

CCSMFA



2009-2010 GRADUATE CATALOG
ACADEMIC ADVISING & REGISTRATION 313.664.7672

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The College reserves the right to cancel or change classes, instructors or schedules; to revise tuition and fee structures; and to amend College policies to provide for the efficient operation of the institution. Statements in this catalog do not constitute a contract.

All Policies cited here were accurate at the time of this catalog's publication in 2009. Updated policies can be found on the College's website: www.ccsmf.com

Vital Information

Mission

The College for Creative Studies nurtures the creativity that is vital to the enrichment of modern culture. The College educates visual artists and designers, knowledgeable in varied fields, who will be leaders in creative professions that shape society and advance economic growth. The College fosters students' resolve to pursue excellence, act ethically, embrace their responsibilities as citizens of diverse local and global communities, and learn throughout their lives. The College engages in community service by offering opportunities for artistic development and opening career pathways to talented individuals of all ages.

M.F.A. Program Goals

The mission of CCS' Graduate Studies is to accomplish the following:

- Educate tomorrow's leaders in the creative industries;
- Promote new technologies and industry research;
- Serve as a forum to bring creative minds together in an interdisciplinary, collaborative environment;
- Serve as a think-tank for industry and foster the development of creative solutions for commerce through design;
- Produce students with strong verbal and written communication skills to present design issues in a business context;
- Serve as a center for research on the social and commercial implications of emerging technologies in the fields of art and design;
- Build mutually beneficial partnerships with industry through collaborative sponsored projects, internships and research.

Community Arts Partnership

CCS is committed to making art and design education accessible to the community. The Community Arts Partnership (CAP) program cultivates collaborations between CCS and metro Detroit community organizations to bring CCS' educational resources to underserved populations. CAP programs are individually crafted, providing unique and effective art and design education and enrichment programs for young people from diverse background. Each program is solidly based in a strong visual arts curriculum that emphasizes hands-on art making, team teaching and learning through the introduction of new art and design technologies, while inspiring Detroit youth to embrace art in everyday life.

Continuing Education

The Continuing Education program at CCS offers classes for individuals interested in learning about art and design, training for our area's workforce, computer courses that keep designers and aspiring designers up-to-date with current technologies and portfolio development programs. Continuing Education programs include a young artist program for ages 6+, summer pre-college programs for high school students, Michigan teacher continuing education credits, certificate programs, diploma programs and adult non-credit courses.

A Brief History

In 1906, the year Pablo Picasso's *Les Femmes d'Alger (O. J. Version O)* heralded the Cubism movement and automobiles made the first tentative trips through Detroit's streets, a group of local civic leaders founded the Society of Arts and Crafts. Inspired by the English Arts and Crafts movement, the Society dedicated itself to keeping alive the ideals of beauty and craftsmanship in an industrialized world—in their words, to “encourage good and beautiful work as applied to useful service.”

The Society offered informal classes in basic design, drawing and woodcarving beginning in 1911, and opened a gallery to display and sell work by students and eminent modern artists.

In 1926, the Society became one of the first Arts and Crafts organizations in America to offer an educational program in the arts. From its inception, the school sought outstanding faculty and brought in noted painters, sculptors and craftspeople from around the world. In 1933, the Society made national news by recognizing the automobile as an art form. Industrial design and commercial art were soon added to the school's curriculum.

Recognizing the need to be part of Detroit's cultural center, the school moved in 1958 to its current location. In 1962, when the Michigan Department of Education authorized the granting of a Bachelor of Fine Arts degree in Industrial Design, the school officially became a college.

In 1975, the Detroit Society of Arts and Crafts changed its name to the Center for Creative Studies-College of Art and Design. The Kresge-Ford Building was completed in the same year. In 1997, the Manoogian Visual Resource Center was added to campus. In 1999, CCS built a parking structure and in fall 2001, inaugurated the new Walter B. Ford II Building for design and two renovated historic homes housing the administration and admissions offices.

In July 2001, CCS changed its name to the College for Creative Studies to better reflect what the College does—educate talented students to become artists and designers and leaders in their fields. The new name also encapsulates the sweeping changes made in the past several years—new facilities, new technologies, new curricula and an expanded community focus—which have converged to create a virtually new CCS, proud of its tradition of innovation.

