allocation of space or the adjudication of any difference of opinion concerning an exhibit or presentation.

School Responsibilities

1. Each School is responsible for choosing a representative to the committee.
2. Each School is responsible for establishing procedures for governing the hanging/exhibiting of objects and/or presentations within the space assigned to the School.

3. Exhibits/presentations must meet all applicable city, county, state and federal laws.

Censorship

1. CalArts does not censor any work on the basis of content, nor is any work at the Institute subject to prior censorship.
2. If any person objects to any exhibit or presentation, that person should convey the objection in writing to the student's dean. The person will receive a written answer to the objection within 48 hours of its receipt. If the person is dissatisfied with the decision, he/she may appeal the decision to the Institute Exhibit Review Committee. The decision of the Committee is final.

Policy Number: 2.99.25.0

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Exhibitions/Presentations: Institute Exhibit Review Committee

Submitted by admin on Mon, 2011-08-22 16:24

Description:

In order to implement and maintain exhibit policies, there shall be an ad hoc review committee structured as follows:

1. The Institute Exhibit Review Committee shall consist of the following:

One representative from each School appointed by the deans

The Vice President/CFO

The Institute Scheduler

2. The following are the responsibilities of this committee:

The review of policy to govern the use of exterior space.

The allocation of space or the adjudication of any difference of opinion concerning an exhibit or presentation.

Policy Number: 2.99.25.1

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Exhibitions/Presentations: School Responsibilities

Submitted by admin on Mon, 2011-08-22 16:25

Description:

1. Each School is responsible for choosing a representative to the committee.
2. Each School is responsible for establishing procedures for governing the hanging/exhibiting of objects and/or presentations within the space assigned to the School.
3. Exhibits/presentations must meet all applicable city, county, state and federal laws.

Policy Number: 2.99.25.2

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Exhibitions/Presentations: Censorship

Submitted by admin on Mon, 2011-08-22 16:26

Description:

1. CalArts does not censor any work on the basis of content, nor is any work at the Institute subject to prior censorship.
2. If any person objects to any exhibit or presentation, that person should convey the objection in writing to the student's dean. The person will receive a written answer to the objection within 48 hours of its receipt. If the person is dissatisfied with the decision, he/she may appeal the decision to the Institute Exhibit Review Committee. The decision of the Committee is final.

Policy Number: 2.99.25.3

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Sexual and Other Unlawful Harassment Policy

Submitted by admin on Tue, 2011-08-23 10:24

Description:

CaArts is committed to maintaining a learning and working environment that is free from sexual and other unlawful harassment. The purpose of this policy is to (1) familiarize all faculty, staff and students with the definition of sexual and other unlawful harassment and the forms it can take; (2) make clear that sexual and other unlawful harassment is prohibited and will be punished; (3) inform victims of the course of action they should take to report sexual and other unlawful harassment; and (4) clarify the rights of those accused of harassment.

Scope of Policy

This policy applies to all CaArts students, administrators, faculty (including special and adjunct faculty), staff, program participants and visitors with respect to CaArts activities and programs occurring both on campus and off-campus. Persons who are not CaArts employees, but perform work at CaArts for its benefit (such as visiting artists, contractors and temporary workers), are also protected and required to abide by this policy. By extension, this policy also applies to all of CaArts affiliated off-campus sites, including, but not limited to, REDCAT and Community Arts Partnership (CAP) sites.

Definition of Sexual and Other Unlawful Harassment

A. Harassment is defined as any conduct, on or off campus, directed toward an individual based on sex, sexual orientation, race, religion, color, national origin, pregnancy, physical or mental disability, age or any other basis protected by federal, state or local law that is sufficiently severe or pervasive to alter or interfere with an individual's work or academic performance, or that creates an intimidating, hostile or offensive work, educational or living environment.

B. Whether particular physical, non-verbal or verbal conduct constitutes harassment in violation of this policy will depend upon all of the circumstances involved, the context in which the conduct occurred and the frequency, severity and pattern of the conduct. Conduct does not constitute harassment in violation of this policy unless it occurs based on a legally protected characteristic or trait and is sufficiently severe or pervasive to alter or interfere with an individual's work or academic performance, or that creates an intimidating, hostile or offensive work, educational, or living environment.

The fact that someone did not intend to harass an individual is no defense to a complaint of harassment. Regardless of intent, it is the effect and characteristics of the behavior that determine whether the conduct constitutes harassment.

Conduct alleged to constitute harassment will be evaluated according to the objective standard of a reasonable person of the same protected class. Thus, conduct that is objectionable to some, but that is not severe or pervasive enough to create an objectively intimidating, hostile or offensive environment, is beyond the purview of this policy.

C. Because sexual harassment has been more thoroughly defined in the law than harassment based upon other protected categories, the following definition of sexual harassment is included in this policy.

1. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal or physical conduct of a sexual nature when one or more of the following conditions exists:
 - submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic

status or progress; and/or

- submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; and/or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available through the Institute; and/or
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work, educational or living environment.

2. Sexual harassment may occur between members of the same or opposite sex. Further, harassment based on a person's sex is not limited to instances involving sexual behavior. That is, harassment on the basis of sex may occur without sexual advances or sexual overtones when conduct is directed at individuals because of their sex. This is often referred to as sex or gender harassment and is in violation of this policy.

Forms of Sexual and Other Unlawful Harassment

Unlawful harassment can take many forms and will vary with the particular circumstances. Examples of harassment prohibited by this policy may include, but are not limited to:

- verbal conduct such as epithets, remarks about a person's body or clothing, and derogatory jokes, comments or slurs;
- unwanted advances and/or propositions of a sexual nature, including relationships that began as consensual but later ceased to be mutual wherein one party then harasses the other;
- visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons or drawings not protected by CalArts Exhibitions/Presentations Policy, Censorship Policy and/or by policies on academic freedom and freedom of expression;
- suggesting or implying that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignment or status, salary, academic standing, grades, receipt of financial aid or letter of recommendation;
- physical conduct including unnecessary and unwanted touching, intentionally blocking normal movement, or assault including sexual assault and rape. (Sexual assault and rape are crimes of violence and are punishable as criminal offenses.)

Procedures for Reporting Sexual and Other Unlawful Harassment

Requests for assistance may have several outcomes. The person who makes such a request may only want to discuss the matter with a neutral party, such as an Institute counselor, in order to clarify whether sexual or other unlawful harassment may be occurring and to determine his / her options, including the pursuit of more formal action. The only Institute personnel who may maintain total confidentiality of complaints are the professionally licensed Institute counselors in the Student Affairs Office. When incidents of possible harassment are reported to any other individual, documentation of the complaint will be made.

A. Informal Resolution Procedures

1. Individuals who believe they have been or may be the victim of sexual or other unlawful harassment (hereinafter "complainant") may choose to avail themselves of informal resolution procedures. Use of these informal procedures is not a prerequisite to the filing of a complaint under the formal procedures described below. Informal resolution procedures are remedy-based, usually take the form of correcting the behavior, rather than formal sanctions, which can only be granted under formal resolution procedures. The person to whom the request is brought may be asked to take action to see whether an informal resolution can be reached. If this process reaches resolution, no further actions will be taken and the matter will be considered closed. If the matter cannot be resolved informally, the person to whom the request was brought may assist the complainant in filing a formal complaint.

2. Requests for assistance under these informal procedures may be oral or written.

Complaints should be made as soon as possible after the most recent alleged act of sexual or other unlawful harassment. Such requests should be directed to any of the following Institute officers: the School Dean and/or the Associate Provost or designee; the Department Head or the Director of Human Resources; and the School Dean, the Dean of Students or the Director of Housing.

3. Requests for assistance under these informal procedures will be dealt with, to the greatest extent practical and possible, on a confidential basis and disclosure of their existence will be limited to those who, in the interests of fairness and problem resolution, have an immediate need or legal requirement to know. A person seeking assistance under these informal procedures who requests that his or her name be withheld from the person against whom the complaint is made

must understand that it is not always possible to do so. Such requests will be evaluated in the context of CalArts' obligation to provide a safe and harassment-free work and educational environment. Among the factors that CalArts will consider is the seriousness of the alleged harassment and whether there have been other complaints concerning the person against whom the complaint is made.

4. Upon receipt of a request for assistance under these informal procedures, the individual requesting assistance will be advised of options for resolving the problem and about sources of further assistance. Even under informal procedures, documentation of the complaint will be maintained in the files of the appropriate Institute officer.

5. If a request for assistance is made to a person other than one of the Institute officers listed above, a person receiving the request (other than an licensed Institute counselor in the Student Affairs Office) should report the request to the Associate Provost or designee, Dean of Students or Director of Human Resources.

B. Formal Resolution Procedures

1. Individuals who believe they have been the subject of sexual or other unlawful harassment may file a formal complaint. Such a complaint will result in an investigation, the purpose of which shall be to determine whether a violation of this policy has occurred. An investigation may also be initiated upon the request of the President, Vice President/CFO, Associate Provost or designee, School Dean, Dean of Student Affairs, Director of Housing or Director of Housing Resources without a formal complaint from any individual.

2. Formal complaints under this procedure should be directed to one of the following Institute officers: The School Dean and/or Associate Provost or designee; the Director of Human Resources and/or Vice President/CFO; and the School Dean and/or the Dean of Student Affairs. Such complaints must be made within one year of the most recent alleged act of sexual or other unlawful harassment. The complaint must be in writing on a form prescribed by the Institute (available through the Offices of the Provost, Human Resources and Student Affairs). Although the failure to initiate a complaint in accordance with the terms of this policy shall constitute a waiver of the complainant's right to utilize the Institute complaint procedures described herein, CalArts nevertheless reserves the right to pursue an investigation as it deems appropriate whenever and however it receives allegations of or information related to sexual or other unlawful harassment.

3. Upon receipt of any complaint under these procedures, the person receiving the complaint shall immediately notify the Provost who in turn shall (a) notify appropriate Institute officers, supervisors or others who have a need to know of the existence of the complaint and (b) coordinate the investigation of the complaint. In the event of a conflict of interest, notification shall be made to the President who shall designate another Institute officer to act in place of the Provost with respect to the governance of this policy.

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

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

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

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

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

Respect for the Rights of the Complainant and Accused

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

Location of Records

In the event that the investigation does not result in a finding of violation in this policy, no record of the complaint or investigation will become a part of any individual's personnel or student file. Should a violation of this policy be found, a record of the complaint and disciplinary action taken shall be made part of the permanent file of the person(s) found to have violated the policy. Records of all complaints, investigations and their resolution shall be maintained in the Provost Office for the period of time mandated by the CalArts Record Retention Policy and applicable law.

Remedies and Sanctions

A. Remedies

Remedies may include, but are not limited to offering to remove the complainant from the hostile environment; changes in classes; changes in residence arrangements; changes in schedules or work hours; and additional training in harassment prevention.

B. Sanctions

Persons who violate this policy will be disciplined. The particular form of discipline will depend on the nature of the offense. Sanctions may include, but are not limited to verbal warnings; written warnings; loss of annual and/or merit salary increase; probation; suspension; and expulsion from the Institute or termination of employment. Institute policies and/or procedures concerning the imposition of discipline (including faculty, staff and/or student appeal/grievance procedures), shall not be applicable to discipline imposed under this Policy. All such policies and/or procedures are superseded by this Policy.

Retaliation Prohibited

Retaliation against any individual for seeking assistance or bringing a harassment complaint through the processes described in this policy is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious separate offense.

False Accusations

Accusations of sexual and other unlawful harassment typically have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of harassment must be made in good faith and not out of malice. Knowingly making a false allegation of harassment, whether under the informal or formal procedures of this policy, is itself a violation of this policy and a basis for disciplinary action. Failure to prove a claim of harassment is not the equivalent of making a knowingly false accusation.

Academic and Artistic Freedom

CalArts adheres to principles of academic and artistic freedom. Nothing in this Policy shall be construed to limit the legitimate exercise of academic and artistic freedom, including but not limited to written, graphic or verbal expression or performance that can reasonably be demonstrated to serve legitimate educational, pedagogical or artistic purpose. Thus, this policy shall be applied in a manner which protects academic and artistic freedom and freedom of expression including, but not limited to, the expression of ideas, however controversial, in the classroom, studio, gallery, theater and other educational and artistic settings recognized by the Institute.

Consensual Relationships

A. Faculty/Staff/Administrators and Student Relationships

CalArts prohibits all faculty, staff, and administrators including graduate teaching assistants, from engaging in or pursuing amorous relationships with students whom they currently, or may in the future instruct, mentor, evaluate, supervise,

advise, or exercise other forms of professional responsibilities such as allocating resources, selecting students for scholarships and awards, and providing recommendations and references.

The purpose of this policy is to create and maintain a professional educational and work environment. The Institute considers the existence or pursuit of amorous relationships under the circumstances described above to be a breach of professional ethics. The term "amorous relationship" is intended to encompass dating and consensual sexual relationships.

The Institute recognizes and wishes to make the community aware that amorous relationships between employees and students can commonly result in claims of sexual harassment. Furthermore, the Institute questions the degree to which consensual intimacy on the part of the student can be voluntary due to the inherent power differential between such individuals. In the event of a claim of sexual harassment following what one or both parties may have initially viewed as a consensual relationship, the consent will be evaluated in light of this power differential.

Such relationships also affect other students and colleagues, as they have the potential to place involved employee in a position to favor or advance one student's interests to the potential detriment of others, leading to charges of favoritism or bias. Consensual amorous relationships may also have deleterious effects on the educational and/or work environment of fellow students and employees from which third party grievances may arise.

The Institute recognizes that, in certain circumstances, a student and employee may have entered into an amorous relationship which predates enrollment or employment. In such circumstances, the relationship would not be in violation of this Policy, but must be promptly reported to the employee's supervisor so that an actual, potential and/or the appearance of a conflict of interest may be managed.

B. Supervisor and Subordinate Relationships

CalArts also discourages faculty, staff and administrators from engaging in romantic relationships with persons who work under their supervision and who are potentially subject to their judgment concerning personnel actions. Although such relationships may be a matter of mutual consent, the power differentials inherent in such relationships can undermine the integrity of the work environment. Moreover if a charge of sexual harassment is subsequently lodged, it may be difficult to establish mutual consent.

Responsibility

All faculty, staff, students and other members of CalArts community are responsible for assuring that their conduct does not violate this policy. If faculty or staff members know sexual or other unlawful harassment is occurring, receive a complaint of sexual or other unlawful harassment or obtain other information indicating possible sexual or other unlawful harassment, they must take immediate steps to ensure that the matter is addressed. Administrators, managers and supervisors have the further responsibility of preventing and eliminating sexual or other unlawful harassment within the areas they supervise. Any individual with questions regarding the definition or prevention of sexual and other unlawful harassment is encouraged to contact the Associate Provost or designee, Director of Human Resources or Dean of Students, as appropriate.

Additional Recourse

Sexual and other unlawful harassment is a violation of federal and state law. This policy is intended to supplement and not to replace such laws. Whether or not the internal complaint procedures described in this policy are utilized, a CalArts employee who believes that s/he is the victim of sexual or other unlawful harassment may file a complaint with the California Department of Fair Employment and Housing, 611 W. 6th Street, Suite 1500, Los Angeles, California 90017, 213 439-6799, or the United States Equal Employment Opportunity Commission, 255 East Temple Street, 4th Floor, Los Angeles, California 90012, 213 894-1000. In addition, students and/or employees may file a complaint with the Office of Civil Rights, United States Department of Education, 50 United Nations Plaza, Rm. 239, San Francisco, CA 94102, 415 556-4275. Persons who believe they are victims of sexual or other unlawful harassment should be aware that both state and federal law impose time deadlines for the filing of complaints and that the use of the internal complaint procedures described in this policy will not change such filing deadlines. In connection with harassment claims involving sexual assault and/or rape, other forms of recourse are available (Refer to the Rape section in this Handbook).

Dissemination of Policy

The Associate Provost or designee, Director of Human Resources and Dean of Students are charged with the responsibility for distributing copies of this policy to the faculty, staff, and students, respectively. A copy of this policy shall be included in all employee and student orientation materials. In addition, copies of this policy shall be made continuously available at appropriate campus locations. The titles/contact information of Institute officers who are

designated to receive complaints under this policy shall also be posted in one or more prominent and accessible locations. Such persons shall also receive training concerning this policy and procedures for handling complaints under this policy. The Institute's officers shall also take such other steps as are appropriate to develop educational and training programs designed to promote a work, educational and living environment that is free of sexual or other unlawful harassment.

Sources of Policy

California Education Code Section 200 et seq.; The California Sex Equity in Education Act, California Education Code Section 66250 et seq.; The California Fair Employment and Housing Act; California Government Code Section 12900 et seq.; The Age Discrimination in Employment Act of 1967, 29 United States Code, Section 621; Title VI of the Civil Rights Act of 1964, Title 42, United States Code, 2000d; Title VII of the Civil Rights Act of 1964, Title 42, United States Code, Section 2000e, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 United States Code, Section 794; The Americans with Disabilities Act of 1990, Title 42, United States Code, Section 12101 et seq.; and Title IX of the Education Amendments of 1972, Title 20, United States Code, Section 1681 et seq.

Title IX Coordinators

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment, sexual assault and sexual exploitation. CalArts has designated Charmagne Shearrill, the Chief Human Resources Officer (661-253-7838, cshearrill@calarts.edu, Room A210) to serve as its Title IX Coordinator, and Yvonne Guy, the Dean of Students (661-253-7891, yguy@calarts.edu, Room A207) as the Deputy Title IX Coordinator. These Title IX Coordinators are available to receive reports of sex discrimination at CalArts, including sexual harassment, sexual assault, and sexual exploitation, to discuss questions or concerns relating to the investigation of complaints received, reporting and complaint procedures, and education and training opportunities across campus. Information concerning Title IX can also be obtained from the Office for Civil Rights, U.S. Department of Education (415-486-5555, ocr.sanfrancisco@ed.gov, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813).

Policy Number: 2.99.26.0

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Smoking

Submitted by admin on Tue, 2011-08-23 13:30

Description:

In accordance with City Ordinance, smoking is only allowed in outside areas that are designated for smoking. The entire artistic/academic building and the other annex buildings have been designated as smoke-free buildings. Smoking is prohibited within 25 feet of all entrances as well as indoors, including private and shared offices, cafeterias, meeting or conference rooms, classrooms, auditoriums, lunch rooms, lounges, lobbies, hallways stairwells, elevators and restrooms.

