



## Admission Policies

### I. Admission to the Institute

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, 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, 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 Viewbook.

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 within the first two weeks of classes of their entering term. The Institute Academic Advisor will develop an ongoing plan individual to the student's needs, which may include tutoring, counseling, or special workshops.

### II. Admission Prerequisite

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 metier..

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.

### III. Application Fee

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.

### V. Admission Deposit

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.

### VI. English Language Proficiency

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 Test of English as a Foreign Language (TOEFL).
2. Minimum scores for admission on the TOEFL are 80 IBT for undergraduates and 100 IBT for applicants to the graduate programs.
3. Students may be exempt from submitting TOEFL results only if they can provide proof of successful academic study in the U.S., or a country of which the language was English, of no less than two years. CalArts reserves the right, at any time, to require the TOEFL of any applicant or student whose English language ability is in doubt.

4. Any exception to the minimum standards requires special approval of both the dean of the School and the Provost or his/her designee.
5. All students for whom English is a second language, whether they have met the TOEFL requirement 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 "Supplemental English for Artists", a two semester course, of any student who demonstrates insufficient English proficiency on the writing placement test.

## Institute Degree and Certificate Requirements

CalArts has developed the following minimum standards for receiving a degree or certificate from the Institute. Schools may develop additional requirements on approval of the President and Provost.

### 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:**

Students having more than one course (valued at a maximum of three semester units) outstanding but who have fulfilled all residence requirements and have passed a faculty graduation review may petition, on an individual basis, to complete unfulfilled degree requirements, either through on-campus work or through directed independent study. With the approval of such work by the appropriate Dean, proportional tuition of at least part-time will be charged.

Exceptions to this policy are made at the discretion of the Registrar.

#### **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.

## II. Certificate of Fine Arts

#### 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.

**III. Advanced Certificate of Fine Arts**

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.

**IV. Master of Fine Arts Degree (MFA)****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 or his/her designee.

**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.

**V. MA in Aesthetics and Politics (MA)****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.

**VI. Doctor of Musical Arts Degree (DMA)****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.

## Transfer Credit and Credit by Examination

### I. Transfer Credit:

#### 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.

### II. Credit by Examination

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.

### Academic/Artistic Satisfactory Progress

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 or his/her designee 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 or his/her designee 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 a 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.

## Academic Warning, Probation, Dismissal and Appeal

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 *métier* 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 *métier* 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.

**II. Warning, Probation, Dismissal and Appeal Procedures****Placing a Student on Academic Warning/Probation for *Métier* 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 *Métier* 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.

*Métier* 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 his/her designee.

The notification process for *Métier* 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 or his/her designee 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. Appeals received during winter or summer break will be processed no later than the first day of classes of the next semester

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 or his/her designee finds reasonable justification for appeal, the Provost or his/her designee 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 or his/her designee by the 15th working day after the day on which the Provost or his/her designee received the petition.
- c. The Provost's or his/her designee'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 or his/her designee 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 or his/her designee finds reasonable justification for appeal, the Provost or his/her designee 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 or his/her designee'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 or his/her designee 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 a regionally 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.

**Academic Credit and Limitations**

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 a Statement of Purpose for More than 20 Units petition explaining the rationale for coursework in excess of 20 units. Such petition may not be approved beyond 25 units without additional consultation. This petition, which accompanies the registration Course Request Card, 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). Interim does not contribute to the 20-unit-per-semester unit-limit.

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.

**Change of School**

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.

## Late Registration and Add/Drop

### Late Registration Period:

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.

### Add/Drop:

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.

## Grading Policy, Student Records, Reports and Review Policies

### Grading Policy

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 without the Dean’s signature on the Change of Grade form and approval of the registrar. “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”.
- **Withdrew (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.

- 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.

### Student Records:

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).

## Reports:

### 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](http://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.

## Reviews

(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.

## Transcripts

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.

## Year–Level Adjustment

### Policy:

A student's year–level may be adjusted upward when a combination of two conditions exist:

1. The student's level of achievement 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 year–level adjustment, 15 semester units successfully completed elsewhere, whether it was prior to enrollment at CalArts, during summer sessions or concurrent with CalArts enrollment, is considered equivalent to one semester. 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 year–level adjustment.
3. Documentation of transfer credit consists of official transcripts evaluated by the Registrar.