Over the years, CCS' student enrollment grew along with its physical campus: over 1,300 students are now working toward B.F.A. degrees in 11 majors. Within those 11 majors, the College offers the opportunity to achieve state certification as an art educator. Further, in Fall 2009 CCS enrolled its first cohort of M.F.A. students in Design and Transportation Design.

Accreditation

The College for Creative Studies is a nonprofit, private art college authorized by the Michigan State Department of Education to grant Bachelor of Fine Arts and Master of Fine Arts degrees. CCS is an accredited institutional member of the National Association of Schools of Art and Design and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Documents regarding accreditation are available in the Executive Office upon formal request.

In order to make the accreditation process responsive to a broad range of constituents, the accrediting agencies invite the public to provide written comments about the College's qualifications for continued accreditation. If you wish to comment, please contact either agency by letter or email:

The Higher Learning Commission
30 North La Salle Streets, Suite 2400
Chicago, Illinois 60602-2504

National Association of Schools of Art and Design
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190-5248

www.ncahigherlearningcommission.org <http://nasad.arts-accredit.org>

Nondiscrimination Policy

The College for Creative Studies subscribes to the principle of equal opportunity in its admissions, employment and educational practices and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law is strictly prohibited.

The following person has been designated to handle inquiries regarding the nondiscrimination policy as it relates to students:

Michael Coleman, Director of Student Life
Office of Student Life, Art Centre Building
201 E Kirby
Detroit, MI 48202-4034
313.664.7676

Admissions

All application materials for the MFA programs should be sent to:
The Office of Graduate Admissions
College for Creative Studies
201 E. Kirby
Detroit, MI 48202-4034

Or

graduatestudies@collegeforcreativestudies.edu

College for Creative Studies Requirements for Graduate Application and Admission

Application Requirements

- Candidates must demonstrate a commitment to the adoption of cutting-edge technology in their design processes and an interest in future trends;
- Must have completed, or be in the final year of completing, an undergraduate degree in a design or related discipline; If applicant does not have a design or related degree, please see provisional acceptance below;
- Accomplished a high standard of skills in all forms of presenting concepts and ideas and possess well-developed skills in two- and three-dimensional spatial perception and form, as related to either general design and/or transportation design;
- Submit a completed paper or online application with the \$50 application fee;
- Official college transcript(s). Applicants must have a minimum 3.0 college grade point average;
- A portfolio in a digital format (either CD and/or personal web-site) that communicates the applicant's problem-solving skill as well as technical and design skill levels. (Images should be submitted at 300 dpi. Unfortunately, CCS cannot offer to return CD portfolios);
- Original sketchbook (if seeking admission to Transportation Design);
- A statement of purpose: the applicant's objectives in seeking an MFA and a preliminary description of his/her proposed thesis project. This document also serves as the applicant's writing sample;
- Submit a resume/curriculum vitae;
- Three recommendations from people who know the prospective student's academic and professional record and potential for graduate study.
- Candidates will be contacted for a phone interview and may be required to meet for a personal interview.

International Admissions

- In addition to the requirements listed above;
- Test of English as a Foreign Language (TOEFL). Each transcript must be translated into English and must include the school's grading scale so that we may convert your academic class grades. Please submit descriptions of your studies in each university studio class so that we can determine their eligibility for transfer.
- Official certification from a financial institution documenting funds to cover one year's tuition and expenses. The actual amount available for studies must be stated in U.S. dollars.
- All payments must be made by credit card, check (drawn on U.S. bank) or international money order.
- I-20's are issued after all requirements are met.

Transfer Credit

- Transfer credit, if applicable, will be determined during the portfolio review.
- Transfer credit is not granted for any subject in which less than a B (3.0) has been earned.
- Maximum credits awarded for transfer is nine (9).

More details concerning transfer policies are available through the Graduate Office.

Statement of Purpose

A "Statement of Purpose" (500-1,000 words) must accompany the application and is considered part of your portfolio. It should express your motivation for pursuing graduate study, include your areas of interest, and describe key influences on your design thinking and practice – *cite*: designer's works, design themes, design concepts, or a combination of these.