Policy Number: 2.99.29.0

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Sexual Assault and Sexual Exploitation Policy

Submitted by admin on Tue, 2011-08-23 13:34

Description:

CaArts is committed to creating and sustaining an environment in which students can study and work in an atmosphere that is open, healthy, safe, and unhampered by sexual assault and sexual exploitation. Consistent with this commitment and in keeping with federal and state law requirements, it is the policy of CaArts that sexual assault and sexual exploitation will not be tolerated.

This policy applies to all members of the CaArts community, including, but not limited to students, faculty and staff, and also applies in certain instances to third parties (e.g., visitors, volunteers, vendors, and contractors while on CaArts property, participating in CaArts sponsored activities, or providing services to CaArts, and applicants for admission or employment with CaArts). Reports of incidents of sexual assault and/or sexual exploitation committed by a student, faculty or staff at a location other than at CaArts that directly impact or significantly affect the CaArts community are also covered by this policy.

All forms of sexual assault and/or sexual exploitation and attempts to commit such acts are considered to be serious misconduct and may result in disciplinary action up to and including expulsion or termination of employment. In addition, such acts, whether by an acquaintance or stranger, violate federal, state and local laws, and perpetrators of such acts may be subject to criminal prosecution and/or civil litigation.

Retaliation against a person, who reports or participates in an investigation of sexual assault or sexual exploitation, or against their family or friends, is strictly prohibited. Acts of retaliation should be reported to the Dean of Students or the Chief Human Resources Officer. Acts of retaliation may also violate state and federal laws.

Defining Sexual Assault, Sexual Assault and Consent

Sexual assault and sexual exploitation are forms of sexual harassment and encompass a range of behaviors (which includes any kind of nonconsensual contact), such as those defined below and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating or coercing a person or persons (e.g., intimate partner violence). For more information concerning sexual harassment, see [CaArts' Sexual and Other Unlawful Harassment Policy](#). Both men and women may be perpetrators, as well as victims/survivors.¹

Sexual Assault is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Physical contact of a sexual nature includes, but is not limited to, touching or attempted touching of another person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly, or sexual penetration (however slight) of another person's oral, anal or genital opening. Sexual assault includes, but is not limited to, rape, sodomy, oral copulation, sexual battery, sexual penetration with an object, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely.

Sexual Exploitation occurs when one takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to prostituting another student; non-consensual video- or audio taping or photographing of sexual activity and/or the intimate body parts of another person (including breasts, buttocks, inner thighs, groin, or genitalia); unauthorized posting or distribution of

materials involving the sexual activity of another person(s); going beyond the boundaries of consent (such as voyeurism or secretly watching others); tampering with birth control or condoms; knowingly transmitting a sexually transmitted infection such as HIV to another student and inducing or attempting to induce incapacitation with the intent to rape or sexually assault another.

Consent involves explicit communications and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. Consent can be revoked at any time for any reason. Consent is active, not passive. Lack of resistance, physical or verbal, does not imply consent, nor does silence, in and of itself, imply consent. Consent must be given for every act and for every time that the act occurs, regardless of history, past behaviors, or reputation. In order to give effective consent in California, one must be of legal age (18). Consent cannot be procured by use of pressure, manipulation, compelling threats, intimidating behavior, substances and/or force, nor can it be given if an individual is mentally or physically incapacitated by alcohol or other drug use, unconsciousness, mental disability, sleep, and/or involuntary physical restraint. Intoxication does not excuse behavior that violates this policy.

Even though these definitions are similar to those contained in the California Penal Code, an act that might not violate or be prosecuted under such laws may still violate this policy.

What to Do If You Experience a Sexual Assault or Sexual Exploitation

A student who has experienced a sexual assault or sexual exploitation is strongly encouraged to seek immediate assistance. The first priority should be to seek safety and to obtain support from someone s/he trusts, such as a friend, family member, faculty member or staff person. If there is an immediate danger or need for an emergency police or medical response on campus, call Campus Safety at 661-222-2702 and/or the Los Angeles County Sheriff at 911. For persons off campus, dial 911.

Victims/survivors of a sexual assault (particularly rape, forcible oral copulation or sodomy) are urged to seek medical treatment as soon as possible by going to the nearest hospital emergency room, specialized sexual assault treatment and trauma center, or private physician. If transportation is needed, it will be arranged by Campus Safety, the Dean of Students, the Director of Housing or the Director of Health Services. The emergency room nearest the CalArts campus is located at:

Henry Mayo Newhall Memorial Hospital 23845 McBean Parkway
Valencia, CA 91355 (661)253-8000

Other community resources are listed below:

Center for Assault Treatment Services (CATS)

<http://www.abuse-assaultservices.org/index.html>

CATS provides compassionate care to survivors of physical and sexual assault as well as on-site advocacy support, case management, counseling and referrals for victims and their family members.

CATS is located at the Northridge Hospital Medical Center
14531 Gault Street Van Nuys, CA 91405 (818) 785-3489

Valley Trauma Counseling Center (VTCC)

<http://www.csun.edu/vtc>

VTCC provides a 24-Hour Sexual Assault Emergency Response Team, counseling, and prevention education to over 15,000 individuals annually. In addition, VTCC has expanded its case management and counseling services as a Los Angeles County Family Preservation Program lead agency. VTCC counseling, crisis intervention services, and prevention education programs are available in Spanish and English; other languages are offered when available.

Northridge Office:

8700 Reseda Blvd., Northridge CA 91324 (818) 772-9981

Santa Clarita Office:

25115 Ave. Stanford #B-122, Santa Clarita CA 91355 (661) 702-0000

Rape Treatment Center (RTC)

<http://www.911rape.org/home>

RTC offers comprehensive, free treatment for sexual assault victims and their families, including 24-hour emergency medical care, forensic examinations, crisis intervention, long-term professional counseling, advocacy, and accompaniment services.

Santa Monica-UCLA Medical Center
1250 Sixteenth Street
Santa Monica, California 90404 (310) 319-4000

Victims/survivors who promptly seek medical attention benefit from being examined for physical injury, receiving preventative treatment for sexually transmitted diseases, a toxicology examination for date rape drugs, and emergency contraception. In addition, prompt reporting allows for the preservation of evidence, which will only be used if the victim/survivor decides (then or later) to press criminal charges or file civil suit. To preserve evidence, victims/survivors should not bathe, douche, smoke, brush their teeth or change clothes (a change of clothes should be brought along). If clothes have been changed, the original clothes should be put in a paper bag (plastic bags damage evidence) and brought to the hospital. Do not disturb the scene of the assault. If it is not possible to leave the scene undisturbed, evidence (e.g. bedding, towels, loose fabrics, prophylactics, and clothing) should be placed in separate paper bags to be preserved.

Time is a critical factor in collecting and preserving evidence. The physical evidence of an assault is most effectively collected within the first 24-48 hours of the assault, but some evidence may be collected for up to 72 hours. If, however, a sexual assault victim/survivor chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged, but the victim/survivor should understand that delay may make it more difficult to collect physical evidence of the sexual assault that could impact a criminal prosecution or civil lawsuit.

Hospitals and health practitioners that treat any physical injury sustained during a sexual assault are required to report it to law enforcement agencies. The victim/survivor may choose whether or not to speak to police at the hospital and do not need to make an immediate decision to press criminal charges. That decision can be made at a later time.

A victim/survivor of sexual assault and/or sexual exploitation can experience emotional as well as physical consequences. Sexual assault and sexual exploitation are traumatic experiences that can have both immediate and long-term effects. Individuals who have been sexually assaulted and/or exploited are strongly encouraged to obtain help from a professional counselor as soon as they are ready after the incident occurs. Students may arrange to see a counselor in the Student Affairs Office by contacting the Student Affairs Office during office hours. The Student Affairs counselors can also be reached during non-office hours by asking Campus Safety to call the Dean of Students, who will arrange for a telephone call with a counselor. The Dean of Students and the Chief Human Resources Officer will also help identify off campus counseling resources.

Reporting Options and Complaint Procedures

Report to CalArts

Students who are (or believe they may be) the victim/survivor of a sexual assault and/or sexual exploitation and any other member of the CalArts community who is aware of the occurrence of a sexual assault and/or sexual exploitation are encouraged to report such incidents (whether the incident took place on or off campus) as soon as possible to Campus Safety (661-222-2702, Room E100), the Dean of Students (661-253-7891, Room A207d), the Director of Housing (661-253-7897, Chouinard Hall, Room 101A), the Chief Human Resources Officer (661-253-7837, Room A210), or the Director of Health Services (661-253-7830, Room D208).

A report does not by itself constitute a complaint, nor does it automatically lead to the filing of a police report. A report notifies CalArts that an act of sexual misconduct has or may have occurred and allows CalArts to provide aid and assistance to the victim/survivor (e.g., relocation to another residence hall room, changing of room locks, contacting professors, adjusting class/work schedules, suspending or limiting the right of the accused to be on campus), to maintain statistical data regarding sexual misconduct, and to take such action as may be necessary to protect and safeguard members of the community, such as issuing a Campus Safety Alert.

A student wishing to have an incident investigated, mediated or adjudicated must make a complaint in accordance with the procedures described below. Making a complaint is different from reporting an incident in that a complaint involves a specific request to initiate disciplinary proceedings. The person to whom the complaint is made will notify the appropriate Institute officials.

Confidentiality

CalArts recognizes that when victims/survivors of sexual assault and sexual exploitation or others make a report they may prefer that their identity remain confidential and may not want CalArts to act on the basis of the information they provide. While CalArts endeavors to respect and follow the wishes of an individual who brings forward a sexual assault or sexual exploitation report, CalArts may have legal obligations to investigate, attempt to resolve or adjudicate, and/or issue warnings to the community when reports of sexual misconduct come to its attention. Therefore, depending on the circumstances, it may not be possible for a conversation with Campus Safety personnel, any of the persons listed above, or others to be kept in confidence, or said another way, for these individuals simply to listen without taking action.

CalArts also understands that a person who has been the victim/survivor of sexual assault or exploitation may wish to talk about the incident with the assurance that the discussion will be confidential. Students, for example, who may be interested in bringing forward a report of sexual assault or sexual exploitation with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved, should speak with a licensed counselor in the Student Affairs Office or a community based licensed counselor. A conversation with a licensed counselor (e.g. psychiatrist, psychologist, licensed clinical social worker, MFT) cannot be legally disclosed, without the student's consent, to any other person, except under very limited circumstances specified by law. A student who wants emotional support only can also consult with a licensed counselor in the Student Affairs Office on a confidential basis. Students should understand that their discussions with a licensed counselor in the Student Affairs Office are not considered reports of sexual assault/exploitation and that without additional action by the student, such as making a report to one of the persons listed above or making a complaint as described below, the discussions will not result in any action by CalArts to resolve their concerns.

Complaint Procedures

A victim/survivor has the option of making a sexual assault and/or sexual exploitation complaint against a member of the CalArts community by following the procedures outlined in the [CalArts Sexual and Other Unlawful Harassment Policy](#). CalArts is committed to administering this internal complaint procedure in a manner that is sensitive, supportive, expedient, and respectful of the individual rights of all involved. Both the complainant and the accused shall have the right to be accompanied by a support person through every phase of the process.

Police Reports and Other Options

In addition to CalArts' internal complaint procedures, the victim/survivor has the right to pursue criminal prosecution and/or civil litigation, (including the ability to seek a temporary restraining order and injunction prohibiting harassment pursuant to California Civil Code Section 527.6). CalArts will provide full and prompt cooperation and assistance in notifying the proper law enforcement personnel if the victim/survivor chooses to do so.

A criminal investigation into an allegation of sexual misconduct does not relieve or substitute for CalArts' duty and authority to conduct its own prompt review of a complaint. Accordingly, CalArts will not wait for the conclusion of a criminal investigation or proceeding to begin its own concurrent investigation and resolution of an alleged violation. The standards for criminal proceedings differ from those used in campus proceedings. As a result, conduct that may not be subject to criminal action may still be addressed through CalArts' processes and procedures. A finding of "not guilty" in a criminal matter does not necessarily preclude a finding of responsibility for violating CalArts' policy in a campus proceeding.

Since sexual assault and sexual exploitation are violations of federal and state law, complainants have additional option for reporting, as noted in the Sexual and Other Unlawful Harassment Policy, in the section entitled, "Additional Resources."

Education and Prevention

CalArts provides resources for education about and prevention of sexual assault and exploitation. Students, faculty and staff are urged to take advantage of on-campus prevention and education resources and are encouraged to participate actively in prevention and risk reduction efforts.

In addition to free and confidential counseling offered by the counselors in the Office of Student Affairs, students are offered an online, interactive course entitled, Lasting Choices: Protecting Our Campus From Sexual Assault. The staff of the Office of Student Affairs also invite speakers from local trauma centers and domestic violence prevention agencies to meet with students and provide education and prevention resources.

Campus Crime Reporting

In accordance with the provisions of the Jeanne Cleary Act, CalArts Campus' annual security report includes statistics for their previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings

or property owned or controlled by CalArts; and on public property within, or immediately adjacent to and accessible from, the campus. The report, which is available on line at calarts.edu/campus/safety/annual-report, also includes institutional policies concerning campus security issues, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assaults, and other relevant matter. CalArts never includes personally identifiable information (e.g. the names and addresses of victims/survivors) in such statistical reports.

Title IX Coordinators

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment, sexual assault and sexual exploitation. CalArts has designated Charmagne Shearrill, the Chief Human Resources Officer (661-253-7838, cshearrill@calarts.edu, Room A210) to serve as its Title IX Coordinator, and Yvonne Guy, the Dean of Students (661-253-7891, yguy@calarts.edu, Room A207) as the Deputy Title IX Coordinator. These Title IX Coordinators are available to receive reports of sex discrimination at CalArts, including sexual harassment, sexual assault, and sexual exploitation, to discuss questions or concerns relating to the investigation of complaints received, reporting and complaint procedures, and education and training opportunities across campus. Information concerning Title IX can also be obtained from the Office for Civil Rights, U.S. Department of Education (415-486-5555, ocr.sanfrancisco@ed.gov, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813).

1 This policy defines victim/survivor as someone who indicates that s/he has been sexually assaulted.

Policy Number: 2.99.30.0

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Institute Degree and Certificate Requirements

Submitted by admin on Thu, 2011-08-18 16:04

Description:

CalArts has developed the following minimum standards for receiving a degree or certificate from the Institute. (Policies numbered 3.1.1.1-3.1.1.6). Schools may develop additional requirements on approval of the President and Provost.

Policy Number: 3.1.1.0

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Institute Degree and Certificate Requirements: Bachelor of Fine Arts (BFA)

Submitted by admin on Tue, 2011-03-08 11:29

Description:

I. Bachelor of Fine Arts Degree (BFA) Residency Requirement

The CalArts Bachelor of Fine Arts degree is a minimum 120 unit, 8 full-time semesters program. A minimum of one year in residence must be completed and of this minimum at least the final semester before graduation must be in residence. Schools may establish slightly different criteria for the residency requirements under exceptional circumstances and on approval of the Provost or his/her designee.

Curriculum Requirements

1. Each student must complete the curriculum set forth by the school in which the student is enrolled.
2. BFA candidates must complete 46 semester units in Critical Studies course work. First year BFA candidates will generally take two Critical Studies courses each semester, for a total of five semester units per semester. In subsequent years students take two to three courses or six units each semester until the requirement is completed. For the required distribution of these courses consult the Critical Studies section of this Course Catalog. Critical Studies courses may not be repeated for purposes of satisfying this requirement unless otherwise stated in the course description.

Transfer Credit

Transfer credit is accepted only from other regionally accredited postsecondary institutions. Transfer credit is granted only for courses that are relevant to study at CalArts and for which an equivalent grade of "A", "B", "C", or "P" was received. The final semester of any CalArts degree or certificate program must be completed in residence i.e., as a registered student. Under specific circumstances a student who has fulfilled all residence requirements, and has passed a faculty graduation review but who falls short on units or course requirements by no more than one course, not to exceed three units, may take advantage of the following policy.

The student may petition through

- The School Dean in the case of a Metier requirement or,
- The Dean of the School of Critical Studies in the case of a BFA Critical Studies requirement to:
 1. Complete coursework, as approved in writing, at another regionally accredited college to serve as transfer credit in fulfilling the outstanding course. This coursework must be completed with a "C" or better or "P". Students tentatively scheduled to graduate in May can make up the course during the summer after graduation or during the following fall semester only. Students tentatively scheduled to graduate in December can make up the course during the following spring semester or summer following graduation only. Approval of the appropriate Dean must be obtained prior to enrollment for the coursework. Upon completion of the coursework an official transcript must be sent to the CalArts Registrar for transfer toward the CalArts degree.
 2. Return to CalArts during the following fall semester for tentative May graduates or the following spring semester for December tentative graduates. Tuition will be charged on a per-unit basis, calculated at the current annual tuition divided by 40 (the annual number of allowable units). Approval for return to complete the course must be presented to the CalArts Registrar no later than the last day of late registration of the semester of intended enrollment. Forms for approval of either of these options may be obtained in the Registrar's Office.

Post-Residence Transfer Credit:

This policy defines the number and conditions under which students may transfer external credits to CalArts as pending graduates. All proposed transfer credits must be approved **in advance and in writing** by the dean (metier or Critical Studies) in consultation with the student's mentor, and by the Registrar. Please note that prior to receiving pre-approval

from the Dean and Registrar, the following conditions must be met:

- The student must have fulfilled all metier and Critical Studies residency requirements. (*Please see the policy titled "Institute Degree and Certificate Requirements: Residency Requirement."*)
- The student must have advanced to the final semester of residence for his/her program (e.g., BFA4-2).
- The student has successfully passed his/her graduation review or recital. If s/he has not done so, formal, written arrangements for completing this requirement, approved by the mentor, Program Director and Dean, must have been made (as articulated in the Special Conditions section of the Transfer Credit Approval Form).

The student *must* receive the Dean's and Registrar's permission prior to enrolling in any coursework at another regionally accredited institution. If the above conditions are met **and** the student has received pre-approval from both the appropriate dean and the Registrar, then the student may transfer to CalArts a maximum of five (5) units of credit from another regionally accredited institution. As stated in the policy titled "*Institute Degree and Certificate Requirements: Transfer Credit,*" coursework must be completed with a grade of "C" or better or a grade of "Pass."

These additional units will be accepted without incurring additional fees, if they are completed within two (2) years after the final semester of residency. If more than two years have elapsed since the end of the final semester of residency, then the student must apply for readmission in order to complete the required units at CalArts.

A student can also complete his/her remaining units at CalArts, either during the academic year at a per-unit cost or during Summer Session. Students who need six or more units to graduate must enroll in the Institute (half-time or more, based on the remaining requirements).