### Limitations:

1. The request for year–level adjustment must be supported by and presented to the student's dean by the mentor.
2. A year–level adjustment will generally not exceed one year of advancement.
3. Year–level adjustment will normally be considered at the student's mid–residence review.
4. Recommendations for year–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. Year–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 Year–level Adjustment Petition form must be completed by the petitioning mentor in consultation with the Registrar.
3. Recommendations approved by the school dean on behalf of BFA candidates will be forwarded to the Dean of Critical Studies for approval. Final approval rests with 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.

## Graduation Process

### 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.

### Post–Residence (Delayed) Graduation

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.

### Accelerated Graduation

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.

### Interschool Degree

Please see the online version of the Course Catalog and Academic Policies for the current policy.

### Veterans Administration Yellow Ribbon Program

The California Institute of the Arts is a proud participant in the Post 9/11 GI Bill Yellow Ribbon Program for the 2011–2012 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](http://www.gibill.va.gov).

CalArts has pledged to contribute a maximum of \$9000 in tuition and fees to no more than 10 students who qualify for the benefit for the 2011–2012 academic year. This amount is then matched by the Veterans Administration. 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 then submit this document to the VA Advisor at CalArts (located in the Office of the Registrar) prior to the end of Registration. Students who submit Letters of Eligibility after this date will not qualify for Yellow Ribbon benefits until the following semester. Certification of Enrollment will be sent to the VA after the end of the drop/add period. 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. For additional information refer to the Financial Aid link on the CalArts website home page. Please note that participation in the Post 9/11 GI Bill Yellow Ribbon Program is subject to annual approval by CalArts administration.

### Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law requiring the Institute to maintain the confidentiality of all "eligible students" education records. CalArts accords all rights under the law to students who are attending or have attended. "Eligible Student" is defined as one who has reached 18 years of age OR is attending an institution of postsecondary education. When a student becomes an "eligible" student, the rights accorded to, and consent required of the parent transfer from the parent to the student.

CalArts does not provide disclosure of general directory information including but not limited to (name, mailing address, permanent address, telephone number, date of birth, place of birth, e-mail address, photographs, class schedule, enrollment status and the most recent previous educational institution attended) without consent to anyone other than the following: officials of other institutions in which a student has been enrolled or seeks to enroll, organizations providing student financial aid, accrediting agencies carrying out their accreditation function, State and Federal auditors, persons in compliance with a judicial order, consultants and contractors providing services or functioning as an agent of the Institute, to the U.S. Attorney, certain U.S. Department of Defense personnel as mandated by the Solomon Amendment of 1996, persons in an emergency in order to protect the health or safety of other students or persons, and, in the case of international students, to the Bureau of Citizenship and Immigration Services as mandated by law. Disclosure without consent is also permitted

to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibilities. A school official is a person employed by the Institute in an administrative, supervisory, academic or support staff position (including security and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, emergency contact service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee) or persons assisting another school official in performing his or her tasks.

### Parental Access to Student Records:

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.

### Information Records:

CalArts 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 CalArts 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.

### Academic Advising

Academic advisors complement the guidance students receive from their mentors (see "Mentoring Policy" below). Academic advisement is a collaborative relationship between the student and an advisor. Advisors work with students to identify their academic goals, develop the skills needed to obtain those goals and guide students through the requirements of their degree. Advising is a process that helps students to approach their degree in a holistic and organized way. Students can expect an atmosphere of guidance, support, and encouragement from their advisor. Advisement services are provided by the Institute Academic Advisor housed in the Office of the Registrar.

### Mentoring Policy

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 métier. 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).

## Name Change

A student whose name has been legally changed and who wishes to have that change reflected in his/her permanent record must complete a Change of Status form obtainable in the Registrar's Office. A Social Security card, marriage certificate or court order showing the new name must substantiate name changes.

## Independent Study

CalArts 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.