Portfolio

Submit a well-organized professional portfolio that demonstrates your conceptual and formal expertise. You may include images, time-based media, interactive media, drawings, models or other visual / creative artwork. You may include examples of personal, as well as academic and professional work. Your portfolio should consist of digital files, including up to 20 to 30 digital images submitted on a CD or DVD or via a website. Please present all digital work formatted for PC or Macintosh. Time-based media should be in QuickTime format. Candidates for MFA Transportation must also include an original sketchbook. ***Film slides or VHS tape will not be accepted.***

Include a brief description sheet with a checklist identifying each work by number, title, dimensions, medium, completion date, and any other relevant information. You should also include a contact sheet of the images on your disk. It is very important that your full name and address are clearly noted on your CD, DVD and your description sheet. Label images at the top with name, title, and associated number on the checklist.

Resume / Curriculum Vitae

The resume must include your educational and professional background, as well as other related experiences and activities, including community work and service.

Three-Year Program

With the recommendation of the Chair and/or the Director, certain candidates may be admitted to the three-year MFA program. In addition to the requisite MFA classes, these students will be required to complete a customized sequence of undergraduate courses during their first year. The decision to accept a candidate into a three-year program will be made during the admissions process. Once admitted, students will be expected to complete all three years in accordance with the Satisfactory Academic Progress Requirements as outlined in the Academic Policies section of this catalog.

Reserving Space

Commitment fee forms are included with acceptance letters. To reserve space in the program, prospective students must complete the commitment fee form and return it to the Graduate Office with the \$100 commitment fee. The commitment fee is applied directly to the first semester's tuition. This fee is non-refundable. Deadlines will be posted online at <http://www.ccsmfa.com>. These deadlines have been established for our incoming students to ensure the time for scheduling classes, transferring credits and participating in orientation.

Readmission Policy

Students who have voluntarily dropped out for more than four consecutive semesters, must follow the CCS readmission policy.

For readmission, students must reapply through the Office of Admissions. They must submit a portfolio of work, including work completed at CCS and any work completed during their absence from CCS, and will be required to have an interview with the Director of Graduate Studies.

Students with Disabilities

All efforts are made to assist CCS students with disabilities. Assistance in educational matters is provided through the Student Success Center. Other types of assistance for students with physical disabilities are provided through the Office of Student Life. Students with a physical and/or learning disability must provide the College with documentation of their disability before any assistance can be provided.

Graduate Studies Tuition and Fees (2010–2011)

Tuition:	\$1,082 per credit; \$16,230 per semester for full-time enrollment, 12-18 credits.
Commitment Fee:	\$100 per semester (credited towards tuition)
Student Accident Insurance:	\$35 per year
Resource Fee:	\$550 per semester
Graduation Fee:	\$80

Tuition Payment Options

The College offers the following tuition payment options:

1. Full payment of tuition and fees at the time of registration (cash, check, money order, credit card [Visa, MC, AmEx, Discover]). International students must make payments by credit card, check (drawn on a U.S. bank) or international money order.
2. Deferred payment of tuition and fees. Students must pay the \$100 commitment fee at the time of registration. The remaining balance will be divided into two equal payments throughout the semester. See the current Course Schedule for details.
3. Third-party billings: Students who are having a third party (such as an employer) pay their tuition must submit an approved voucher (not an application for approval) to the Office of Registration or the Business Office at the time of their registration. Students are responsible for any portion of their tuition and fees that the third party does not cover.
4. Monthly interest-free payment plan. Detailed information can be obtained at: <http://www.afford.com/collegeforcreativestudies/>

Withdrawal and Refunds

Refunds of tuition paid for dropped classes follow the schedule below:

- through the 7th business day of classes 100% refunded
 - through the 8th to 10th business day of classes 80% refunded
 - through the 11th to 15th business day of classes 60% refunded
 - through the 16th to 20th business day of classes 40% refunded
- There is no refund for classes dropped after the 20th business day of classes. Students who have not paid the full tuition and who withdraw from classes are obligated to pay for the dropped classes as follows:
- After the 20th business day of classes, tuition for the dropped classes must be paid in full.
 - The Federal Refund policy will apply to those students who receive Title IV financial aid.

Financial Aid

Eligibility Requirements for Financial Aid

Eligibility for need-based financial aid is determined by an analysis of financial resources for the most recent calendar year to assess a student's ability to contribute to college costs. Adjustments to an application can be made because of a major change in circumstances, such as death, divorce or loss of employment or benefits.