Transfer Credit (BFA), For Purposes of Admission:

Students with previous bachelors degrees who are entering the BFA program will be required to complete at least 12 semester units of CalArts Critical Studies credit in order to obtain a BFA degree from CalArts. All other students will be required to complete at least 12 of the required 46 semester units of Critical Studies credit at CalArts. When transfer students seek credit toward the Critical Studies requirement, this credit will be measured against the CalArts component—46 semester units in approved Critical Studies course work to a maximum of 34 semester units. (See School of Critical Studies section for specific requirements.) All transfer credit will be evaluated by the Registrar's Office in accord with guidelines developed by the School of Critical Studies and consistent with the Institute's standards.

Revised October 30, 2012

Policy Number: 3.1.1.1

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Institute Degree and Certificate Requirements: Certificate of Fine Arts

Submitted by admin on Tue, 2011-03-08 11:32

Description:

Definition

The Institute offers a four year (eight full-time semesters), minimum 120 unit Certificate of Fine Arts program which is representative of achievement in a school for students who do not wish to pursue the BFA degree. Following are the standards:

1. Admission requirements, residency, units completion and other Institute standards relating to advancement, review and graduation are the same as for BFA candidates.
2. The student must satisfactorily complete all metier work required for the BFA degree in the school in which the student is enrolled, plus additional metier studies as determined by the mentor and dean.
3. Critical Studies course work is not required and is replaced by additional work in the metier.
4. Tuition and related fees are the same as those for the BFA degree.
5. Financial aid may be available for a period up to six years (12 semesters).

Transfer from Certificate Program to BFA Degree:

Certificate students may transfer to BFA study under the following conditions:

1. After one or more semesters in residence;
2. Upon a favorable recommendation from the school review committee;

Process: The student must complete a Change of Status form. This form requires approval of the mentor, the dean, the Dean of Critical Studies, the Director of Financial Aid and the Registrar. A student who has graduated from CaLARtS with a Certificate and who later wishes to apply that Certificate to the BFA degree from the same school must go through the admission process and be formally accepted for BFA study and must complete all requirements remaining, both in the metier and Critical Studies. If the time away from CaLARtS exceeds five years, the student will be subject to the academic requirements of their program and the Institute in effect at the time of return.

Transfer (Voluntary) from BFA to Certificate Program:

A BFA student may transfer to the Certificate program provided the student has been in residence one or more semesters and has the written approval of the dean and mentor.

Process: The student must complete a Change of Status form. This form requires the signature of the mentor, the dean, the Dean of the School of Critical Studies, the Director of Financial Aid and the Registrar.

Policy Number: 3.1.1.2

Institute Degree and Certificate Requirements: Advanced Certificate of Fine Arts

Submitted by admin on Tue, 2011-03-08 11:34

Description:

The schools may admit candidates at the graduate level for an Advanced Certificate of Fine Arts when an undergraduate degree has not been earned but where evidence of achievement and capability would otherwise justify admission for regular MFA study. The work completed for this program must be on the same level as that required for the MFA degree. The time to be spent in the program is the same as that for the MFA degree.

Admission, units completion and review procedures, including the requirements for meeting the TOEFL standards in the case of international applicants, are the same as those for the MFA degree.

Policy Number: 3.1.1.3

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Institute Degree and Certificate Requirements: Master of Fine Arts Degree (MFA)

Submitted by admin on Tue, 2011-03-08 11:36

Description:

Admission Prerequisite

An undergraduate degree from a regionally accredited postsecondary institution or a government approved foreign institution is required for admission to the MFA degree programs.

Length of Program

The MFA degree program requires from two to three years to complete, depending upon the requirements of the individual disciplines. The requirements of the individual disciplines are found in the individual school degree requirements sections of this Course Catalog and in the Admissions Viewbook.

Residence Requirements

Depending on the program of study, a minimum of one year to three years in residence is required and, regardless of the minimum requirement, the final semester before graduation must be in residence i.e., as a registered student. Schools may establish slightly different criteria for the residency requirements under exceptional circumstances and with the approval of the Provost.

Curriculum Requirements

Candidates for the MFA degree are called upon to complete all of the work defined by the program and school in which the student is enrolled. These requirements are described annually in the Course Catalog and may be clarified in the school handbooks.

Transfer Credit (MFA)

Up to one year of graduate credit may be granted for work completed at a regionally accredited postsecondary institution prior to admission to CalArts' MFA study. Such transfer of credit is at the discretion of the dean of the student's school. Full documentation, including official transcripts, will be required.

Policy Number: 3.1.1.4

Institute Degree and Certificate Requirements: MA in Aesthetics and Politics

Submitted by admin on Tue, 2011-03-08 11:38

Description:

Admission Prerequisite

An undergraduate degree from a regionally accredited postsecondary institution or a government approved foreign institution is required for admission to the MA in Aesthetics and Politics program.

Residence Requirements

The MA in Aesthetics and Politics program requires two semesters in residence and up to one thesis semester to complete.

Curriculum Requirements

Candidates for the MA in Aesthetics and Politics are called upon to complete all of the work defined by the program. These requirements are described annually in the Course Catalog.

Policy Number: 3.1.1.5

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Institute Degree and Certificate Requirements: Doctor of Musical Arts Degree (DMA)

Submitted by admin on Tue, 2011-03-08 12:25

Description:

Admission Prerequisites

Applicants to the DMA program will be required to have attained a MM, MFA, MA or equivalent in a relevant field before admittance, or to have a Master's degree in an alternate subject along with skills and knowledge that are commensurate with a Master's degree in a music field. Students will be required to have maintained a minimum GPA of 3.0 in previous graduate study. As part of the admission process, applicants' knowledge of music theory, analysis and history will be assessed through portfolio review and interview. Additional subject areas may be assessed depending on each applicant's proposed research focus. In order to ameliorate any deficiencies thus identified, admitted students may be required to take courses for which credit will not be awarded in addition to those required for the DMA degree.

Residence Requirements and Length of Program

The DMA program requires at least 6 semesters of full-time residence, which is also its expected duration.

Curriculum Requirements

The DMA program is a 60 semester-unit program. A complete description of the requirements of the DMA program can be found in the School of Music section of this Course Catalog. Candidates for the DMA degree are required to complete all of the work defined by the DMA program and the School of Music.

Transfer Credit

Due to the unique nature of the DMA program, transfer credit is not awarded.

Policy Number: 3.1.1.6

Transfer Credit and Credit by Examination: Transfer Credit

Submitted by admin on Tue, 2011-03-08 12:28

Description:

General Policy

Transfer credit is considered for acceptance toward a CalArts degree only when:

1. It was earned at a postsecondary institution accredited by a regional accrediting agency or a foreign postsecondary institution recognized by its national government.
2. An equivalent grade of A, B, C or Pass was earned.

Credit toward the Major

The CalArts Registrar's Office will conduct an evaluation of previous education and training and will grant appropriate credit in accordance with Institute policies. The decision on year level placement at the time of acceptance is made by a faculty committee in each of the Institute's schools, based on portfolio or audition, and may not exceed a level that can be substantiated by acceptable transfer credit. The schools are not obligated to recognize transfer credit in the major area when determining year level of acceptance.

Transfer Credits and Critical Studies

CalArts accepts postsecondary transfer credits from regionally accredited colleges and universities and will accept equivalent courses for core curriculum requirements in Critical Studies. A maximum of 34 semester units will be allowed for transfer toward the CalArts Critical Studies requirement.

Students with previous bachelors degrees who are accepted at the BFA level will be required to complete at least 12 semester units of CalArts Critical Studies credit in order to obtain a BFA degree from CalArts. All other students will be required to complete at least 12 of the required 46 semester units of Critical Studies credit at CalArts. See the Critical Studies section of the Course Catalog for specific details.

Limitations on Units Accepted Toward Critical Studies

1. *Religious Studies:* Critical Studies accepts for transfer credit historical, philosophical and literary studies of religion and the Bible. We do not accept courses in religious studies that represent interpretations of a particular church or sect.
2. *Business Courses:* Generally we do not accept business courses for transfer credit. When we do, it is on a course-by-course basis, where for example, in a particular course there might be sufficient emphasis on writing skills to warrant transfer credit. We will give credit for courses in business and the arts, as these are equivalent to our survival in the arts courses.
3. *Foreign Languages:* We will accept Elective credit toward the Critical Studies requirements for foreign language courses. However, we do not accept transfer credit for foreign language courses designated "conversational".
4. *Applied Sciences:* Generally we proceed on a course-by-course basis in allotting transfer credit to the applied sciences such as courses in the areas of engineering, electronics and computer science. Through course descriptions and syllabi we wish to be assured that there is a significant scientific or quantitative component to the course for which credit is given.

Credit for Summer Courses or Concurrent Enrollment

CalArts generally accepts credit earned by a currently enrolled student if the credit is earned at a regionally accredited postsecondary institution and otherwise meets transfer criteria. Students must consult with the Dean of the School of Critical Studies and/or the Registrar prior to enrollment in outside courses for which Critical Studies credit is expected. Consultation with the Dean and/or the Registrar will ensure that course choices of the student are consistent with our requirements and will serve the student in fulfilling those requirements. Transfer credit is not guaranteed unless prior approval of the Dean of Critical Studies and/or the Registrar has been obtained.

Leave of Absence

Credit for work done at a regionally accredited institution while the student is away on official leave of absence may be given under the following circumstances:

1. When prior approval for proposed course work is granted by the Dean of the School of Critical Studies and/or by the Registrar;
2. When the student has submitted an approved Leave of Absence form to the Registrar's Office; and
3. When an official transcript of course work completed is provided, certifying the credit earned.

Policy Number: 3.1.2.1

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Transfer Credit and Credit by Examination: Credit by Examination

Submitted by admin on Tue, 2011-03-08 12:29

Description:

California Institute of the Arts grants credit toward the Bachelor of Fine Arts degree for successful completion of examinations in the Advanced Placement Program of the College Entrance Examination Board and for examinations for the International Baccalaureate Diploma.

Students presenting scores of 3 or better on AP exams are granted 4 semester units toward the Critical Studies requirement for each examination in the Humanities or Sciences as they relate to Critical Studies core curriculum requirements.

Students scoring 4 or better on International Baccalaureate Higher Level exams will be granted 4 semester units toward the Critical Studies requirement for each examination in the Humanities or Sciences as they relate to Critical Studies core curriculum requirements.

A maximum of 34 semester units will be allowed for transfer toward the CalArts Critical Studies requirements.

Policy Number: 3.1.2.2

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Academic/Artistic Satisfactory Progress

Submitted by admin on Wed, 2011-03-09 12:16

Description:

While the mission of faculty and staff at CalArts is to foster each student's artistic and academic success, students are expected to take responsibility for adhering to Institute policies. As part of the college learning experience, students should be aware of their progress in earning the degree or certificate and, when necessary, ask for help in assessing their progress.

Students must make satisfactory progress in order to do the following:

1. Advance in year level toward the BFA degree, Certificate of Fine Arts, MFA degree, MA degree, Advanced Certificate of Fine Arts and Doctor of Musical Arts degree;
2. Remain eligible to receive the degree or certificate;
3. Maintain previously established eligibility to receive financial aid (institutional, state, and federal, including Veteran's Administration benefits when applicable).

Satisfactory progress must occur in the following areas:

1. Satisfactory Progress in the Artistic Discipline (Metier):

At CalArts the final standard in judging a student's qualification for a degree or certificate is artistic achievement. With the exception of MA and doctoral students, students' work is evaluated at mid-residence and in a graduation review in order to determine whether the student's artistic progress merits continuation in or graduation from a program of the Institute. In addition to demonstrating a significant measure of artistic achievement, the student must satisfactorily fulfill all residency and unit requirements for the degree or certificate.

MA in Aesthetics and Politics candidates will be assessed according to the completion of appropriate course work and by evaluation of the final thesis presentation.

In the case of DMA students, artistic and academic process is evaluated during a First Year Review, Advancement-to-Candidacy Examinations and concomitant Formative Portfolio Review, and a Final (Summative) Portfolio Review.

2. Satisfactory Progress in Completing Units of Credit Toward the Degree or Certificate:

a. BFA Degree: The BFA is a minimum 120-unit, four year (8 full-time semesters) degree. The 120-unit requirement for the BFA degree includes 46 units of Critical Studies, and students are generally expected to complete an average of 6 Critical Studies units per semester. Effective Fall 2007, students with previous bachelors degrees will be required to complete at least 12 semester units of CalArts Critical Studies credit in order to obtain a BFA degree from CalArts. All other students will be required to complete at least 12 of the required 46 semester units of Critical Studies credit at CalArts.

(Note: In order to earn the 120 units within an 8 semester period, the BFA student must successfully complete an average of 15 units per semester.)

In order to make satisfactory progress toward the degree, a student must complete a minimum of 12 units each semester.

In order to receive financial aid as a full-time student (where eligibility has been established), the student must enroll in a minimum of 12 units each semester.

In order to maintain eligibility for financial aid, the student must complete a minimum of 12 units each semester. A student who completes only 12 units per semester will not earn the degree in 8 semesters; the maximum time students can remain eligible for financial aid is 6 years (12 semesters) of undergraduate study. Veteran's Administration benefit eligibility duration is determined by the Veteran's Administration alone.

Students must petition for any extension of enrollment beyond the normal 8 semesters. The student, in conjunction with the student's mentor and the Office of the Registrar, must create an academic plan that ends at the student's graduation from CalArts. Students may petition for a maximum of 4 additional semesters (bringing the total enrollment to 12 semesters, or 6 years). The student must obtain the approval of the student's mentor, Dean, the Provost and the Registrar to extend enrollment.

b. Certificate of Fine Arts:

The Certificate of Fine Arts is a minimum 120-unit, four year (8 semester) program. Students in the Certificate program are not required to take Critical Studies courses.

(Note: In order to earn the 120 units within an 8 semester period, the student must successfully complete an average of 15 units per semester).

In order to make satisfactory progress toward the certificate; the student must complete a minimum of 12 units each semester.

In order to receive financial aid as a full-time student (when eligibility has been established), the student must enroll in a minimum of 12 units each semester.

In order to maintain eligibility for financial aid, the student must complete a minimum of 12 units each semester. A student who completes only 12 units per semester will not earn the certificate in 8 semesters; and the maximum time students can remain eligible for financial aid is 6 years (12 semesters) of undergraduate study.

Students must petition for any extension of enrollment beyond the normal 8 semesters. The student, in conjunction with the student's mentor and the Office of the Registrar, must create an academic plan that ends at the student's graduation from CalArts. Students may petition for a maximum of 4 additional semesters (bringing the total enrollment to 12 semesters, or 6 years). The student must obtain the approval of the student's mentor, Dean, the Provost and the Registrar to extend enrollment.

c. MFA Degree and Advanced Certificate of Fine Arts:

To show satisfactory progress, students must successfully complete at least 9 or 12* units per semester for 4 or 6 semesters as prescribed by the individual program. In order to receive financial aid as a full-time student (where eligibility has been established), the student must enroll in a minimum of 9 or 12 units each semester. In order to maintain eligibility for financial aid, the student must complete a minimum of 9 or 12 units each semester. Refer to school MFA units requirements as outlined in the individual school requirements in the Course Catalog sections of this publication.

Note: Satisfactory progress is monitored by the metier school, Critical Studies (for BFA students), and the Registrar's Office. A warning/probation schedule appears in this publication.

* 12 unit minimum per semester required for the Schools of Art, Dance and Music MFA programs due to the 60 units minimum required for the MFA degree.

d. MA in Aesthetics and Politics:

MA candidates are expected to complete 12 Core course credits, 12 Elective credits, 6 Contemporary Critique credits and completion of thesis for approximately 15 semester units per semester. Students must be enrolled for at least 12 units each semester in their year of residence in order to maintain financial aid eligibility, and must maintain matriculation during the thesis semester.

e. Doctor of Musical Arts (DMA) Degree

To show satisfactory progress, students must complete at least 10 units per semester for 6 semesters. In order to receive financial aid, the student must enroll in a minimum of 10 units each semester. In order to maintain eligibility for financial aid, the student must complete a minimum of 10 units each semester.

Policy Number: 3.1.3.0

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Academic Warning, Probation, Dismissal and Appeal: Deficiencies Leading to Warning, Probation and Dismissal

Submitted by admin on Wed, 2011-03-09 12:21

Description:

This policy applies when a student does not meet the standards for satisfactory progress defined in the policy on Academic/Artistic Satisfactory Progress.

I. Deficiencies Leading to Warning, Probation and Dismissal

Types of Deficiencies:

1. *Metier Deficiency:* Performing unsatisfactorily in the major discipline (metier).
2. *Units Deficiency:* Completing fewer than the minimum units in any one semester.
3. *Critical Studies Deficiency:* Not maintaining satisfactory progress toward completion of the Critical Studies requirement.

Metier deficiency means one or more of the following:

1. Not showing progress in attaining a level of artistic achievement acceptable to the principal teachers in the metier or
2. Not satisfactorily completing within the normal time period the courses or body of work in the metier that lead to graduation or
3. Not participating in scheduled rehearsals, in performances and in classes that involve performances and productions.

Units deficiency means not completing at least the following:

1. 12 units per semester in the BFA degree or Certificate of Fine Arts program. (Note: An average of 15 units per semester is necessary to complete these programs in the normal 8 semesters, and financial aid becomes unavailable after 12 semesters of undergraduate study.)
2. MFA degree and Advanced Certificate of Fine Arts candidates in the Schools of Art, Dance, Music, and the MA degree in Aesthetics & Politics in Critical Studies require the minimum unit completion of 12 units per semester. MFA and Advanced Certificate of Fine Arts in the Schools of Film/Video, Theater and the MFA Writing Program in Critical Studies require the minimum completion of 9 units per semester. The DMA candidates in the Music School must complete a minimum of 10 units each semester.

Academic Warning: The student who is deficient in any of the ways listed above will be placed on academic warning in order to be alerted to the need for improvement and will be given the opportunity to improve before sanctions are imposed. These sanctions can include:

1. Loss of eligibility to advance in year level toward a degree or certificate;
2. Loss of eligibility to continue in a degree or certificate program;
3. Loss of any previously established eligibility to receive financial aid, whether institutional, state or federal including Veteran's Administration benefits when applicable;
4. Dismissal from the Institute.

Probation:

Any part of a semester on academic warning is considered a whole semester on academic warning. After two consecutive semesters on academic warning, a student may still fall below Institute standards as listed above in

“Academic Deficiencies.” If a student still has a métier deficiency or units deficiency, he or she will be placed on probation, and the first 3 of the above 4 sanctions will be imposed automatically. If a DMA student still has a métier deficiency or units deficiency, he or she will be dismissed (see below).