## Internships

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 toward Critical Studies credit.

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.

### **Non-Medical Leave of Absence, Short-Term Medical Leave, Extended Medical Leave, Involuntary Medical Withdrawal, Absence without Leave**

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

**Leaves of Absence:****Non-medical Leave of Absence:**

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.

**Short-Term Medical Leave:**

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.

**Extended Medical Leave:**

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.

**Involuntary Medical Withdrawal:**

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 the student or 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.

#### **Absence without Leave:**

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

## **Withdrawal from the Institute and Dormitory – Refunds**

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.

### **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.

## **Part–Time Study**

CalArts 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

- 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.
- 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.

## Censorship

(Also see Exhibitions/Presentations policy)

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.

## Exhibitions/Presentations

### Initial Policy:

- 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.
- 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 30days, whichever comes first.
- 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.
- 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:

- 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
- 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:

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

## Censorship:

- CalArts does not censor any work on the basis of content, nor is any work at the Institute subject to prior censorship.
- 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.

## Safety:

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.

## Sexual and Other Unlawful Harassment

CalArts 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.

### I. Scope of Policy

This policy applies to all CalArts students, administrators, faculty (including special and adjunct faculty), staff, program participants and visitors with respect to CalArts activities and programs occurring both on campus and off-campus. Persons who are not CalArts employees, but perform work at CalArts 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 CalArts affiliated off-campus sites, including, but not limited to, REDCAT and Community Arts Partnership (CAP) sites.

### II. 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.

### III. 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.

### IV. 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 Human 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 of 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.

#### **C. Respect for the Rights of the Complainant and Accused**

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

#### **D. Location of Records**

In the event that the investigation does not result in a finding of violation of this policy, no record of the complaint or investigation will become a part of any individual's 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 (refer to the Administrative Manual) and applicable law.

## V. 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 superceded by this Policy.

## VI. 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.

## VII. 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.

## VIII. Academic and Artistic Freedom (as it applies to Sexual Harassment)

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.

## IX. Consensual Relationships

### A. Faculty/Staff/Administrators and Student Relationships

While there is no Institute policy or proscription against consensual romantic relationships between faculty, staff, or administrators and students, such relationships, even if consensual, should be very carefully weighed as possible breaches of professional ethics counter to standards of acceptable behavior. Faculty members are especially discouraged from engaging in romantic relationships with a student who is enrolled in a class taught by the faculty member,

who is studying with the faculty member, or whose academic and/or artistic work is supervised or evaluated by the faculty member. Likewise, staff and administrators are discouraged from engaging in romantic relationships with a student over whom s/he has supervisory or administrative responsibilities. While such a relationship does not, in and of itself, constitute sexual harassment, it can lead to the following negative consequences: create a conflict of interest and/or compromise the impartiality of the student-teacher or student-staff or administrator relationship, which is primary; and/or impair a faculty member's teaching effectiveness or collegial relations; and/or lead to charges of favoritism brought by other students regarding grades, access to resources, financial aid, subsequent references or other educational opportunities; and/or cloud or bias perceptions, should charges of sexual harassment arise from such a relationship.

### 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.

## X. 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.

## XI. 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).

## XII. Dissemination of Policy for Sexual and Unlawful Harassment

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.

## XIII. 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.

## Grievance Procedures—Students

CalArts 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 CalArts Academic Warning, Dismissal and Appeal Policy (see the Policy section in the Course Catalog and Academic Policies). The course instructor shall address grievances regarding grades and, if necessary, the school's Dean. The decision of the Dean is final. 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 CalArts 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.

## CalArts Emergency Management Guide

California Institute of the Arts is in the process of updating our comprehensive Emergency Management Guide (EMG). The guide is an overview of the CalArts' current emergency procedures. Once updated, the Emergency Management Guide will appear on the CalArts website for access by students, staff and faculty. Emergency evacuation procedures are practiced by students, faculty, and staff once each semester during the school year..

## Missing Persons Policy

### 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.

## Alcohol & Drugs

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 Institute's alcohol and drug policy will be addressed as disciplinary actions (see the Disciplinary Policy section in this handbook).