To receive federal or state financial aid from CCS, students must demonstrate financial need, be accepted for enrollment in the degree program, attend the College on at least a half-time basis, maintain satisfactory academic progress and be a U.S. citizen or permanent resident. In addition, a student must be registered with Selective Service (or be exempt) and cannot owe a refund on previous Title IV funds received or be in default on any student loan.

Application Procedures

All students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for need-based financial aid, which can be located on the Department of Education's website at www.fafsa.ed.gov. The recommended filing deadline for Michigan residents who want to be considered for state aid is March 1. CCS' Title IV code is 006771.

Scholarship Programs

Partial Scholarships

All graduate applicants are reviewed for a partial scholarship upon acceptance to the MFA program and payment of commitment fee.

Loan Programs

- **Federal Subsidized Stafford Student Loan Program**
A federally subsidized, need-based loan program. Repayment begins six months after graduation, upon enrollment of less than half-time or upon withdrawal from the College.
- **Federal Unsubsidized Stafford Student Loan Program**
A federal, non-need-based loan program available to students who have completed the FAFSA (Free Application for Federal Student Aid). Repayment begins six months after graduation, upon enrollment of less than half-time or upon withdrawal from the College.
- **Federal Graduate PLUS Loan Program**
Supplemental loan based on credit application. Repayment begins within 60 days after the loan is fully disbursed.
- **Alternative Loan Program**
Credit based loans from private lenders. Contact the Office of Financial Aid for additional information.

Duration of Eligibility

Full-time students may receive financial aid for a maximum of 2 years (4 semesters) of full-time awards. Students receiving State of Michigan funds may have a lower maximum number of years for both full-time and part-time enrollment. Contact the Office of Financial Aid for more information.

Satisfactory Academic Progress

In order to be eligible for financial aid, students must maintain satisfactory academic progress toward their degree as defined by the Graduate Studies program at the College. Students must maintain an average of B (3.0 grade point) or above to receive financial aid. Students who do not meet this requirement will have their financial aid terminated. Students whose average grade is below C (2.0 grade point) will be suspended. (For further details on what constitutes satisfactory academic progress and on the academic suspension appeal process, see the Academic Policies section of this catalog.)

Proration of Financial Aid

Financial aid is initially awarded based on full-time enrollment. For students enrolled less than full-time, federal, state and institutional scholarships and grants will be prorated using the following formula. Scholarships from outside entities are not prorated unless required by the donor. Loan amounts do not change unless requested by the students.

11.5 – 9 credits	– 75%
8.5 – 6 credits	– 50%
Less than 6 credits	– 0

Return of Title IV Funds

This policy applies to students who are eligible for Title IV funds and withdraw prior to the 60 percent period (described below). This determines a student's amount of Title IV funds earned for said period.

1. The term "Title IV Funds" refers to federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs available to graduate students at the College for Creative Studies: unsubsidized FFEL loans, subsidized FFEL loans, and FFEL PLUS loans.
2. A student's withdrawal date is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw or the midpoint of the period for a student who leaves without notifying the institution, or the student's last date of attendance at a documented academically related activity.
3. Title IV aid is earned in a prorated manner based on calendar days, including weekends (and holidays no longer than five consecutive days), up to the 60 percent point in the semester, after which point Title IV aid is viewed as 100 percent earned. A copy of the worksheet used for this calculation can be requested from the Office of Financial Aid.
4. In accordance with federal regulations, when it is determined that the return of Title IV funds is required, they shall be returned in the following order: unsubsidized FFEL loans, subsidized FFEL loan, FFEL PLUS and other Title IV funds.
5. The College for Creative Studies is responsible for providing each student with the information given in this policy, identifying students who are affected by this policy and completing the Return of Title IV funds calculation for said students.
6. The student is responsible for returning any Title IV funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

The policy listed above supersedes those published previously and is subject to change at any time. Any notification of a withdrawal or cancellation and request for a refund should be in writing and addressed to the appropriate institutional office.

Student Life

Office of Student Life

The Office of Student Life is a resource for a variety of student needs and concerns, including off-campus housing, student activities, student ombudsman, as well as student misconduct issues. Events ranging from new student orientation to graduation are coordinated through this office, which also advises Student Government, oversees student organizations, and offers various student programs. This office also serves as a referral office. If you do not know where to take your concern, this is a good place to start.