Dismissal:

Dismissal, the fourth sanction, can be imposed only for metier deficiency. The student must have been on academic warning or probation for at least one of the two semesters preceding the dismissal. A student may be dismissed during a first semester of academic warning, since any part of a semester on academic warning is considered a whole semester on academic warning.

Special Non-Degree Status:

On occasion the Institute may mandate a special non-degree status for students who are no longer eligible to remain in a degree or certificate program and have not been dismissed. In some instances, such as Probation for metier deficiency or Probation for units deficiency, this status allows the student to work toward reinstatement in a degree or certificate program. Students on non-degree status are not eligible to receive financial aid including Veteran’s Administration benefits when applicable.

Critical Studies deficiency (BFA candidates only) means failure to earn at least the following:

1. 10 units of Critical Studies credit by the end of the BFA1, second semester
2. 22 units of Critical Studies credit by the end of the BFA2, second semester
3. 28 units of Critical Studies credit by the end of the BFA3, first semester
4. 34 units of Critical Studies credit by the end of the BFA3, second semester
5. 40 units of Critical Studies credit by the end of the BFA4, first semester

Any BFA candidate failing to meet the above year-level requirements will be placed on Critical Studies Academic Warning. Any BFA candidate failing to accumulate a minimum of 22 Critical Studies units or whose performance is judged to be consistently unsatisfactory by the end of their second year of residence may be transferred to the Certificate of Fine Arts program.

Appeal:

Appeal is available to students who have been placed on academic warning or probation or have been dismissed. For the appeal procedure see II.E. below (Warning, Probation, Dismissal and Appeal Procedures)

Policy Number: 3.1.4.1

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Academic Warning, Probation, Dismissal and Appeal: Warning Probation, Dismissal and Appeal Procedures

Submitted by admin on Wed, 2011-03-09 12:32

Description:

Placing a Student on Academic Warning/Probation for Metier Deficiency:

The student's mentor, principal teachers, and school dean initiate this action. After consulting with the student's principal teachers, the mentor recommends the action to the school dean, and, if in agreement, the dean sends to the student a written notice explaining the reasons for the action, the requirements that the student must satisfy in order to be removed from academic warning/probation, and the consequences of not satisfying these requirements. Copies of the notice are sent to the mentor, Provost, Registrar, Director of Financial Aid and the Dean of Students. The deadline for sending the notice to the student is as follows:

1. First Semester of Warning:

No later than the last class day of the 7th week of the semester of warning. Under extraordinary circumstances, a student may be placed on first semester of Metier Academic Warning after the 7th week of the semester. Conditions warranting exception to the 7th week deadline may include but are not limited to the following: a) a student's discontinuation of class attendance after the 7th week of the semester, b) failure of a student to participate in scheduled rehearsals, performances, or productions, c) a student's failure to participate in a scheduled review, d) other actions of a student which interfere with his/her progress toward the degree.

Metier Academic Warning imposed after the 7th week deadline must first be approved by 1) the Dean of the student's school, 2) the Dean of Students, and 3) the Provost or the Provost's designee.

The notification process for Metier Academic Warning imposed after the 7th week of the semester is the same as that of warnings imposed within the scheduled deadline.

2. Second Consecutive Semester of Warning:

No later than the last class day of the 7th week of the second consecutive semester of warning.

3. Probation:

No later than 5 working days after the end of the second consecutive semester of warning.

When a student is removed from academic warning or probation, the school must send the student, the Provost, the Registrar, the Director of Financial Aid and the Dean of Students written notice. This notice must be mailed by the fifth working day after the end of the semester.

If the student has been removed from warning/probation and if the school then places the student on warning during the following semester, this semester will be considered a first semester of warning.

Placing a Student on Academic Warning/Probation for Units Deficiency:

This action is initiated by the Registrar, who sends written notice to the student explaining the reasons for the action, the requirements that he or she must satisfy in order to be removed from academic warning/probation, and the consequences of not correcting the deficiency. Copies of the notice are sent to the student's mentor, dean, the Provost,

Director of Financial Aid and the Dean of Students. The deadline for sending notice to the student is as follows:

1. First Semester of Warning:

Last class day of the 2nd week of the semester of warning.

2. Second Consecutive Semester of Warning:

Last class day of the 2nd week of the second consecutive semester of warning.

3. Probation:

7th working day after the end of the semester preceding the semester of probation.

Placing a Student on Academic Warning for Critical Studies Deficiency and Transferring the Student to the Certificate of Fine Arts Program:

These actions are initiated by the Dean of Critical Studies, who will monitor Critical Studies progress and notify those students placed on first and second semester of academic warning or transferred from the BFA degree program to the Certificate of Fine Arts program.

Notices from the Dean will explain the reasons for the action, the requirements that the student must satisfy in order to be removed from academic warning, and the consequences of not satisfying these requirements. Copies of the notice are sent to the student's mentor, dean, the Provost, Registrar, Director of Financial Aid and the Dean of Students. The deadline for delivering the notice to the student's Institute mailbox is as follows:

1. For Warning:

By the first class day of the second week of the semester of warning. i.e., BFA2, first semester, or BFA3, first semester.

2. For Transfer:

By the last class day of the second week of the semester of transfer. i.e., BFA3, second semester.

A student will be removed from academic warning at the end of any semester during which all Critical Studies deficiencies have been removed. Notification will be sent to the student and copies sent to the mentor, dean, the Provost, Registrar, Director of Financial Aid and the Dean of Students.

Dismissal:

The student's program faculty and school dean initiate this action. After consultation, the student's program faculty recommends dismissal to the school dean. If the dean concurs, he or she submits written notification to the Provost providing reasons and documentation in support of dismissal. Once the Provost acknowledges receipt of the notification, the dean sends the student a dismissal letter, which includes reasons for the action and information about appeal procedures. Copies of the letter are sent to the student's mentor, Registrar, Director of Financial Aid and the Dean of Students. The dismissal action will be noted on the student's permanent record.

Dismissal may occur at any time during a semester, though it usually occurs at the end of a semester. If the dismissal occurs at the end of the semester, the school dean must mail the dismissal notice to the student no later than the fifth working day after the end of the semester.

Appeal:

1. Appealing Academic Warning or Probation:

A student may appeal academic warning or probation if he or she believes that the warning/probation conflicts with Institute policy or is unwarranted.

- a. By the 15th working day after the date of the notice of warning/probation, the student must submit to the Provost a written petition stating the grounds for appeal. When the petition appeals probation, the student must send a copy of the appeal to the Director of Financial Aid and the Registrar.
- b. If the Provost finds reasonable justification for appeal, the Provost will appoint a committee consisting of three faculty members and/or deans to review the petition, and the committee's recommendation should reach the Provost by the 15th working day after the day on which the Provost received the petition.
- c. The Provost's decision should be mailed to the student within 20 working days after the receipt of the student's petition. Copies of the decision are sent to the student's mentor, school dean, Registrar, Director of Financial Aid, Dean of Students and members of the review committee. The decision of the Provost is final.

2. Appealing Dismissal:

A student may appeal if dismissed for academic reasons. The appeal cannot be a petition to postpone dismissal; rather, it must be a petition to be reinstated as a student in the Institute. Appeals received during winter or summer break will be processed no later than the first day of classes of the next semester.

- a. Before the first day of registration for the following semester, the student must submit to the Provost a written petition stating the grounds for appeal.
- b. If the Provost finds reasonable justification for appeal, the Provost will appoint a committee consisting of three faculty members and/or deans to review the petition, and the committee's recommendation should reach the Provost within 15 working days after the appointment.
- c. The Provost's decision will be mailed to the student immediately. Copies will be sent to the student's mentor, dean, Registrar, Director of Financial Aid, the Dean of Students and members of the review committee. The decision of the Provost is final.

Reinstatement:

Reinstatement after Probation for Units Deficiency: A BFA, Certificate, MFA, or Advanced Certificate student can follow one of two methods for reinstatement after probation for units deficiency. (These mechanisms are not available to MA or DMA students.)

1. Special Non-Degree Status as a Means of Reinstatement:

A student may elect to remain in residence in a Special Non-Degree status if s/he can remove all deficiencies justifying probation by completing INC coursework for the semesters leading to probation to equal the required minimum of 12 units each semester for undergraduates, 9 units for graduate students. Only courses for which an INC was initially assigned may be made up to reach the required minimum for a deficient semester. A course for which an NC was initially assigned may not be made up to reach the required minimum for a deficient semester.

At the end of the semester in which all deficiencies have been removed, the student may petition the dean, mentor, and registrar for reinstatement to the degree program. The year level assigned at reinstatement will be determined in accordance with:

- a. artistic achievement as assessed by the dean and mentor;
- b. achieving the minimum standard of 12 units per semester for undergraduates and 9 units per semester for graduate students and
- c. in the case of BFA candidates, the total number of Critical Studies units completed (see the chart below).

Note: A completion average of 15 units per semester is necessary in order to complete the 120 unit BFA or Certificate in 4 years (8 semesters).

Part-time enrollment for Special Non-Degree students is possible only in programs in which such enrollment is permitted. (See the policy on Part-Time Study in this Catalog for limitations set by the individual schools).

2. Withdrawal from the Institute as a Means of Reinstatement:

For a student who cannot achieve minimum standards in the semesters leading to probation by remaining in residence and completing INC coursework, it is recommended that the student officially withdraw from CalArts for no less than one year. At the end of one year the student may be eligible for reinstatement by:

- a. Completing the formal application process and meeting the admissions criteria of the individual school. (Application fee is not required.)
- b. Providing transcripts from an accredited college or university bearing sufficient transfer credit (grades of "C" or better) to substantiate the return year-level recommended by the faculty. (See chart below for details.)
- c. Withdrawal is not considered a leave of absence, and students will be subject to all degree requirements in effect upon their return.

| End of Semester | Required Units | Critical Studies |
|--------------------|----------------|------------------|
| BFA1, 1st semester | 15 | 5 |

| | | |
|--------------------|-----|----|
| BFA1, 2nd semester | 30 | 10 |
| BFA2, 1st semester | 45 | 16 |
| BFA2, 2nd semester | 60 | 22 |
| BFA3, 1st semester | 75 | 28 |
| BFA3, 2nd semester | 90 | 34 |
| BFA4, 1st semester | 105 | 40 |
| BFA4, 2nd semester | 120 | 46 |

MFA students must demonstrate the completion of no fewer than 9 semester units per semester.

These standards are minimum standards. An undergraduate student completing only 12 units each semester will not graduate in 4 years (8 semesters).

Student Records:

The internal student records of the Institute will contain all notices of action taken in accordance with the policy on Academic Warning/Probation, Dismissal, and Appeal. However, the student's official transcript will not reflect an academic warning history if all requirements are fulfilled and the academic warning is removed. The internal permanent record will reflect the following actions: probation, transfer to a certificate program, dismissal and reinstatement.

Policy Number: 3.1.4.2

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Academic Credit and Limitations

Submitted by admin on Thu, 2011-08-18 16:52

Description:

Since the fall semester 1983, academic/artistic credit for work completed at CalArts has been awarded in terms of semester units. CalArts adheres to the standard definition of "semester unit" as described by the Western Association of Schools and Colleges. For undergraduate students, one semester unit is assigned on the basis of 3 hours of work each week of a semester with a semester considered to be 15 weeks for a total of 30 weeks of instruction. Using this formula, 45 hours of study in one semester is equal to one semester unit.

Examples of the ways in which one undergraduate semester unit may be earned are as follows:

Lecture Course: One contact hour plus two hours of out of class preparation.

Studio Course: Two contact hours plus one hour of out of class preparation.

Individual Lessons: One hour of contact with at least two hours of practice.

Independent Study: At least three hours of work per week.

For students pursuing an MFA degree, MA degree, Advanced Certificate, or DMA degree, one semester unit is assigned on the basis of 4 hours of work each week of a semester with a semester considered to be 15 weeks for a total of 30 weeks of instruction. Using this formula, 60 hours of study in one semester is equal to one semester unit. More out-of-class preparation time is generally expected at the graduate level than at the undergraduate level.

The number of units established for any one class is based on minimum expectations. Quality is recognized by the awarding, not of units, but of grades (high pass, pass, low pass, etc.).

A full-time undergraduate student program is normally 14 to 16 units and not less than 12 units. At CalArts, a full-time MFA, MA or Advanced Certificate of Fine Arts student program is not less than 9 or 12 units depending on the program of study. A full-time DMA student program comprises not less than 10 units.

A 14 to 16 unit course load requires at least 42 to 48 hours of class related work per week while a 20 unit course load would require at least 60 hours of course related work per week. Considering this commitment of time, energy and resources, we limit student course loads to no more than 20 units per semester (excluding any Interim units).

We recognize that on occasion, a student may wish to exceed the 20 units per semester limitation due to unusual circumstances. In that case, the student will complete the Over 20 Units approval box on the Course Request Card, which must be approved and signed in the following order by:

- the student's mentor;
- the dean of the student's School;
- the Provost or his/her designee; and
- the Registrar.

Only students who have not received an NX or NC grade in the two semesters preceding the petition are eligible to request a unit overload. BFA-1 students may not petition for more than 20 units (excluding any Interim units).

Note: Financial aid is calculated on the minimum full-time course load (12 units for undergraduate students / nine units

for graduate students). Units beyond the prescribed minimum are not calculated for additional financial aid.

[Revised 11/30/11]

Policy Number: 3.1.5.0

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Credit Hour Designation and Review Policy

Submitted by admin on Thu, 2013-02-21 15:48

Description:

Credit Hour Definition

Each unit of undergraduate course credit at CalArts requires a minimum of three hours of student work per week, for each week over the duration of a given semester. For example, each two-unit course represents 6 hours of involvement per week throughout the 15-week semester. Each unit of graduate course credit requires a minimum of four hours of student work per week, for each week throughout the 15-week semester. Faculty might also require, or students might choose, to spend more hours than the minimum requirement.

Using this formula, 45 hours of study in one semester is the minimum requirement for one unit of credit, and this definition holds for all types of courses (lecture, seminar, studio, independent study, lab, practicum, interim, etc.) regardless of the amount of credit offered. Student involvement may include class time and time spent in direct interaction with faculty, as well as time spent preparing for classes through art making, participating in rehearsals, completing assignments, conducting research, reading, participating in group study or discussing class topics with others, attending relevant lectures or cultural events, or any activity that will assist the student in achieving course objectives.

Assignment of Course Credit

Units of credit are assigned by the Provost in response to requests submitted through the *Course Proposal Form*, received and processed by the Associate Provost of Institutional Research & Effectiveness. The form asks for detailed information about the anticipated learning outcomes, specific expectations for work outside of the classroom, and whether it fulfills a requirement for Critical Studies (general education), as well as the number of hours that students will be expected to engage both inside and outside of class. Once approved, the Provost notifies the registrar, and the registrar updates the academic catalog.

Review of Course Credit

Reviews of course credit are conducted as part of CalArts academic program review and the Council of Arts Accrediting Associations reviews. Four of CalArts' six schools are active members in the council, including Art (National Association of Schools of Art and Design), Dance (National Association of Schools of Dance), Music (National Association of Schools of Music), and Theater (National Association of Schools of Theater). These schools have long histories of adhering to and maintaining currency with the credit-hour standards of these associations. Programs within the schools of Critical Studies and Film & Video undergo a local program review process that asks programs to demonstrate (and reviewers to evaluate) the accurate application of the credit hour definition.

Reviewed by Deans Council: October 16, 2012

Reviewed by Academic Council: December 6, 2012

Policy Number: 3.1.5.2

Change of School

Submitted by admin on Thu, 2011-08-18 16:57

Description:

When students wish to change enrollment from one school to another within the Institute, the procedure is as follows:

1. Students must complete an admission application and follow the regular admission procedure for the new school of enrollment as outlined in the Admissions Viewbook, obtainable through the Office of Admissions.
2. A change of school must be requested and the process completed prior to the last day of late registration for the semester in which the change is to take effect.

Policy Number: 3.1.6.0

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Late Registration

Submitted by admin on Mon, 2011-08-22 09:42

Description:

Registration means the payment of tuition and completion of registration forms. Late registration is a grace period of several days in which these forms may be filled out and tuition paid. An additional fee is charged for this service.

Policy Number: 3.1.7.1

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Add/Drop

Submitted by admin on Mon, 2011-08-22 09:44

Description:

Add/Drop is a grace period during which students may sign up for classes, add classes to their schedule or drop classes from their schedule. There is no fee for this service, though students must have registered (paid tuition and completed forms) in order to sign up for classes.

From the end of late registration to the close of the add/drop period, class changes will require the approval of the mentor and the permission of the instructor of the class.

Policy Number: 3.1.7.2

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Grading Policy

Submitted by admin on Mon, 2011-08-22 10:20

Description:

All grades are submitted by the faculty online via the Academic Services website.

- **High Pass (HP):** Passing with Excellence
- **Pass (P):** Passing with Quality
- **Low Pass (LP):** Passing
- **Incomplete (I):** Temporary evaluation. Through agreement between student and instructor, Incompletes must be made up during the following semester. Incomplete evaluations not made up within the specified period of time will convert to "NC".
- **Multiple (M):** Temporary evaluation assigned in the first semester of a two-semester sequence course. A final evaluation for both semesters of the sequence will be assigned at the end of the second semester.
- **No Credit (NC):** Work did not meet the criteria for credit. "NC" evaluations may not be converted to credit bearing grades except by petition to the Deans Council initiated by the instructor of the class or, in the instructor's absence, the dean of the school offering the course (see below for details). "NC" evaluations do not appear on a student's permanent record for external purposes.
- **Insufficient Attendance (NX):** Indicates that the student did not attend the class with sufficient frequency. Assumes a minimum allowance of 3 unexcused absences. Refer to individual school handbook for specific policies. "NX" evaluations may not be converted to credit bearing grades. "NX" evaluations do not appear on a student's permanent record for external purposes.
- **No Grade Recorded (NG):** Symbol assigned by automated process to indicate no evaluation was assigned by the instructor. If a final grade is not received within one year after graduation or withdrawal from the Institute, the symbol will be converted to "NC".
- **Withdraw (W):** "W" grades are assigned by the Registrar only when a student officially withdraws from the Institute during a semester.

CalArts does not use a Grade Point Average (GPA) as part of its marking system. However, for external purposes when a GPA is required, the following formula may be considered: HP=4.00, P=3.00, LP=2.00.