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 substances 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. (See the Reception Procedures section in this handbook). 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.

## Smoking

The Institute does not allow smoking in its academic buildings. Ashtrays for smokers have been placed in convenient areas outside of the main building and more than 20 feet from an entrance. The Institute policy is to protect the non-smoker while recognizing the rights of smokers.

## Rape

CalArts expects that all members of the community should be able to pursue their work and education in an environment free from sexual coercion, violence and intimidation of any kind. As defined under California law, rape is non-consensual sexual intercourse that can occur under a variety of circumstances. Most often rape involves the use or threat of force, violence or immediate and unlawful bodily injury. Rape also occurs when the victim is incapable of giving legal consent because he/she is 17 years of age or younger, or the victim is impaired

due to alcohol or drugs. More than 50 percent of rape victims are assaulted by someone they know.

Acquaintance rape is forcible sexual intercourse undertaken by a friend or acquaintance without the consent of the other person. Date rape is forcible non-consensual sexual intercourse in a dating situation. Regardless of the relationship between them, if one person uses force to coerce another into submitting to sexual intercourse, the act is defined as rape. Coercion usually includes verbal threats, physical strength to intimidate or overpower or psychological pressure. Group rape is defined as sexual intercourse by two or more people on another person. In addition, sexual assault is a sexual encounter other than intercourse that is against a person's will and without his or her consent.

CalArts will not tolerate sexual assault in any form, including acquaintance, date or group rape. Where there is an accusation that CalArts' regulations prohibiting such conduct have been violated, the Institute will provide a review of the case and severe disciplinary penalties, if warranted (usually suspension or expulsion) may be imposed. A student charged with sexual assault can be prosecuted under California statutes and disciplined by the Institute. Victims are encouraged to proceed against an assailant through both processes.

### In the Event of Rape

- Get to a safe place and call the police and a trusted person to go to the hospital: a roommate, family member, a good friend, Dean of Students, RA or Housing Director. Also see Emergency Phone Numbers for hotline and clinic information.
- Do not shower, bathe, douche, change or destroy clothes, or straighten up the area, to preserve any important evidence.
- Reporting is an individual choice. Write down all the details of the assault for reference in case the report is not made immediately.
- Whether or not the rape is reported, it is important to go to the hospital for treatment of external and/or internal injuries, tests for STDs and pregnancy, gathering of medico-legal evidence, counseling and/or referral for emotional support.
- The Student Affairs counselors are available to counsel students. These counselors can be called during non-office hours by asking Security to call the Dean of Students. There are also community-based counseling services available by referral from Student Affairs. These outside community sources are listed in the Community Services section of the local telephone directory.
- Living arrangements can be modified and should be discussed with a counselor or the Director of Housing. Any academic concerns should be discussed with a counselor or the Dean.

### Emergency Telephone Numbers:

CalArts Campus Safety: 661-222-2702

Santa Clarita Sheriff's Office: 911 or 661-255-1121 (Main Line)

CalArts Personal Counselors: 661-253-7871 or 7873 (after hours contact Campus Safety)

Valley Trauma Center 24 Hour Hotline: San Fernando Valley: 818-886-0453

Santa Clarita: 661-253-0258

National Sexual Assault Hotline: 1-800-656-HOPE (Free & Confidential)

Santa Monica Rape Treatment Center: 310-319-4000

Peace Over Violence Rape & Battery Hotline Peace Over Violence is a social service agency formerly called Los Angeles Commission on Assaults Against Women, or LACAAW.

213–626–3393 (Central Los Angeles)

310–392–8381 (South Los Angeles)

626–793–3386 (West San Gabriel Valley)

877–633–0044 (Stalking Hotline)

Center for the Pacific Asian Family Toll Free 24–Hour Crisis Hotline: 1–800–339–3940

RAINN– Rape, Abuse, Incest National Network National 24/7 Hotline: 1.800.656.HOPE (4673)

## Plagiarism

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.

## Disciplinary Policy

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.

### Violations of the Disciplinary Policy

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 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.

### **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.

### **Disciplinary 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 nonacademic 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.