Health Services and Insurance

All registered degree-seeking students must have accident insurance. As part of the registration process, students are automatically enrolled in the College's student insurance program. The student insurance plan is active from the beginning of the semester in which the student is registered. Students who enroll in the Fall 2009 or Fall 2010 semester pay a rate of \$35 and are covered for the fall, winter and summer semesters. This insurance provides 24-hour-a-day coverage for accidents that occur on- and off-campus. The current policy covers up to \$10,000 per accident for necessary medical, hospital and emergency services and up to \$500 per dental accident with no deductibles. The College assumes no responsibility for student medical or hospital expenses. The policy is required for enrollment at CCS, whether or not a student has other coverage.

All students are urged to carry medical hospitalization insurance. The College offers voluntary sickness and major medical insurance to students, their spouses and dependents at their cost. International students and all students living in student housing, are required to show proof of health insurance. For more information, students should contact the Office of Student Life.

Students in need of immediate medical attention are referred to the emergency room of the Detroit Medical Center, which is located within one mile of campus.

Resource Fee

Each semester, students are assessed a \$80 student resource fee, a portion of which is set aside for the Student Government Fund. This fund allocates money to official student groups/organizations and enables the Student Government to offer special programs and projects on campus. Another portion of the fee goes to the Student Programming Fund, which is administered by the Assistant Director of Student Life. This fund is used for campus-wide educational and social programs throughout the year.

Student Government

The Student Government is composed of elected officers from the student body. Meetings are held every two weeks and are open to all students. The Student Government organizes and sponsors several special events during the year, sponsors openings at the U245 Gallery, and helps fund special, student-initiated projects.

Student Conduct

A complete description of student rights, opportunities and responsibilities (including policies regarding alcohol, drug abuse and harassment) is contained in the CCS Student Handbook, which can be downloaded from the CCS website: <http://www.collegeforcreativestudies.edu>.

No-Smoking Policy

In the interest of providing a safe and healthy environment for all staff, faculty, students and visitors, and in accordance with the Michigan Clean Indoor Air Act and the City of Detroit Smoking Pollution Control Ordinance, smoking is prohibited in all CCS buildings.

Alcohol and Illegal Drugs

CCS is an alcohol-free campus, with the exception of special events coordinated through the Institutional Advancement and Executive Offices. At special events where alcohol is served, the legal drinking age laws are observed and alcohol will only be permitted in the designated event area. Additionally, illegal drugs and paraphernalia are not permitted on the CCS campus or at CCS-sponsored events off campus. Students found using, possessing, selling or distributing drugs will be disciplined through the campus judicial procedures and could be suspended or dismissed from the College.

Counseling, Treatment and Education

Students who feel they have a problem with drugs or alcohol or wish information, may seek confidential counseling, without disciplinary action by CCS, through the personal counselor located in the Art Center Building.

College Liability

The College assumes no responsibility for the loss of or damage to student property. While the College exercises great care with regard to the safety of students working in studios and shops, it is not responsible for injuries that may occur. Students found damaging the work of other students are subject to disciplinary measures up to and including dismissal.

Registration

Incoming graduate students are registered through the office of Graduate Studies. Returning students may opt to register in person at the Office of Registration or through WebAdvisor, the CCS online student registration system. WebAdvisor allows enrolled students to check grades, search for classes, register online, add/drop classes, and pay tuition online. Faculty can view advisees, check current class rosters, and view class schedules. Enrolled students must obtain a password from Information Technology Services before using this system.

Steps to Complete Registration in Person

1. You *must* meet with your graduate faculty advisor before you can register for classes.
2. Obtain a copy of your academic evaluation (degree audit) from the Office of Registration, the Graduate Office, or WebAdvisor (<http://www.bb.ccscad.edu/>) to determine the classes you need.
3. Pick up the gold *Registration Form* from the Office of Registration or the Graduate Office.
4. Pay the \$100 commitment fee at the cashier's window (cashier closes at 4 p.m.). Payments can be made by cash, check, money order or credit card (Visa, MasterCard, American Express, Discover). Keep your receipt. You must pay this fee at the time of registration. Waivers of this payment are not available.
5. Complete the *Registration Form*, including your name, all addresses, course selections (including alternate courses) and bring the form to the Office of Registration at your scheduled time, or after, as listed above, but no later than the deadline to register.
 - a. Restricted courses. Students who intend to register for a course that is restricted to a particular major or class level and who are not in that department or at the required class level must have the department chair or administrator complete and sign the pink *Registration Permission Form* and submit it with the *Registration Form*.
 - b. Internships or Independent Study. Students who intend to register for an internship or Independent Study must submit those completed and signed forms along with the *Registration Form* by the deadline to register for the semester. Late registration for internships or Independent Study is not permitted and will not be accepted.
6. Once you have registered you may change your schedule by using the blue *Drop/Add Form*. Your graduate advisor must sign your *Drop/Add Form* if you are dropping a course.
7. Take the blue *Drop/Add Form* to the Office of Registration for processing.