"NC" and "NX" grades may not be changed to a grade except by means of a petition to the dean of the School involved. Such changes must be initiated by the instructor of the class or, in the instructor's absence, the dean of the school offering the course and submitted to the Registrar. Such a petition must include a written explanation from the instructor of the class explaining the reasons for changing the grade and a signature of support from the dean of the school offering the course. Petitions for the change of an NC grade must be submitted during the student's term of residency at

the Institute and are considered only under exceptional, extenuating circumstances.

When a student wishes to appeal a grade: the student must first appeal to the instructor who assigned the grade in question. Where there is no satisfactory remedy through appeal to the instructor, the student may file written appeal to the dean of the school in which the course is offered. The decision of the dean is final.

a. BFA students who, at graduation, have not completed all degree requirements beyond course credits, e.g., recitals, etc., must petition their school for up to one year of extension in order to complete these degree requirements.

b. MFA students who are unable to complete degree requirements other than course credits, e.g., thesis projects, recitals, etc., must petition the appropriate school each year, by letter, to request an extension for a maximum of five years. These annual requests for extension should include a statement of the student's progress toward the completion and an explanation of the reason for the extension. After five years, petitions for extension for completion of MFA degree requirements must be submitted to the Deans Council for approval.

c. The thesis for MA in Aesthetics and Politics candidates will be due by September 1st of the fall semester succeeding the fall semester of initial enrollment, i.e., students entering fall semester 2011 will have a thesis due date of September 1, 2012. Students who do not complete the thesis by September 1st will be required to pay a matriculation fee in order to maintain status as a candidate for graduation up to a maximum of two additional semesters as set by the Program Director. Students who do not complete their thesis within the maximum two additional semesters will not be eligible for graduation and will be required to reapply to the program and complete course work and a thesis as arranged with the Program Director.

d. DMA students who are unable to complete the Doctoral Project or Final (Summative) Portfolio Review must petition the School of Music each year, by letter, to request an extension for a maximum of two years. These annual requests for extension should include a statement of the student's progress toward the completion and an explanation of the reason for the extension. After two years, petitions for extension for completion of DMA degree requirements must be submitted to the Deans Council for approval.

Policy Number: 3.1.8.0

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Student Records

Submitted by admin on Mon, 2011-08-22 10:22

Description:

Each student has a Permanent Record maintained online or in the Registrar's Office. In addition, the Office of Financial Aid maintains student financial aid records. Accounting maintains student ledgers records in the Accounting Office.

CalArts complies with student rights established under the law affecting student records (The Family Educational Rights and Privacy Act of 1974). Within the CalArts community, only those members, individually and collectively, acting in the students' educational interests are allowed access to students' records. A description of the process used for compliance with the Act is provided in this publication and includes the rights of student access to all records except where described. Questions should be discussed with the Registrar (academic records), the Controller (accounting records) or with the Director of Financial Aid (financial aid records).

Policy Number: 3.1.9.0

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Reports

Submitted by admin on Mon, 2011-08-22 10:28

Description:

Grade Reports:

Online class rosters and grade reports certify the student's official enrollment and provide the official grade for the course. At the end of each semester the instructor is responsible for entering grades online according to instructions and deadlines issued by the Registrar. The Registrar is responsible for recording all approved changes in grades on the student's permanent record. At the end of each semester grades are available to students via the Student Academic Services website, aar.calarts.edu/student.html.

Mentor's Report:

The Mentor's Report serves as an indication of the student's progress toward the degree or certificate. It is prepared online by the mentor each year and is subject to the dean's review. All Mentor Reports will be entered online via the Faculty Academic Services website no later than the third Thursday after the end of the Spring semester. Reports must be available for students to view online no later than the third Thursday after graduation day of the academic year. Mentor's Reports are mandatory.

These reports are available to the student online as part of the student's electronic record. The Mentor's Report may include information about the student's advancement in year level, Critical Studies maintenance of effort (BFA students), completion of the course work of each semester, as well as an overall assessment of the student's activities in the metier.

Policy Number: 3.1.11.0

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Reviews

Submitted by admin on Mon, 2011-08-22 10:34

Description:

(BFA, Certificate, MFA, and Advanced Certificate students): Student reviews are part of the educational process at CalArts and provide an opportunity for student and faculty communication, aside from the on-going mentoring relationship and responsibility.

All Mid-Residence and Graduation Review Reports are submitted online by the School via the Academic Services website and become a part of the student permanent electronic record. All review reports will be submitted no later than the third Thursday after the end of the semester of the review.

Each semester the Institute Academic Advisor in the Office of the Registrar will submit to each of the Schools, a list of students scheduled for review. The Schools will schedule their reviews and notify the students of their review time.

In the case of reviews that involve acceptance to the Institute with a to-be-determined year level, provisional acceptance, year level adjustment or accelerated graduation, other policies apply and those policies should be consulted.

The minimum standards for reviewing students after admission to the Institute include the Mid-Residence Review and the Graduation Review:

Mid-Residence Review:

The Mid-Residence Review is carried out by a faculty committee approved by the dean of the student's school. This committee makes a detailed assessment of the student's record and work in relation to the objectives of the program, the student's goals, and the progress toward the degree or certificate. The review usually occurs by the end of the second year for those studying for the BFA or Certificate programs and at the end of the first year for those seeking the MFA or Advanced Certificate. MFA or Advanced Certificate students within the School of Film/Video must submit a thesis project proposal for review by the faculty review committee at the Mid-Residence Review during the third or fourth semester of residence. If a student does not pass the mid-residence or preliminary review, the committee gives the student reasons and the conditions that must be met in order to satisfy the review requirements. All Mid-Residence Review Reports are submitted online by the School via the Academic Services website and become a part of the student permanent electronic record. All review reports will be submitted no later than the third Thursday after the end of the semester of the review.

When the committee determines the student is not meeting artistic and educational standards, the student is notified in accord with the policies on Academic Warning, Dismissal and Appeal. Further details on the review process for each school may be obtained from the school offices.

Critical Studies Mid-Residence Review:

BFA students will be reviewed by a Critical Studies faculty member at the end of their BFA2, 2nd semester. Through discussion, writing samples, and/or portfolio materials provided by the student, Critical Studies faculty, along with the student, will assess the student's progress in the area of Critical Studies and evaluate the student's advancement in

terms of learning goals as established by the School of Critical Studies. All Review Reports are submitted online by the School via the Academic Services website and become a part of the student permanent electronic record. All review reports will be submitted no later than the third Thursday after the end of the semester of the review.

Graduation Review:

The Graduation Review is a final assessment by the dean and faculty to determine whether the student has demonstrated a significant measure of artistic achievement, as well as the satisfactory completion of all residency and program requirements described for the degree or certificate. Deadlines for the graduation review and graduation procedures are established annually by the Registrar, subject to review by the President and Provost. All Graduation Review Reports are submitted online by the School via the Academic Services website and become a part of the student permanent electronic record. All review reports will be submitted no later than the third Thursday after the end of the semester of the review.

DMA Student Reviews:

In the case of DMA students, artistic and academic process is evaluated during a First Year Review, a Formative Portfolio Review, and a Final (Summative) Portfolio Review. These usually take place in Semester II of first, second and third years respectively. They are scheduled by the School of Music, which apprises the students of their review times. The committee makes a detailed assessment of the student's record and work in relation to the objectives of the program, the student's goals, and the progress toward the degree. If the student does not pass a review, the committee gives the student reasons and the conditions that must be met in order to satisfy the review requirements.

Policy Number: 3.1.12.0

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Transcripts

Submitted by admin on Mon, 2011-08-22 10:37

Description:

Transcripts of student academic records are issued by the Registrar's Office where one may obtain a Transcript Request Form. Official transcripts sent by the Registrar's Office directly to other colleges and universities or sent directly to potential employers, current employers or other business or education related entities are free of charge. Official transcripts issued directly to the student are available for a \$3.00 fee. Unofficial transcripts are available in the Registrar's Office free of charge. Each official transcript request must be cleared through the Accounting Office. Students who are not current with payments or who owe money to the institute or who are not current on student loan payments are not entitled to official transcripts and will be allowed only one unofficial transcript sent to her or himself.

Policy Number: 3.1.13.0

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Program-Level Adjustment

Submitted by admin on Mon, 2011-08-22 11:11

Description:

Policy: A student's year-level in a degree program (e.g., BFA2-1) may be adjusted upward when both of the following conditions exist:

1. The student's level of achievement (both artistic and academic, as determined by the student's mentor, program faculty, program director, and school dean) is compatible with the proposed adjustment; and
2. The student has earned sufficient, documented transfer credit.

Definitions:

1. Transfer credit is defined as coursework completed with grades of "C" or better at a regionally accredited postsecondary institution outside of CalArts.
2. For purposes of program-level adjustment, 15 semester units of transfer credit is considered equivalent to one semester. These units may be completed prior to enrollment at CalArts, during summer sessions or concurrent with CalArts enrollment. Outside course work completed concurrent with CalArts enrollment will be given credit only with prior approval of the Registrar. CalArts Summer Session coursework completed with grades of "LP" or better may be applied toward program-level adjustment.
3. Documentation of transfer credit consists of official transcripts evaluated by the Registrar.

Limitations:

1. The request for program-level adjustment must be supported by and presented to the student's program director by the mentor.
2. A program-level adjustment will generally not exceed one year of advancement.
3. Program-level adjustment will normally be considered at the student's mid-residence review.
4. Recommendations for program-level adjustment for BFA candidates must take the student's Critical Studies requirements into consideration. The Dean of Critical Studies must approve all such requests.

Process:

1. The student discusses the request for program-level adjustment with his/her mentor and Registrar or the Registrar's designee.
- a. Program-level adjustments, when requested at the time of a student review, will be considered and discussed by the review committee. If the adjustment is recommended by the committee, it will be so noted on the review report.

2. A Program-Level Adjustment Petition form must be completed by the petitioning mentor in consultation with the Registrar.

3. Then, the following people must approve and sign the Program-Level Adjustment Petition (in this order):

- a. The student's mentor
- b. The student's program director
- c. The student's school dean
- d. The Dean of Critical Students (for BFA candidates)
- e. The Registrar
- f. The Provost or his/her designee.

4. Upon the Provost's or his/her designee's approval, the petition will be forwarded to the Registrar who will send copies to the student, the student's school office and the Financial Aid Director, and will record the year-level adjustment in the student's permanent record.

[Revised 11/29/11]

Policy Number: 3.1.15.0

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Graduation Process: General Statement

Submitted by admin on Mon, 2011-08-22 11:25

Description:

General Statement:

The Board of Trustees confers all degrees and certificates awarded by the California Institute of the Arts. The President on recommendation of the Academic Council with the approval of the Provost or his/her designee and the faculties of the Institute presents candidates to the Board. Graduates are honored at an annual commencement.

Qualifications for Graduation:

The faculty of the school in which the student is enrolled is responsible for determining whether the student is qualified to receive the CalArts degree or certificate. This decision requires the faculty to determine that the student has demonstrated a significant measure of artistic achievement, as well as the satisfactory completion of all residence, units and course requirements. Ordinarily, the BFA degree program and Certificate of Fine Arts program require a minimum of four years of study and 120 units of credit; the MFA degree program and Advanced Certificate of Fine Arts program require 2 to 3 years of study, or the equivalent; the MA degree is a one year full-time program of study; the DMA degree program requires 3 years of study in residence. The certificate requires completion of the equivalent of BFA study and additional study in the metier, while excluding the Critical Studies courses needed for the BFA degree.

Process:

1. Student's responsibility:

In preparation for graduation, the student must:

- a. Consult with the mentor and the faculty of the school in which he or she is enrolled about the expected time for completing the program of studies for the degree or certificate.
- b. Pay the Student Affairs' Graduation fee of \$25 to the Accounting Office.
- c. Present an application for graduation and the fee receipt to the Registrar.
- d. Complete settlement of outstanding obligations in records, accounts and property commitments with Institute offices.
- e. Complete all loan exit interviews with the Financial Aid Office and/or the Accounting Office.
- f. Complete the Graduation Exit Survey sent to each graduating student via email.

2. Registrar's Office:

- a. Sets deadline by which graduation reviews must be completed each semester. This date is set each semester in consultation with the Provost and the President.
- b. Prepares a tentative list of candidates for graduation to be reviewed by the schools.
- c. Notifies students of obligations to be met for the degree or certificate.
- d. Sends a list of candidates for degrees and certificates to Academic Council and deans for final action, and forwards final recommendations to the President and the Board of Trustees.
- e. Follows each student application to complete the final list of candidates and to determine that all obligations are met before release of the official transcripts or diplomas.

3. Deans and faculty:

The faculty and dean of each school recommend action on each candidate for graduation and inform the Registrar's Office within the established procedures and deadlines.

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Graduation Process: Post-Residence (Delayed) Graduation

Submitted by admin on Mon, 2011-08-22 11:26

Description:

Post-Residence graduation is a process initiated by the student's graduation review committee and is typically available only to MFA or DMA candidates who have completed all course and residency requirements and who have been before a Graduation Review Committee. This option will be considered only when the Graduation Review Committee:

1. Is not completely satisfied with the work presented;
2. Believes the student is committed, talented and capable of achieving degree level work;
3. Does not believe that additional time spent at CalArts will contribute to the student's preparedness for the degree; and
4. Is convinced that a period of independent work may bring about the maturity lacking in the student's work.

In all cases, the review committee and the student must comply with the following conditions:

1. This provision is available to degree candidates only;
2. Students who have at any time been advanced in year-level will be eligible only under exceptional circumstances;
3. Time between the regularly scheduled review and the post-residence review shall ordinarily not exceed one calendar year. Students who are unable to complete work during the first year must petition for additional time directly to their school dean. After five years, petitions for extension for completion of MFA degree requirements must be submitted to the Deans Council. After two years, petitions for extension for completion of DMA degree requirements must be submitted to the Deans Council.
4. The graduation review committee must prepare a written statement detailing:
 - a. What the student must achieve to receive the degree;
 - b. How and where the post-residence review will be conducted;
 - c. A proposal as to which faculty members will participate in that review, including space and facilities to be used.

A copy of the statement will be given to the student and a copy will be placed in the student's permanent academic record. The latter will be removed from the permanent record when the student passes a post-residence review and is awarded a degree.

5. Where special demands are made on CalArts resources such as the use of studios and/or equipment, the Vice President and CFO shall assess the student for appropriate fees. Individual schools may place restrictions on time and access.

Policy Number: 3.1.16.1

Accelerated Graduation

Submitted by admin on Mon, 2011-08-22 11:44

Description:

Accelerated graduation is an honor conferred, on rare occasions, when a student has demonstrated extraordinary artistic development and achievement. It is an honor conferred by the faculty and dean of a school; it is not an option for which a student may apply. Not more than one year's advancement may be granted for an accelerated graduation. MA in Aesthetics and Politics and DMA students are not eligible for accelerated graduation.

1. Required Conditions

- a. Demonstration by the student of excellence and achievement far beyond that which is required for graduation.
- b. Completion by the student of all school requirements and Critical Studies requirements (BFA and Critical Studies programs only).

2. The Process:

- a. The nomination for accelerated graduation must be supported, in writing, by the program head, the dean of the school and at least two faculty members.
- b. The recommendation for accelerated graduation must be submitted to the Registrar no later than the last class day of the 3rd week of classes of the semester of anticipated graduation. The recommendation delineates the reasons for an accelerated graduation and describes the student's outstanding accomplishments.
- c. The Registrar will forward the recommendation to the Provost or his/her designee who will schedule presentation of the recommendation to the Deans Council.
- d. At the time of the presentation to the Deans Council, the Dean of the school will provide the letters of support from the school, as well as evidence of the student's excellence and achievement, such as a resume and/or portfolio.
- e. Upon approval of these terms, the student's school will schedule an official graduation review.
- f. Final approval for graduation rests with the school.

Policy Number: 3.1.16.2

Grievance Procedures - Student

Submitted by admin on Wed, 2012-06-27 09:58

Description:

CaArts students are given an opportunity to seek an internal resolution of conflicts and complaints. This procedure may also be used by students who believe that they have been discriminated against on the basis of race, color, national origin, disability, sex or any other classification or characteristic protected by law, and is designed to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Complaints dealing with sexual and other forms of unlawful harassment are addressed under Sexual and Other Unlawful Harassment Policy. Students who seek to grieve the imposition of disciplinary sanctions are directed to review the Disciplinary Policy.

Students who seek to grieve matters pertaining to academic warning, probation, and/or dismissal are directed to CaArts Academic Warning, Dismissal and Appeal Policy (see the Policy section in the Course Catalog and Academic Policies).

The Financial Aid Appeals Committee handles grievances concerning financial aid.

Any student who believes that a practice, policy, or rule has been applied incorrectly as it relates to the student, or that he or she has been unlawfully discriminated against, is encouraged to informally discuss the problem with the Dean of Students. If the student is not able to satisfactorily resolve the problem informally, the student may initiate a formal grievance by submitting a signed grievance statement to the Dean of Students.

The grievance statement must describe the nature of the grievance; the practice, policy, rule or law that the student claims has been violated; and the remedy or relief requested. The Dean of Students or designee shall investigate the grievance and provide a written response within ten days of receipt of the grievance unless additional time is required to complete the investigation. If not satisfied with the response to the grievance, the student may, within ten days of the date of the response, file a written request for review with the Dean of Students. As soon thereafter as practical, an Appeals Committee shall be formed consisting of three current members from the faculty, staff, or student body. One member of the Committee shall be appointed by the student, one member by the Associate Provost or designee, and one member by the Dean of Students. Together these members of the Committee shall decide who from among them shall serve as chairperson. No person shall participate as a member of the Appeals Committee who has been involved in the event(s) upon which the grievance is based or who is biased.

The Director of Human Resources or designee shall provide administrative services to the Appeals Committee, including but not limited to supplying copies of pertinent documents, scheduling meetings, arranging for a scribe to take and prepare minutes, and the preparation of the final report. A student may be assisted at any stage of this procedure by a current member of the CaArts community (i.e., staff member, faculty member, or student) who is not an attorney, but such person may not address the Appeals Committee unless requested by it to do so.

Within ten days of the date the Appeals Committee is formed or as soon thereafter as practical, the Appeals Committee shall meet in closed session to consider the grievance. The members of the Appeals Committee shall respect the confidentiality of the proceedings. The student shall be provided with an opportunity to meet with the Appeals Committee, but shall otherwise be present at a meeting of the Appeals Committee only at the request or with the permission of the Appeals Committee. As it deems appropriate, the Appeals Committee shall interview other persons and shall consider

written materials and other items pertinent to the grievance.

At the completion of its review, the Appeals Committee shall prepare a written advisory report consisting of findings, conclusions, and recommendations and submit it to the Provost with copies to the student and the Dean of Students. Under separate cover, the Appeals Committee shall also forward to the Provost copies of any written material or items that it considered in connection with the appeal process.

The Provost or his or her designee shall consider the report and, at his or her discretion, take whatever action he or she deems appropriate. Prior to taking such action, the Provost or designee may discuss the report with the members of the Appeals Committee, the student or any other person. The Provost or designee shall transmit his or her decision in writing to the student, Dean of Students and members of the Appeals Committee. The decision of the Provost shall be final.

Title IX Coordinators

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment, sexual assault and sexual exploitation. CalArts has designated Charmagne Shearrill, the Chief Human Resources Officer (661-253-7838, csharrill@calarts.edu, Room A210) to serve as its Title IX Coordinator, and Yvonne Guy, the Dean of Students (661-253-7891, yguy@calarts.edu, Room A207) as the Deputy Title IX Coordinator. These Title IX Coordinators are available to receive reports of sex discrimination at CalArts, including sexual harassment, sexual assault, and sexual exploitation, to discuss questions or concerns relating to the investigation of complaints received, reporting and complaint procedures, and education and training opportunities across campus. Information concerning Title IX can also be obtained from the Office for Civil Rights, U.S. Department of Education (415-486-5555, ocr.sanfrancisco@ed.gov, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813).

Policy Number: 3.1.17.0

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Mentoring Policy

Submitted by admin on Mon, 2011-08-22 15:29

Description:

Each student entering the Institute is assigned a faculty mentor from the School in which the student enrolls. The mentor plays a key role in advising and guiding the student in achieving artistic and educational goals. The mentor monitors each mentee's progress toward fulfillment of program requirements.

In carrying out these responsibilities:

1. The mentor meets with the student at each class sign-up to approve a program of study, helping to ensure that the degree or certificate requirements and other standards of the Institute are being met in the métier.
2. The mentor attends and approves the outcome of all reviews of his/her mentees, evaluates student exchange participation, monitors internship experience, recommends and approves adjustments to year level and meets with the student, at the student's request, during the semester. It is highly recommended that mentors make an effort to meet with mentees at least once each semester.
3. Toward the end of each spring semester, the mentor prepares the Mentor's Report (Fall for December Graduates) for each mentee. These reports are done online and describes the student's development and progress in the program and become part of the student's electronic academic record.

These reports are available to the student online. The Mentor's Report may include information about the student's advancement in year level, Critical Studies maintenance of effort (BFA students), completion of the course work of each semester, as well as an overall assessment of the student's activities in the metier. It is prepared online by the mentor each year, is subject to the dean's review and is submitted online via the Faculty Academic Services website no later than the third Thursday after graduation day of the academic year.

Each school may develop other requirements and mentoring procedures supplementary to those listed above. Students may request a change of mentor by completing a Change of Status form, available in their School office or in the Office of the Registrar (requires the signature of the dean, prior mentor, requested mentor, and Registrar).

Policy Number: 3.1.18.0

Independent Study

Submitted by admin on Mon, 2011-08-22 15:32

Description:

CaArts approves of Independent Project/Private Directed Study for credit in the artistic disciplines and the School of Critical Studies when the study or project undertaken represents an opportunity of unique value to the student in his or her area of study.

The Institute defines Independent Project/Private Directed Study as on-campus studio or academic work undertaken outside of Institute-scheduled lecture or studio class time and under the direct supervision of a faculty member of the Institute.

Independent Project/Private Directed Study may be undertaken in any area of valid artistic/academic interest to the student, with any faculty whose education and expertise qualify them in that area and whose teaching and mentoring schedule allows time for the supervision of the project/study.

Independent Project/Private Directed Study may be undertaken as an adjunct to the student's coursework in a program; it may satisfy specific divisional or programmatic requirements; or it may constitute the student's entire program of study during a given semester.

Details:

1. The student and the chosen faculty supervisor complete an Independent Project/Private Directed Study Contract, clearly defining what is to be accomplished during the period of study. The contract must be approved and signed by the student, the faculty supervisor, the metier dean and the dean of the faculty supervisor's school.

2. The credit value of the independent study will be determined and assigned by the faculty supervisor at the time the contract is written and signed as follows:

Lecture Course: One contact hour plus two hours of out of class preparation.

Studio Course: Two contact hours plus one hour of out of class preparation.

Individual Lessons: One hour of contact with at least two hours of practice.

Independent Study: At least three hours of work per week.

3. The approved and signed contract indicating the Independent Project/Private Directed Study's credit value must be presented at the time the student registers for the course. The original will be kept in the Registrar's Office and a copy will be sent to the faculty supervisor with the class roster.

Policy Number: 3.1.19.0

Non-medical Leave of Absence

Submitted by admin on Mon, 2011-08-22 15:58

Description:

(Note: Approval for Leave of Absence is at the discretion of the student's dean and faculty.)

Students wishing to temporarily discontinue enrollment at CalArts should complete a Request for Leave of Absence form, and have the form approved by their mentor, dean and various departments of the Institute. With an approved Request for Leave of Absence, a student may be absent from CalArts for one or two semesters and may re-enroll at the specified time without being required to complete the admission process. However, conditions for return may be attached. Leave of Absence forms should be filed no later than the last day of late registration of the semester following enrollment. Request for Leave of Absence forms and information regarding the process are available in the Registrar's Office.

Policy Number: 3.1.21.1

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Short-Term Medical Leave

Submitted by admin on Mon, 2011-08-22 16:00

Description:

(Note: Approval for Leave of Absence is at the discretion of the student's dean and faculty.)

When students are dealing with certain medical problems or family medical emergencies, they may require a short-term leave of absence from campus, rather than an entire semester's leave. In these situations, a short-term medical leave of up to three weeks may be arranged by taking the following steps:

1. The student or the student's family member should contact the Dean of Students by telephone, email, letter, or in person. The Dean of Students will verify that a short-term medical leave is appropriate.
2. The student or the designated spokesperson should tell the Dean of Students which faculty to notify regarding the student's medical situation, and approximately how long the student expects to be absent. Additionally, the student should indicate if he or she is able to complete some course work while absent, and should offer a way for faculty to contact the student regarding assignments. The Dean of Students will also obtain an address for the student during the period of medical leave.
3. The Dean of Students will write to the above named faculty, the dean of the student's School and the Registrar, giving them the information stated above. Faculty will be asked to excuse the student's absences but will be reminded that the student is still responsible for completing required assignments in order to receive credit. In some situations, the faculty member may offer the student an Incomplete, if missed work cannot be made up in the remainder of the semester.
4. The Registrar's Office will mail the student a copy of this letter, along with a Medical Clearance Form used by CaLARts.
5. When the student has a date for returning to campus, he or she should submit the completed Medical Clearance Form to the Dean of Students, who will review the form.
6. At this time the Dean of Students will arrange for a re-entry conference with the student. This meeting is an opportunity for the student's mentor or other faculty, the Institute Nurse, a counselor from Student Affairs, the Dean of Students and the Housing Director (if appropriate) to meet with the student to discuss the student's readiness to return.
7. The re-entry conference will be held prior to the student's return to classes or the residence hall. Based on discussions during this meeting, the student may return to campus or may decide to request a full semester's leave of absence.

Policy Number: 3.1.21.2

Extended Medical Leave

Submitted by admin on Mon, 2011-08-22 16:02

Description:

(Note: Approval for Leave of Absence is at the discretion of the student's dean and faculty.)

When illness, injury or psychological/psychiatric disorders occur while a student is enrolled, and the condition requires an absence of more than three weeks, a student may request a Medical Leave of Absence. The Dean of Students must approve all Medical Leaves. Documentation of the illness, injury or psychological/psychiatric disorder from a medical professional is required prior to this approval. Specific conditions for re-admittance are stipulated at the time of the leave. These conditions may specify a minimum or maximum period of time for the leave and/or require a medical clearance form from a competent medical or mental health practitioner stating that in his or her professional opinion, the student is now capable of handling the academic and social demands of college. After the Dean of Students has approved the Medical Leave of Absence, she or he will forward the Request for Leave of Absence form to the student's dean and mentor, for their approval.

Policy Number: 3.1.21.3

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Involuntary Medical Withdrawal

Submitted by admin on Mon, 2011-08-22 16:04

Description:

(Note: Approval for Leave of Absence is at the discretion of the student's dean and faculty.)

A student is subject to involuntary medical withdrawal if the Dean of Students, after consulting with the CalArts behavioral assessment team, is persuaded by the evidence that the student:

- (a) Poses a direct threat to the health or safety of others, or
- (b) Exhibits behavior which substantially disrupts or impedes the educational process or proper activities or functions of the Institute.

Involuntary medical withdrawal is not a substitute for appropriate disciplinary action and should be reserved for those cases where other measures are deemed inappropriate, or cannot be agreed upon by the student and the Institute.

In the case of involuntary medical withdrawal, the Dean may state a specific date after which the student may seek to be readmitted or the withdrawal may be indefinite as to term. The Dean may also stipulate conditions that must be met before the student may apply for readmission, including but not limited to a requirement that the student provide competent medical evidence that the medical condition no longer exists, or is sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the behavior which caused the involuntary medical withdrawal.

Unless otherwise specified by the Dean, a decision to involuntarily withdraw a student shall be effective immediately. A decision by the Dean to involuntarily withdraw a student is subject to automatic review within seven (7) days by the Provost or his/her designee.

Should the student choose to challenge the withdrawal decision, s/he may do so through the student Grievance Procedure, but the initiation of such a grievance will not delay the effective date of the withdrawal.

Policy Number: 3.1.21.4

Absence without Leave

Submitted by admin on Mon, 2011-08-22 16:04

Description:

(Note: Approval for Leave of Absence is at the discretion of the student's dean and faculty.)

Students who discontinue enrollment at CalArts without following the proper policies and procedures must complete the admission application process following the recommended deadlines that apply to the semester for which they wish to return. If the absence exceeds five years the student will be subject to the academic requirements of their program and the Institute in effect at the time of return.

Policy Number: 3.1.21.5

If you encounter any problems while using this site, please [send us an email](#).

Part-Time Study

Submitted by admin on Mon, 2011-08-22 16:12

Description:

CaArts does not encourage part-time registration in general as all of the Institute's programs are designed to be completed over the course of two to four years of full-time work. Under special circumstances, students who have completed at least one full-time semester in residence in the School of Art or the Design and Production program of the School of Theater may be approved for part-time registration by the dean of that school. The schools of Film & Video, Dance, and the Acting and Directing programs of the School of Theater do not accept part-time enrollment. The schools of Music and Critical Studies will consider applications for part-time registration on a case-by-case basis. DMA students are not eligible for part-time study.

International students, by mandate of the Bureau of Citizenship and Immigration Services are not permitted to attend on a part-time basis except under very unusual circumstances.

Part-time enrollment will have a direct and proportional impact on a student's anticipated graduation date. For example, a student attending a semester on a half-time basis will have completed one-half semester toward the 8 full-time semesters, minimum 120 unit undergraduate program.

Details

1. Schools allowing part-time enrollment may have limitations in addition to those stated here with regard to part-time students. Consultation with the specific school is an initial requirement. The decision to enroll a student on part-time basis is made by the dean with approval of the Provost or his/her designee.
2. The student must complete a Part-time Registration Request form for each semester that part-time status is desired, as part-time status lapses at the end of each semester.
3. Tuition for part-time study is proportionate to the fraction of the student's study, determined by the course load, as compared to full-time. Course load for part-time students will be based on the following:

Undergraduates in all Schools, and Graduate Students in the Art, Dance, and Music Schools Minimal full-time study is determined to be 12 or more semester units.

3/4 part-time = 9 to 11.50 semester units

1/2 part-time = 6 to 8.50 semester units

1/4 part-time = 1 to 5.50 semester units

Graduate Students in Schools of Critical Studies, Film, and Theater Minimal full-time study is determined to be 9 or more semester units.

3/4 part-time = 7 to 8.50 semester units

1/2 part-time = 4.50 to 6.50 semester units

1/4 part-time = 1 to 4 semester units

4. Receipts for tuition payment by part-time students are handled in the same manner as those for full-time students. The Registrar will take particular care to compare the part-time student's Course Request Card to the tuition receipt, so that the fraction of tuition paid and the fraction of part-time registration are identical.

5. Access to facilities of the Institute, such as the library, tools, space, equipment and shops, by part-time students shall include those facilities pertaining to the specific program in which the student is enrolled. In unusual situations, exceptions to the above guidelines may be made at the discretion of the student's dean in consultation with the Registrar and with approval by the Provost or his/her designee.

Policy Number: 3.1.23.0

If you encounter any problems while using this site, please [send us an email](#).

Disciplinary Policy

Submitted by admin on Mon, 2011-08-22 08:49

Description:

All members of the CalArts community are expected to observe commonly accepted standards of conduct. Violations of these standards can result in the imposition of discipline. Generally, discipline will be imposed only when violations of standard conduct occur on CalArts premises or at CalArts functions. However, a student whose misconduct has a direct and/or distinct adverse impact on the CalArts community, its members, and/or its educational objectives will be subject to discipline regardless of where or when the conduct occurred.

Discipline may be imposed for violation of CalArts standards of conduct, which include but are not limited to the following:

- All forms of academic misconduct (including but not limited to, cheating, fabrication and plagiarism) and facilitating such misconduct.
- Dishonesty, including but not limited to fabricating information or knowingly furnishing false information or reporting a false emergency.
- Forgery, unauthorized alteration or unauthorized use of any official CalArts document, record or instrument of identification.
- Theft or the attempted theft of CalArts property or services or the property of others on CalArts premises or at CalArts functions, or knowingly possessing stolen property.
- Intentionally or recklessly mutilating, defacing, damaging or destroying CalArts property or the property of others (including works of art) on CalArts premises or at CalArts functions.
- Abuse or misuse of CalArts computer equipment, system, services, program, data or communications networks.
- Unauthorized entry to, possession of, receipt of, duplication of, or use of, any CalArts property (including CalArts name, logo or symbols), equipment, resources, or services.
- Physical abuse, verbal abuse, threats, intimidation, hazing, harassment (including but not limited to sexual harassment), sexual contact without permission, stalking, coercion, and any other conduct which threatens or endangers the health or safety of a student, faculty member, administrative officer, staff member or guest of CalArts.
- Intentionally or recklessly interfering with normal CalArts or CalArts-sponsored activities, including but not limited to classes, instructional sessions, performances, exhibitions, and meetings.
- Willfully failing to comply with the directions of CalArts officials, including security officers or housing staff members, acting in accordance of their duties, or failing to identify oneself to these persons when requested to do so.
- The possession, use of or threat to use explosive, incendiary materials, dangerous or noxious chemicals, or other dangerous materials, instruments, ammunition or weapons, including but not limited to real or facsimile or toy weapons, functioning or non-functioning weapons, loaded or unloaded weapons, and gas or spring loaded guns, on CalArts premises or at CalArts functions. Students who wish to use weapons or instruments described above in their performances or as part of an art piece are directed to consult with the Risk Management Administrator in Facilities Management regarding Institute procedures for such uses. This consultation and approval must occur before any weapon or dangerous instrument is brought on campus.
- Violation of the CalArts Alcohol and Drugs Policy.
- Entry, attempt to enter, or remaining without authority or permission in any CalArts office, residence hall room, studio, classroom, facility or event.
- Violation of other established CalArts policies, regulations or rules, including but not limited to residence hall rules, parking and traffic regulations, policy on scheduling events and receptions, and computer policy.
- Inducing, coercing, or assisting another to do any act that violates CalArts standards of conduct.

- An act or omission that constitutes a violation of federal, state, or local laws.
- Violations of the terms of any disciplinary sanction imposed in accordance with this policy.

Procedures for Handling Misconduct Cases/Policy Violations

- All cases of academic misconduct shall be referred to the Associate Provost or designee, who in consultation with the appropriate School Dean, shall determine what disciplinary sanctions, if any, shall be imposed. The sanctions of suspension and dismissal shall not be imposed unless the Provost concurs.
- All cases of nonacademic misconduct shall be referred to the Dean of Students, or in the case of violation of housing rules, to the Director of Housing, who shall determine what disciplinary sanctions, if any, are appropriate. In a case involving a violation of housing rules, the Director of Housing will determine the appropriate disciplinary sanctions in accordance with the terms of this policy and the Housing License Agreement. In certain cases, the Dean of Students may exercise discretion and delegate responsibility to the Schools for determining what disciplinary sanction(s), if any, are appropriate. The sanctions of Disciplinary Probation, Suspension and Dismissal shall not be imposed unless the student's School Dean and the Associate Provost or designee concurs.
- The disciplinary sanction(s) shall not begin until either the time for appeal as set forth below has expired without an appeal, or until the appeal process is exhausted. Nothing contained herein, however, shall preclude the Vice President/CFO or designee from suspending a student from CalArts for an interim period pending disciplinary, appeal, or criminal proceedings or medical evaluation relevant to such proceedings. The interim suspension will be effective immediately without prior notice whenever, in the judgment of the Vice President/CFO or designee, the continued presence of the student at CalArts poses a substantial and immediate threat to others, or the stability and continuance of normal CalArts' functions. Interim suspension may, in the discretion of the Vice President/CFO or designee, be limited to exclusion from CalArts residence halls. Interim suspension excludes a student from CalArts premises and other privileges or activities. A student suspended on an interim basis will be given a prompt opportunity to appear personally before the Vice President/CFO or designee in order to discuss the following issues only: (a) the reliability of the information concerning the student's conduct; and (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on CalArts premises poses a substantial and immediate threat to others, or to the stability and continuance of normal CalArts functions.

Consequences of Violating CalArts Standards of Conduct

When a student is found to have violated a CalArts standard of conduct, any of the following types of disciplinary action may be imposed. Any discipline imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation and the past disciplinary record of the student.

Warning

Written notice to the student that a violation of a CalArts standard of conduct has occurred and that continued or repeated violations of CalArts standards of conduct may be cause for further disciplinary action, normally in the form of disciplinary probation, loss of privileges and exclusion from activities, suspension, or dismissal.

Disciplinary Probation

A status imposed for a specific period of time in which a student must demonstrate conduct that conforms to CalArts standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

Loss of Privileges and Exclusion from Activities

Exclusion from participation in designated privileges and/or activities for a specified period of time. Failure to adhere to the limitations imposed on privileges in activities or violation of CalArts policies during the period of the sanction may be cause for further disciplinary action, normally in the form of suspension or dismissal.