Steps to Complete Online Registration

1. If you do not already have one, obtain a user id and password from Information Technology Services, located on the lower level of the Walter B. Ford II Building. You will need a photo ID to receive this information.
2. Log onto Blackboard through your Internet browser:
<http://www.bb.collegeforcreativestudies.edu/>, then sign in using your user ID and password. Then click on the WebAdvisor tab.
3. Under the WebAdvisor module select the “Register for Classes” option. You will be given the option to use Express Registration or the Search and Register feature. Express registration should be used when you have your courses selected and want to register by department, course, and section number all at once. The search and register feature is used when you do not know the department, course, or section number and want to select this information from the list. We recommend using the express registration feature. You may want to view the schedule of classes from the PDF file first, write everything down, and then register using express registration.
4. After you select classes through either Express Registration or the Search and Register feature, courses will be placed on this wish list. You must take further steps on the wish list screen in order to complete your registration for the class. The top portion of the screen ("Preferred Sections") shows all the courses on your wish list. The bottom portion ("Current Registrations") shows everything you're actually registered for. To move a course from the wish list to Current Registrations, pull down the 'Action' box for it, change it to 'RG - Register', and click 'Submit'. Barring any complications (hold on account or pre-requisite problems, etc.), you should be taken to a results screen that shows you as registered for the class. If there were problems with the registration, it will display error messages in the 'Status' column in the top portion of the screen.
5. Select your courses and then hit submit. You will receive an email confirmation that you are registered for classes.
6. Once you have registered you may change your schedule online up until the first day of classes. After that date you must visit the Office of Registration and conduct schedule changes by using the blue *Drop/Add Form*. A staff advisor in the Academic Advising and Counseling Center must sign your *Drop/Add Form* if you are dropping a course.

Once your schedule is complete, click on the “My Class Schedule” tab in WebAdvisor in order to see your schedule of classes.

Obtaining Grades Online

Grading is based on work performed, growth in ability, attendance and attitude. A continuous record of all students’ classes is kept in the Office of Registration. Final grade reports are available through WebAdvisor, the online student registration system, the week after classes end provided there are no restrictions (holds) on the student’s record.

Adding/Dropping Classes

Students may use WebAdvisor to add or drop classes up until the first day of class. After this time, or if a student wishes to add or drop a course in person, students must complete the add/drop form that is available from the Office of Registration or through the Office of Graduate Studies. Students who drop

classes during the first seven business days of classes (see Academic Calendar for specific dates) will not be charged for the drop. After the seventh day dropped classes are charged on a sliding scale and those courses will receive a grade of “W” or “WN.” Please refer to the academic calendar for specific tuition reimbursement information. The last day to withdraw from a course is on Friday, the 13th week of classes. No exceptions to this deadline will be made.

CCS Transcripts/Enrollment Verification

Requests for copies of academic transcripts or enrollment verifications must be submitted in writing (with the student’s signature) to the Office of Registration. A \$5 charge is assessed for each transcript. There is no charge for the completion of enrollment verifications needed for insurance, loans, etc. A minimum of three working days is required for the processing of transcripts and enrollment verifications. No transcripts or enrollment verifications (except loan verifications) will be completed for students who have a RESTRICTION (HOLD) on their records. Students requesting “on-the-spot” transcripts will be charged \$10 for each copy. “On-the-spot” transcript requests will be accepted **only if time permits**, subject to the approval of the registrar. Students may also view their transcripts through the WebAdvisor system. Once a student accesses the Registration and WebAdvisor tab, a transcript option is available under academic profile.