Suspension

Termination of student status at CalArts for a specified academic term or terms with reinstatement thereafter certain, provided that the student has complied with any conditions imposed as part of the suspension. Violation of the conditions of suspension or of CalArts policies during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

Dismissal

Termination of student status for an indefinite period. Readmission to CalArts shall require the specific approval of the student's School Dean and the Provost. Readmission after dismissal may be granted only under exceptional circumstances.

Restitution

Reimbursement for damage to or misappropriation of CalArts property or the property of others may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.

Other

Other disciplinary actions may be imposed instead of or in addition to those specified above, including but not limited to community service, holds on requests for transcripts, diplomas, or other student records to be sent to third parties.

Proceedings Disclosure

Upon written request to the Dean of Students, CalArts will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin if appropriate, the final results of any disciplinary proceedings dealing with that crime or offense.

Appeal Process for Disciplinary Sanctions

- The student may appeal a disciplinary sanction. To do so, the student must submit, in writing, a notice of appeal. In the case of a notice to vacate housing based on a violation of the Housing License Agreement, the student must use the appeal procedures described in the Housing Brochure. In the case of sanctions imposed for academic misconduct, the notice shall be submitted to the Provost. In the case of sanctions imposed for non-academic misconduct, the notice shall be submitted to the Dean of Students. The notice of appeal should provide a brief statement of the basis for the appeal and must be submitted within ten calendar days of the date on which the disciplinary sanction is imposed.
- Upon receipt of a notice of appeal, an Appeals Committee shall be formed as soon as is practical. Persons eligible to serve on the Appeals Committee shall be current members of the faculty, staff and student body. One member of the Appeals Committee shall be appointed by the Associate Provost or designee, one by the Dean of Students, and one member by the student. Together, these members of the Appeals Committee shall decide who from among them shall serve as Chairperson. No person shall participate as a member of the Appeals Committee who has been involved in the events upon which the disciplinary sanction has been imposed or who is biased.
- The Director of Human Resources or designee will provide administrative support to the Appeals Committee, including but not limited to supplying copies of pertinent documents, scheduling meetings, arranging for a scribe to take and prepare minutes, and the preparation of the final report.
- Within ten calendar days of the date the Appeals Committee is formed, or as soon thereafter as practical, the Appeals Committee shall meet in closed session to consider the appeal. The members of the Appeals Committee shall respect the confidentiality of the proceedings. The student and the CalArts official(s) who imposed/recommended the disciplinary sanctions shall be provided with an opportunity to meet with the Appeals Committee, but shall otherwise be present at a meeting of the Appeals Committee only at the request or with the permission of the Appeals Committee. As it deems appropriate, the Appeals Committee shall interview other persons and shall consider written materials and other items pertinent to the appeal. When the student appears before the Appeals Committee, he or she may only be accompanied and advised by any current member of the CalArts community, (i.e. student, staff member, or faculty member) who is not an attorney, but such person may not address the Appeals Committee unless requested by it to do so.
- At the completion of its review, the Appeals Committee shall prepare a written advisory report consisting of findings, conclusions and recommendations, and shall submit it to the Provost. A determination by the Appeals Committee that a student has engaged in conduct that violates CalArts standards of conduct shall be made on the basis of whether it is more likely than not that the student engaged in such conduct. Copies of the report should also be furnished to the student and to the CalArts official(s) who imposed/recommended the disciplinary sanctions. Under separate cover, the Appeals Committee shall also forward to the Provost copies of any written material or items that it considered in

connection with the appeal process. The Provost or designee shall consider the report and at his or her discretion take whatever action he or she deems appropriate. Prior to taking such action, the Provost or designee may discuss the report with the members of the Appeals Committee, the student or any other person. The Provost or designee shall transmit his or her decision in writing to the student, the CalArts official(s) who imposed/recommended the disciplinary sanctions, and the members of the Appeals Committee. The decision of the Provost shall be final.

Policy Number: 3.1.75.0

If you encounter any problems while using this site, please [send us an email](#).

Disciplinary Policy: Violations

Submitted by admin on Mon, 2011-08-22 08:53

Description:

Discipline may be imposed for violation of CalArts standards of conduct, which include but are not limited to the following:

- All forms of academic misconduct (including but not limited to, cheating, fabrication and plagiarism) and facilitating such misconduct.
- Dishonesty, including but not limited to fabricating information or knowingly furnishing false information or reporting a false emergency.
- Forgery, unauthorized alteration or unauthorized use of any official CalArts document, record or instrument of identification.
- Theft or the attempted theft of CalArts property or services or the property of others on CalArts premises or at CalArts functions, or knowingly possessing stolen property.
- Intentionally or recklessly mutilating, defacing, damaging or destroying CalArts property or the property of others (including works of art) on CalArts premises or at CalArts functions.
- Abuse or misuse of CalArts computer equipment, system, services, program, data or communications networks.
- Unauthorized entry to, possession of, receipt of, duplication of, or use of, any CalArts property (including CalArts name, logo or symbols), equipment, resources, or services.
- Physical abuse, verbal abuse, threats, intimidation, hazing, harassment (including but not limited to sexual harassment), sexual contact without permission, stalking, coercion, and any other conduct which threatens or endangers the health or safety of a student, faculty member, administrative officer, staff member or guest of CalArts.
- Intentionally or recklessly interfering with normal CalArts or CalArts-sponsored activities, including but not limited to classes, instructional sessions, performances, exhibitions, and meetings.
- Willfully failing to comply with the directions of CalArts officials, including security officers or housing staff members, acting in accordance of their duties, or failing to identify oneself to these persons when requested to do so.
- The possession, use of or threat to use explosive, incendiary materials, dangerous or noxious chemicals, or other dangerous materials, instruments, ammunition or weapons, including but not limited to real or facsimile or toy weapons, functioning or non-functioning weapons, loaded or unloaded weapons, and gas or spring loaded guns, on CalArts premises or at CalArts functions. Students who wish to use weapons or instruments described above in their performances or as part of an art piece are directed to consult with the Risk Management Administrator in Facilities Management regarding Institute procedures for such uses. This consultation and approval must occur before any weapon or dangerous instrument is brought on campus.
- Violation of the CalArts Alcohol and Drugs Policy.
- Entry, attempt to enter, or remaining without authority or permission in any CalArts office, residence hall room, studio, classroom, facility or event.
- Violation of other established CalArts policies, regulations or rules, including but not limited to residence hall rules, parking and traffic regulations, policy on scheduling events and receptions, and computer policy.
- Inducing, coercing, or assisting another to do any act that violates CalArts standards of conduct.
- An act or omission that constitutes a violation of federal, state, or local laws.
- Violations of the terms of any disciplinary sanction imposed in accordance with this policy.

Policy Number: 3.1.75.1

If you encounter any problems while using this site, please [send us an email](#).

Disciplinary Policy: Procedures for Handling Misconduct Cases/Policy Violations

Submitted by admin on Mon, 2011-08-22 08:55

Description:

- All cases of academic misconduct shall be referred to the Associate Provost or designee, who in consultation with the appropriate School Dean, shall determine what disciplinary sanctions, if any, shall be imposed. The sanctions of suspension and dismissal shall not be imposed unless the Provost concurs.
- All cases of nonacademic misconduct shall be referred to the Dean of Students, or in the case of violation of housing rules, to the Director of Housing, who shall determine what disciplinary sanctions, if any, are appropriate. In a case involving a violation of housing rules, the Director of Housing will determine the appropriate disciplinary sanctions in accordance with the terms of this policy and the Housing License Agreement. In certain cases, the Dean of Students may exercise discretion and delegate responsibility to the Schools for determining what disciplinary sanction(s), if any, are appropriate. The sanctions of Disciplinary Probation, Suspension and Dismissal shall not be imposed unless the student's School Dean and the Associate Provost or designee concurs.
- The disciplinary sanction(s) shall not begin until either the time for appeal as set forth below has expired without an appeal, or until the appeal process is exhausted. Nothing contained herein, however, shall preclude the Vice President/CFO or designee from suspending a student from CalArts for an interim period pending disciplinary, appeal, or criminal proceedings or medical evaluation relevant to such proceedings. The interim suspension will be effective immediately without prior notice whenever, in the judgment of the Vice President/CFO or designee, the continued presence of the student at CalArts poses a substantial and immediate threat to the student, to others, or the stability and continuance of normal CalArts' functions. Interim suspension may, in the discretion of the Vice President/CFO or designee, be limited to exclusion from CalArts residence halls. Interim suspension excludes a student from CalArts premises and other privileges or activities. A student suspended on an interim basis will be given a prompt opportunity to appear personally before the Vice President/CFO or designee in order to discuss the following issues only: (a) the reliability of the information concerning the student's conduct; and (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on CalArts premises poses a substantial and immediate threat to the student, to others, or to the stability and continuance of normal CalArts functions.

Policy Number: 3.1.75.2

If you encounter any problems while using this site, please [send us an email](#).

Disciplinary Policy: Consequences of Violating CalArts Standards of Conduct

Submitted by admin on Mon, 2011-08-22 08:57

Description:

When a student is found to have violated a CalArts standard of conduct, any of the following types of disciplinary action may be imposed. Any discipline imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation and the past disciplinary record of the student.

Warning

Written notice to the student that a violation of a CalArts standard of conduct has occurred and that continued or repeated violations of CalArts standards of conduct may be cause for further disciplinary action, normally in the form of disciplinary probation, loss of privileges and exclusion from activities, suspension, or dismissal.

Disciplinary Probation

A status imposed for a specific period of time in which a student must demonstrate conduct that conforms to CalArts standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of suspension or dismissal.

Loss of Privileges and Exclusion from Activities

Exclusion from participation in designated privileges and/or activities for a specified period of time. Failure to adhere to the limitations imposed on privileges in activities or violation of CalArts policies during the period of the sanction may be cause for further disciplinary action, normally in the form of suspension or dismissal.

Suspension

Termination of student status at CalArts for a specified academic term or terms with reinstatement thereafter certain, provided that the student has complied with any conditions imposed as part of the suspension. Violation of the conditions of suspension or of CalArts policies during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal.

Dismissal

Termination of student status for an indefinite period. Readmission to CalArts shall require the specific approval of the student's School Dean and the Provost. Readmission after dismissal may be granted only under exceptional circumstances.

Restitution

Reimbursement for damage to or misappropriation of CalArts property or the property of others may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages.

Other

Other disciplinary actions may be imposed instead of or in addition to those specified above, including but not limited to community service, holds on requests for transcripts, diplomas, or other student records to be sent to third parties.

Policy Number: 3.1.75.3

If you encounter any problems while using this site, please [send us an email](#).

Disciplinary Policy: Proceedings Disclosure

Submitted by admin on Mon, 2011-08-22 08:58

Description:

Upon written request to the Dean of Students, CaArts will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin if appropriate, the final results of any disciplinary proceedings dealing with that crime or offense.

Policy Number: 3.1.75.4

If you encounter any problems while using this site, please [send us an email](#).

Disciplinary Policy: Appeal Process for Disciplinary Sanctions

Submitted by admin on Mon, 2011-08-22 09:02

Description:

- The student may appeal a disciplinary sanction. To do so, the student must submit, in writing, a notice of appeal. In the case of a notice to vacate housing based on a violation of the Housing License Agreement, the student must use the appeal procedures described in the Housing Brochure. In the case of sanctions imposed for academic misconduct, the notice shall be submitted to the Provost. In the case of sanctions imposed for non-academic misconduct, the notice shall be submitted to the Dean of Students. The notice of appeal should provide a brief statement of the basis for the appeal and must be submitted within ten calendar days of the date on which the disciplinary sanction is imposed.
- Upon receipt of a notice of appeal, an Appeals Committee shall be formed as soon as is practical. Persons eligible to serve on the Appeals Committee shall be current members of the faculty, staff and student body. One member of the Appeals Committee shall be appointed by the Associate Provost or designee, one by the Dean of Students, and one member by the student. Together, these members of the Appeals Committee shall decide who from among them shall serve as Chairperson. No person shall participate as a member of the Appeals Committee who has been involved in the events upon which the disciplinary sanction has been imposed or who is biased.
- The Director of Human Resources or designee will provide administrative support to the Appeals Committee, including but not limited to supplying copies of pertinent documents, scheduling meetings, arranging for a scribe to take and prepare minutes, and the preparation of the final report.
- Within ten calendar days of the date the Appeals Committee is formed, or as soon thereafter as practical, the Appeals Committee shall meet in closed session to consider the appeal. The members of the Appeals Committee shall respect the confidentiality of the proceedings. The student and the CalArts official(s) who imposed/recommended the disciplinary sanctions shall be provided with an opportunity to meet with the Appeals Committee, but shall otherwise be present at a meeting of the Appeals Committee only at the request or with the permission of the Appeals Committee. As it deems appropriate, the Appeals Committee shall interview other persons and shall consider written materials and other items pertinent to the appeal. When the student appears before the Appeals Committee, he or she may only be accompanied and advised by any current member of the CalArts community, (i.e. student, staff member, or faculty member) who is not an attorney, but such person may not address the Appeals Committee unless requested by it to do so.
- At the completion of its review, the Appeals Committee shall prepare a written advisory report consisting of findings, conclusions and recommendations, and shall submit it to the Provost. A determination by the Appeals Committee that a student has engaged in conduct that violates CalArts standards of conduct shall be made on the basis of whether it is more likely than not that the student engaged in such conduct. Copies of the report should also be furnished to the student and to the CalArts official(s) who imposed/recommended the disciplinary sanctions. Under separate cover, the Appeals Committee shall also forward to the Provost copies of any written material or items that it considered in connection with the appeal process. The Provost or designee shall consider the report and at his or her discretion take whatever action he or she deems appropriate. Prior to taking such action, the Provost or designee may discuss the report with the members of the Appeals Committee, the student or any other person. The Provost or designee shall transmit his or her decision in writing to the student, the CalArts official(s) who imposed/recommended the disciplinary sanctions, and the members of the Appeals Committee. The decision of the Provost shall be final.

If you encounter any problems while using this site, please [send us an email](#).

Plagiarism

Submitted by admin on Mon, 2011-08-22 09:34

Description:

Plagiarism is the use of ideas and/or quotations (from the Internet, books, films, television, newspapers, articles, the work of other students, works of art, media, etc.) without proper credit to the author/artist. While the argument in a paper can be enhanced by research, students are cautioned to delineate clearly their own original ideas from source material. Students should introduce source material (either quoted or paraphrased); note when the source material ends; and provide citations for source materials using standard documentation formats.

According to CalArts policy, students who misrepresent source material as their own original work and fail to credit it have committed plagiarism and are subject to disciplinary action, as determined by the faculty member, the dean of the student's school and the Office of the Provost. If you have questions regarding plagiarism or would like direction on how to credit source material, there are reference guides on permanent reserve in the CalArts library.

Please contact one of the CalArts reference librarians for more information.

Policy Number: 3.1.83.0

If you encounter any problems while using this site, please [send us an email](#).

Internships

Submitted by admin on Mon, 2011-08-22 15:37

Description:

All students interested in pursuing an internship opportunity must schedule an appointment with the Career and Internship Advisor in the Office of Student Affairs. Although the Career and Internship Advisor maintains an extensive bank of internship opportunities, students may also find internships through their own research or through faculty contacts. However, regardless of the internship's origin, all internships must be approved by the Career and Internship Advisor. No credit will be awarded for internships not approved in advance of their start date, except by special petition of the School dean.

To be eligible for an internship, BFA candidates must have spent at least two semesters on campus, as a registered student. MFA, and DMA candidates must have been enrolled for at least one semester. On occasion, exceptions may be granted at the discretion of the School dean. Credit for undergraduate internships may not exceed six semester units or twenty hours of work per week. Please note that an off-campus internship may augment, but may not replace, the CalArts residency requirement.

Generally, an internship experience at a particular site can only be done for credit one time. If the duties and responsibilities of the internship change significantly, then the student may apply to the Career & Internship Advisor to receive credit at the same site a second time. The maximum number of academic credits for internships each semester is 6.

At no time can an internship count towards fulfilling Critical Studies course requirements.

The Career and Internship Advisor will supply the student with a copy of the internship contract. The contract must be completed in its entirety before the beginning of the internship and must be signed by the internship company, the CalArts faculty member supervising the internship, the Career and Internship Advisor, and the Registrar's Office. International students must have written approval of the International Students and Programs Advisor prior to beginning an internship.

A member of the faculty must supervise all internships. If the host company requires a separate contract to be signed by the intern, or, if the host wishes to acquire original material created by the student, the student should seek independent legal advice prior to entering into any agreement with the company. Although a student interning for credit can also be paid by the host organization, the position must meet the criteria of an intern/trainee and not an employee. See the Career and Internship Advisor for more information.

The faculty supervisor is responsible for the following:

1. Reviewing the value of the internship in the context of the student's overall academic/artistic program (including any academic warnings) before approving the internship, and ensuring that there are defined learning outcomes for the internship experience;
2. Ensuring that credit awarded is consistent with semester credit hour standards (three hours per week per unit for undergraduate students and four hours of work per week per unit for graduate students based on a 15-week semester);
3. Reviewing the evaluations, provided by the student and by the work site, in preparation for issuing a grade based on performance to be submitted to the Registrar's Office; and
4. Reporting any problems or feedback to the Career and Internship Advisor.

Students are responsible for the following:

1. Meeting with the Career and Internship Advisor and understanding the procedure for securing an internship;
2. Making sure that a completed and signed internship contract is submitted to the Career and Internship Advisor prior to starting the internship;
3. Fulfilling all requirements of the internship;
4. Keeping the faculty supervisor apprised of any problems that arise in the course of the internship, as well as periodically reporting on progress at the work site; and
5. Submitting, to the Career & Internship Advisor, complete reports on evaluation forms (provided by the Career and Internship Advisor) by both the intern and the internship site supervisor before the end of the semester. Grades are based, in part, on these completed reports.

Internships at CalArts that are awarded academic credit are treated with the same rigor as coursework. Students are expected to commit the same amount of time and energy to an internship as they would to a class. In turn, the Career and Internship Advisor and the supervising faculty member will help ensure that the student's investment is matched by a valuable educational experience. Regular communication among the Internship Advisor, the faculty member and the student is crucial to this process.

Policy Number: 3.3.20.0

If you encounter any problems while using this site, please [send us an email](#).

Admission to the Institute

Submitted by admin on Tue, 2011-03-08 11:01

Description:

California Institute of the Arts is committed to the principle of equal opportunity. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, disability, age, veteran status, ancestry, national or ethnic origin, or other characteristics or classifications protected by the law in the administration of its educational policies, admissions policies, employment policies, scholarships and loan programs, and other Institute administered programs and activities, but may favor U.S. citizens or residents in admission and financial aid.

Inquiries concerning CalArts' equal opportunity policies, compliance with applicable laws, statutes and regulations (such as Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973), and complaint procedures should be directed to the Dean of Students, Academic Administration Building, Room A207, 661 253-7891. To the extent that such inquiries and complaints pertain to employment-related matters, they should be sent to the Director of Human Resources, Academic Administration Building, Room F201A, 661 253-7837.

The decision to admit students for degrees and certificates is primarily the responsibility of the school faculties and the Office of Admissions acting through procedures established by the faculty, deans and administration, which are consistent with established Institute policies. These procedures place strong emphasis upon the student's potential to benefit from admission to one of the Institute's schools as demonstrated by portfolio, audition and other evidence of achievement and creative ability. Application procedures and portfolio and audition requirements are described on the CalArts website and in other official publications.

Note: International applicants must meet special standards described in this policy and in the Admissions Bulletin.

The Admissions Committee may choose to conditionally accept students whose ability to maintain satisfactory progress in our Critical Studies curriculum is in question. Conditionally accepted students will be required to meet with the Institute Academic Advisor twice a year prior to class-sign up. The Institute Academic Advisor will develop an ongoing plan individual to the student's needs which may include tutoring, counseling, or special workshops.

Policy Number: 3.6.1.0

If you encounter any problems while using this site, please [send us an email](#).

Admission Prerequisite

Submitted by admin on Tue, 2011-03-08 11:03

Description:

Undergraduate applicants to the Institute must provide a secondary (high) school transcript from a regionally accredited high school or must be working toward graduation or its equivalent at the time of application. Applicants will also be considered for admission on the basis of testing rather than secondary school graduation under the following circumstances:

1. Upon presentation of an official General Education Development Exam (GED) report with a total score of at least 300 with no individual score below 55; or
2. Upon presentation of a transcript from a regionally accredited college or university verifying at least 24 semester units of transferable college-level course work. The transfer credit must be in academic courses suitable for transfer toward Critical Studies or of a critical or analytic nature based in the student's métier.

Applicants to MFA and MA programs must have earned an undergraduate degree from a regionally accredited college or university. Applicants to the DMA program must have a Master's degree or equivalent in a relevant field from a regionally accredited college or university, or a Master's degree in another field with skills and knowledge demonstrably commensurate with a Master's degree in music.

International Students: Credentials, diplomas and certificates of secondary school and college-level work must be presented in official English translation, with notations as to the numbers of hours attended per week and the total of weeks completed.

High School or Secondary School transcripts verifying graduation, transcripts from all colleges or universities previously attended, and college or university transcripts verifying previous degrees must be received no later than the end of the student's first semester of attendance. Students with transcripts outstanding at the end of the first semester of attendance will not be eligible to enroll for subsequent semesters.

Policy Number: 3.6.2.0

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Application Fee

Submitted by admin on Tue, 2011-03-08 11:04

Description:

In accord with policies approved by the Board of Trustees and the President, a non-refundable application fee is charged. The amount is set annually and is subject to review by the President.

The Director of Admissions may consider exception for payment of the application fee under special conditions:

1. When a guidance counselor or financial aid officer at the applicant's current school writes a letter on behalf of the applicant providing financial hardship information;
2. When a College Board fee waiver is submitted;
3. When the applicant is a spouse or child of a CalArts faculty or staff member;
4. When the applicant is a former CalArts student;
5. When the applicant has already been accepted and received a deferment of enrollment to the next year, or when the applicant has been placed on an official waiting list and reapplies for the next year.

All exceptions must be in writing. Any applicant who failed to complete the application process, or who was rejected for any academic year, must reapply and pay the non-refundable fee.

Policy Number: 3.6.3.0

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Admission Deposit

Submitted by admin on Tue, 2011-03-08 11:07

Description:

All students admitted to the Institute are required to submit an enrollment deposit. Deposit deadlines are indicated in the student's offer of admission. This deposit assures the student of a place in school and is applied toward their tuition account when the student registers. The deposit is non-refundable, even if the student does not register. The amount of the deposit is set annually by the President. An additional housing deposit is required for students requesting on-campus housing.

Policy Number: 3.6.5.0

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English Language Proficiency

Submitted by admin on Tue, 2011-03-08 11:08

Description:

There is no intensive English language program offered at CalArts. Applicants are expected to be proficient in the English language before applying for admission. Applicants from non-English speaking countries must present evidence of proficiency in the English language at a level that will permit undertaking and completing the course of study:

1. Applicants must take the Internet based version of the Test of English as a Foreign Language (TOEFL ibt), or the academic version of the International English Language Testing System (IELTS). Students attending U.S. accredited high schools abroad or in the U.S. may submit a SAT Critical Reading and Writing score of 500 or above in lieu of TOEFL/IELTS
2. Minimum scores for admission are 80 TOEFL ibt or 6.5 IELTS for undergraduates and 100 TOEFL ibt or 7 IELTS for graduates.
3. Any exceptions to the minimum standard requires special approval from the Provost, the Dean of the school, the Program Director, the Director of Admissions and the International Student Advisor or other designated officials. In some cases a student may be conditionally accepted. Students who have not taken the TOEFL or IELTS are not eligible for conditional acceptance. Students conditionally accepted for low test scores will be required to:
 - a. Complete an intensive English Language program prior to their enrollment.
 - b. Retake the TOEFL/IELTS and submit an updated score.
 - c. Meet with an Academic Advisor.
 - d. Take the English placement exam during Orientation.
4. CalArts reserves the right to require the TOEFL, IELTS, or SAT at any point during the application process of any applicant whose English proficiency is in question.
5. All students for whom English is a second language, whether they have met the TOEFL/IELTS requirements or not, will be required to take a writing placement test during orientation week at CalArts. Non-native speakers will not be allowed to sign-up for critical Studies course work until they have taken the test. CalArts reserves the right to require English as a Second Language, or Supplemental English for Artists (both two semester courses) of any student who demonstrates insufficient English proficiency on the writing placement test.

[Updated May 22, 2012]

Policy Number: 3.6.6.0

Veterans Administration Yellow Ribbon Program

Submitted by admin on Mon, 2012-05-21 13:45

Description:

California Institute of the Arts is a proud participant in the Post 9/11 GI Bill Yellow Ribbon Program for the 2012-2013 academic year. The Yellow Ribbon Program is a provision of the Post-9/11 Veterans' Educational Assistance Act of 2008. To obtain general information and eligibility requirements for the Yellow Ribbon Program, visit the Veterans Administration website at www.gibill.va.gov.

CalArts Yellow Ribbon Policy

CalArts has pledged to contribute a maximum of \$9000 in scholarship/grant funds for tuition and fees to no more than 10 students each year, who qualify for the benefit. The CalArts contribution is first met by institute scholarship/grant funds from your program. If scholarship or grant funds do not meet the \$9,000 maximum, the institute will make up the difference in matching grant funds. This amount is then matched by the Veterans Administration.

How to Apply

• Apply for Financial Aid at CalArts

Students who qualify for the Yellow Ribbon Program must apply for financial aid with the

CalArts Office of Financial Aid no later than March 2nd each year of attendance at <http://calarts.edu/financial-aid/apply-financial-aid>

• Submit Letter of Eligibility

If approved by the VA for the Yellow Ribbon Program, the student will receive a Letter of Eligibility mailed directly from the Department of Veterans Affairs. The student must submit this document to the VA Advisor at CalArts (located in the Office of the Registrar) immediately upon receipt. Students who submit Letters of Eligibility after registration will not qualify for Yellow Ribbon benefits until the following semester.

http://www.gibill.va.gov/GI_Bill_Info/CH33/YRP/Yellow_ribbon.htm

Please note that participation in the Post 9/11 GI Bill Yellow Ribbon Program is subject to annual approval by CalArts administration.

Updated 05/09/2012

Policy Number: 3.6.7.0

Parental Access to Student Records

Submitted by admin on Mon, 2011-08-22 15:18

Description:

Educational records information may be released to parents only if one of the following conditions have been met:

- through the written consent of the student,
- in compliance with a subpoena,
- when a student has violated a law or Institute policy or rule governing alcohol or substance abuse, if the student is under 21 years of age,
- in connection with emergency health or safety issue, and
- by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

The Act does not require CaLArts to disclose information from the student's education records to any parent of a dependent student. We may, however, exercise discretion to do so.

The following student education records are maintained by CaLArts and are subject to inspection and review under provisions of the Act:

1. Financial Aid Files: Maintained in the Financial Aid Office
2. Permanent Files: Maintained in the Registrar's Office
3. Registration Files: Maintained in the Registrar's Office
4. Student Ledgers: Maintained in the Accounting Office
5. School Files: Maintained in some School Offices

Students may not inspect or review the following as outlined by the Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case access will be permitted only to that part of the record which pertains to the inquiring student. The Institute is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

Policy Number: 3.99.17.1

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Information Records

Submitted by admin on Mon, 2011-08-22 15:22

Description:

CaArts will provide, with the written consent of the student, the following information to those outside the institute who inquire: degree program, major field of study, dates of attendance and degree(s) received; however, students may withhold this information by notifying the Registrar in writing within the first two weeks of classes of any semester.

The Institute will honor requests for non-disclosure of information for only one academic year; therefore, authorization to withhold information must be filed annually in the Registrar's Office. Graduating students wishing to have all information withheld subsequent to graduation must file a request for non-disclosure dated the last day of residence.

Education Records: The Act provides students with the right to inspect information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their education record if they feel the decision of the hearing panel to be unacceptable. The CaArts Registrar has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, registration and academic records. Only records covered by the Act will be made available.

Students may have copies made of their records with certain exceptions. Education records do not include records of instructional, administrative and educational personnel, which are the possession of the maker and are not accessible or revealed to any individual; records of the Student Health Services Center; records of student counseling services; employment records or alumni records. Physicians of the student's choosing may review health records.

Students who believe that their education records contain information that is inaccurate or misleading, or otherwise in violation of their privacy or other rights, may discuss their problems formally with the Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing. A student's request for a formal hearing must be made in writing to the Provost who, within a reasonable period of time after receiving such request, will inform the student of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense.

The Provost or his/her designee will name the hearing panel, which will adjudicate such challenges. Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, which will be delivered to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision. If the decision is unsatisfactory to the student, s/he may place within the education records statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be maintained as part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudication of the challenge was unfair, or not in keeping with the provisions of the Act, may request in writing, assistance from the President of the Institute. Further, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Policy Number: 3.99.17.2

If you encounter any problems while using this site, please [send us an email](#).

Withdrawal from the Institute and Dormitory – Refunds

Submitted by admin on Mon, 2011-08-22 16:08

Description:

Withdrawals and refunds are determined as follows:

Step 1.

Determining the withdrawal date: The withdrawal date is the date the student begins the withdrawal process. A student begins the process by officially notifying the Registrar's Office of their intent to withdraw. If the student does not give notice of intent to withdraw, the midpoint of the semester or the last faculty documented attendance at an academically related activity is used as the withdrawal date. An end of the semester audit will be conducted for any students who earned zero units. Students with zero units completed will be investigated to determine whether the student attended for the entire semester. Where it is discovered that a student discontinued attendance during the semester, the last day of attendance will be determined through course attendance records and information for the purpose of calculating any Title IV reductions as required by federal law.

Step 2.

Calculating the refund percentage: This is the number of calendar days completed up to the withdrawal date divided by the total calendar days in the semester. No refund is made after the semester has been 60% completed.

Step 3.

Determining if there is a return of federal financial aid to the Title IV (federal) program: The amount of the return is based on the percentage of unearned aid (100% less the percentage of aid earned from Step 2, not more than 40%, times the amount of aid disbursed toward institutional charges). No refund is made after the semester has been 60% completed.

If the percentage earned is greater than the amount disbursed, a refund will be due to the student. If the percentage earned is less than the amount disbursed, then Title IV (federal) aid must be returned to the program by the student or the Institute.

When aid is returned, the student may owe a balance to the Institute. The student should contact the Accounting Office to make arrangements for payment.

The above policy will also be used for the return of non–Title IV funds.

Any tuition and dorm refunds must be resolved by June 30 of the current academic year. Refundable deposits, including the housing deposit, are returned to students upon graduation or withdrawal from the Institute (assuming no damage or outstanding charges). Additionally, refundable deposits will be held until all Institute keys are returned. Students with questions regarding the withdrawal process or their refund should contact the Registrar's Office or the Accounting Office.

If a student is dismissed or suspended for a portion of a semester or more, the student will be responsible for tuition, housing, and other fees based on the tuition refund schedule listed above. The amount will be calculated for the period from the first day of classes through the day the student was suspended or dismissed.

[Updated 08/01/2012]

Policy Number: 4.1.22.0

If you encounter any problems while using this site, please [send us an email](#).

Alcohol and Drugs Policy

Submitted by admin on Thu, 2011-08-18 15:37

Description:

Both federal and state laws prohibit the unlawful possession or distribution of illicit drugs and alcohol. In the state of California, anyone under the age of 21 cannot be served or be in possession of alcohol. CalArts also has standards that prohibit the unlawful possession, use, transport, manufacture or distribution of illicit drugs, drug paraphernalia or simulated drugs and alcohol by students, staff and faculty on Institute property or as part of the Institute's activities. Alcohol may not be sold anywhere on the CalArts campus. Violations of the Institutes alcohol and drug policy will be addressed as disciplinary actions.

Reference to alcohol includes any beverage, mixture or preparation containing ethyl alcohol such as beer, wine and all forms of distilled liquor. Drugs are any substance that have known mind or function altering effects on a human subject, specifically including psychoactive substances and including but not limited to substances controlled, regulated or prohibited by state and federal laws.

CalArts permits the lawful serving of alcoholic beverages at parties and receptions that have been approved by the Vice President and CFO. Students, faculty and staff who wish to host receptions in connection with approved events should fill out the appropriate application with the Institute Schedulers in the Service Center/Mailroom at least one week prior to the proposed event. In the public areas of campus, the only permitted alcohol is alcohol served at approved receptions or parties. Alcohol is generally not approved for events before 5 p.m. Monday-Friday. The Vice President and CFO makes the final decision on any issues regarding the date, time or nature of an event. After approval from the relevant offices, the host of the reception must discuss the event with the Activities Coordinator in the Student Affairs Office in order to schedule a trained bartender to serve the alcohol to those of legal drinking age.

Responsible Action: CalArts is concerned that in a medical emergency involving alcohol or drugs, students may refrain from calling for help because of fear that doing so might subject them to disciplinary action. Therefore, in order to encourage responsible actions, students for whom medical assistance is sought or those who seek medical assistance for themselves or others, will not be disciplined by CalArts for violating the Alcohol and Drug Policy. This Responsible Action policy applies only to alcohol and drug-related emergencies. Students granted amnesty will not be exempt from disciplinary sanctions resulting from other policies that they violate while under the influence. The use of alcohol and drugs can adversely affect one's health and may negatively impede the learning process and creative art making. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, CalArts is informing you of the Institute's policies of drugs and alcohol and the health risks associated with use.

| Drug | Known Possible Effects |
|-------------------------------|---|
| Alcohol | Hangover, psychosis, ulcers, malnutrition, liver damage |
| Amphetamines | Nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental ability, delusions, seizures, death |
| Cannabis (Marijuana, Hashish) | Increased heart rate, blood-shot eyes, dry mouth & throat, increased appetite, short term memory loss, reduced coordination, long term effects: chronic bronchitis, and lung cancer |

| | |
|---|--|
| Cocaine/Crack | Tremors, nasal bleeding & inflammation, toxic psychosis, convulsions, death |
| Hallucinogens (LSD, mescaline & psilocybin) | Dilated pupils, increased heart rate & blood pressure, & psilocybin) hallucinations, Violent episodes may result in self-inflicted injuries, paranoid & violent behavior |
| Heroin (opiate drug) | Slowing of heart-rate so that coma or death may occur |
| Inhalants, Nitrates | Headaches, dizziness, accelerated heart rate, hallucinations |
| Narcotics | Respiratory & circulatory depression, dizziness, vomiting, withdrawal, stupor, death |
| Psychedelics | Impaired driving ability, depression, paranoia, psychosis |
| Tranquilizers | Hangover, jaundice, coma, death |

Referrals

Office of Student Affairs (661) 253-7873 or (661) 253-7871 calarts.edu/student-services/health/counseling/ The Office of Student Affairs offers two personal counselors, who are licensed Marriage and Family Therapists for current students to talk with in a confidential setting.

Off-campus referral information about Alcoholics Anonymous can be obtained by visiting www.alcoholics-anonymous.org. Other treatment options (such as SMART Recovery) may also be available.

Additional off-campus referrals and resources can be obtained by contacting: Santa Clarita Valley Central Office of Alcoholics Anonymous 24 Hour Phone: (661) 250-9922 26951 Ruether Ave. Suite B-6 Santa Clarita, CA 91351
www.aascv.org

Narcotics Anonymous (NA) Newhall/Saugus Santa Clarita (661) 299-5599

Policy Number: 4.3.70.0

If you encounter any problems while using this site, please [send us an email](#).

Missing Persons Policy

Submitted by admin on Tue, 2011-08-23 14:33

Description:

Students living on-campus

A suspected missing student should be reported to the campus safety department immediately. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, California Institute of the Arts is required to contact a parent or guardian. If a student is over the age of 18, California Institutes of the Arts is required to contact the emergency contact identified by the student to the institute.

Students living off-campus

A suspected missing student should be reported to campus safety immediately. If after investigation the student is determined to be a missing person, the appropriate law enforcement agencies will be contacted within 24 hours.

Policy Number: 4.4.28.0

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Exhibitions/Presentations: Safety

Submitted by admin on Mon, 2011-08-22 16:27

Description:

The primary responsibility for determining that an exhibit or presentation is physically unsafe or hazardous belongs to the Dean of the School and the Associate Vice President of Facilities or the Associate Vice President's delegate. Exhibits/presentations must meet all city, county, state and federal safety rules and regulations. If these two officials do not agree, the Committee will review the matter. The chairperson will advise each member of the Committee that a question of safety has been raised and will request the opinion of each member. If the majority of the Committee believes that the exhibit or presentation is unsafe, the person responsible will be requested to modify or remove the exhibit or presentation. If it is not removed or corrected immediately, the chairperson will make a report to the dean and the Provost, who will take immediate action.

Policy Number: 4.99.25.4

If you encounter any problems while using this site, please [send us an email](#).