Academic Evaluation

Students should review their academic evaluation at the end of each semester. A copy of the academic evaluation may be obtained through WebAdvisor or the Office of Registration. The academic evaluation identifies academic progress made toward a degree. Courses are identified by alpha letters indicating progress: a letter “C” next to a course indicates course completion, an “I” indicates a course in progress, “N” is a course not started, and “P” is a course pending completion of unfinished activity. Graduate advisors routinely review academic evaluations to ensure progress is being made. Students with questions should contact the Office of Graduate Studies.

Student Responsibility/Restrictions (Holds)

Students are responsible for taking care of their financial obligations to the College. This includes full payment of tuition and fees, returning library books and materials, returning department equipment and materials and settling all bookstore charges and unpaid parking violations. Students who do not fulfill these obligations will be restricted from receiving certain services. Transcripts, enrollment verifications (except loan verifications), registrations, grade reports or graduation requests will not be processed for any student who has restrictions (holds) on their record.

Audit Policy

Students, graduates and visitors may audit a class on a space-available basis. No academic credit is awarded for audited courses. Those wishing to audit a course may register by adhering to the policy and following the procedures and guidelines listed below:

1. MFA students are required to enroll in all Graduate level courses. These courses cannot be audited.
2. Matriculating (M.F.A.) and nonmatriculating (e.g., visitors, CCS graduates) students who wish to audit a class must elect to do so at the time of registration by submitting a completed Audit Registration form, available in the Office of Registration.

3. Students electing to audit a class may not register for that class until the first week of class for the semester. Students may not register for a class after the first week of any semester.
4. Once the election has been made to audit a class, the student may not change the registration to receive credit for the class.
5. Audited courses carry no credit and do not satisfy degree requirements. Upon completion of the course, the audit grade of X will appear on the student's transcript. (The grade of X is not used in the calculation of cumulative grade point average or course completion rate.)
6. Regular tuition rates are charged for audited courses. The refund policy for audited and credit courses is the same and is outlined in the Course Schedule.
7. Nonmatriculating students (visitors, CCS graduates) are limited to three classes per semester.

Leave of Absence

A student in good academic standing may take a leave of absence of no more than four semesters and return to the College without reapplying. Students who meet this criterion must contact the Director of Graduate Studies to schedule an appointment.

After a break of more than four semesters, students must reapply through the Office of Admissions. Students are cautioned that they must satisfy the course requirements in effect at the time of their readmission; previous credits may not apply.

Graduation Requirements

To be certified for graduation, students must:

1. Fulfill all departmental and academic course requirements for graduation in his/her program of study as outlined in the College catalog. Students have the option of electing the requirements listed in the catalog that was in effect at the time of their most recent admission to the college or those in the catalog that is in effect at the time of their final course completion.
2. Complete all courses in order to participate in commencement.
3. Have completed and successfully defended the M.F.A. Thesis project and paper, and received written approval to graduate from the Director of Graduate Studies.
4. Have a cumulative grade point average of at least 3.0.
5. Participate in the annual Student Exhibition.
6. Have all official transcripts from other schools on file in the Office of Registration no later than the last day of the drop/add period of the semester in which graduation is to occur.
7. Be enrolled at CCS at the time that their degree is awarded.
8. File an Application for Graduation with the Office of Registration no later than the end of the fourth week of the semester in which they anticipate graduating. Early applications are appreciated.

A commencement ceremony takes place each spring. Students who have applied for graduation and have completed all their requirements for graduation within the year preceding this event are invited to participate.

Graduate Thesis Committees

Graduate committees are formed for each MFA student prior to the completion of the student's second semester. The committees are comprised of a minimum of three persons, including the graduate advisor, and at least one other CCS faculty. Other members may be appropriately credentialed external mentors from either industry or academia. The construct of each graduate committee requires the formal approval of the Director of Graduate Studies. Committee members who are not employed by CCS full-time are asked to sign a letter of agreement committing to support their advisee for the duration of his/her program (traditionally two semesters).

Residency Requirement

Students must be enrolled at the College for Creative Studies during the semester in which they plan to graduate. If extenuating circumstances exist that prevent a student from enrolling, students must formally appeal for a waiver of this requirement and must have their studio work re-reviewed by their department.

Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) affords students the following certain rights with respect to their educational records. It is CCS' policy, in accordance with FERPA, not to disclose information from the student's education records to any party (including parents), whether the student is dependent or independent, without the express written consent of the student. Consent/Release forms are available in the Office of Registration.

1. The right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, academic chair or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct person to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write the College official responsible for the record and clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading.
3. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a paid person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement/security unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Schools may also disclose, without consent, "directory" type information such as a student's name, address, e-mail address, telephone number, date and place of birth, honors and awards, and dates of attendance. This information, however, will not be disclosed if the student requests in writing that it not be disclosed. A form for this purpose is available from the Office of Registration. The form must be submitted for each semester the student wishes to request nondisclosure of directory information; it must be returned to the Office of Registration prior to the end of the drop/add period.

Veterans

The College is authorized by the Michigan Department of Education to accept veterans as students under Public laws 634, 894, 550 and 538. To determine eligibility, veterans should contact their local office of the U.S. Department of Veteran Affairs as soon as possible. Those who are eligible should then contact the Office of Registration to request certification. Veterans are reminded that benefits are paid for attendance in classes required for degree completion (students enrolled in credit classes through the CCS Continuing Education program are not eligible for benefits).

It is the veteran's responsibility to notify the Office of Registration in writing whenever they stop attending classes or of any changes or withdrawals. Veterans who do not notify the Office of Registration of the last date of attendance may be reported to the U.S. Department of Veteran Affairs as not attending class as of the first day of the semester. The U.S. Department of Veterans Affairs will also be notified of any student who is suspended or placed on probation.

Academic Policies

Grading

Grading is based on work performed, growth in ability, attendance and attitude.

A continuous record of all grades throughout a student's enrollment is kept in the Office of Registration. Final grade reports are available on Blackboard the week after classes end. CCS uses the following grading system:

A	Excellent	4.00 grade point
A-		3.70 grade point
B+		3.30 grade point
B	Good	3.00 grade point (Minimum requirement for scholarships)
B-		2.70 grade point
C+		2.30 grade point
C	Below Graduate Standard	2.00 grade point (Minimum requirement for passing)
F	Failure	0.00 grade point
P	Passing	no grade point value
I	Incomplete	no grade point value
W	Withdrawal	second through fourth week of class
WN	Withdrawal	after the fourth week of class

Dean's List

Students who complete a minimum of 15 credits during any semester and who attain a minimum grade point average of 3.50 are placed on the Dean's List. A notation will be placed on the student's transcript for each semester that Dean's List status is achieved. Students on the Dean's List will receive a certificate from the Office of Academic Affairs.

Honors

Students who have shown outstanding achievement by attaining a cumulative grade point average of 3.5 and above are graduated with honors. Those who have achieved a cumulative grade point average of 3.8 and above are graduated with high honors.

Transfer Credit

All transfer credits are evaluated for relevance to the College's programs and policies. Grades earned at another institution are not factored into the calculation of cumulative grade point average at CCS. For additional information, see Transfer Applicants in the Admissions section of this catalog.

Credit Hours

For lecture courses, three credit hours represent three hours of class time each week for a 15-week semester, with the expectation of two hours of outside work for each hour of classroom time. For studio courses, three credit hours represent six hours of class time. While the workload varies from studio to studio, students should expect to commit to at least one hour of independent work for every two hours of classroom time.

Class Level

Class level is determined at the time of admission and at the end of each subsequent semester during which the student is enrolled based on the number of credits earned. Degree-seeking students are classified as follows:

First Year	up to 29.5 credits completed or in progress
Second Year	30 – 60 credits completed or in progress

Second Year Status Policy

Students are required to complete all 1st year graduate level courses before they can begin their second year courses. Additionally, at the completion of the second semester, each student, in consultation with his/her graduate advisor, is required to complete a thesis project proposal. This proposal must formally describe their proposed thesis project, the completion schedule and deliverables for the remaining two semesters.

The thesis proposal, once approved, is intended to serve as a Contract of Work between the student and the School. The students formally present their thesis proposal and a summary of their first two semesters' work to a mid-program review panel comprised of their academic advisor, the head of their MFA Program and the Director of Graduate Studies. The outcome of this review determines whether a student is permitted to commence his/her graduate thesis in the following semester.

Attendance Policy

Students are expected to attend every class. Students arriving 5 to 20 minutes late for any class are considered tardy. Three tardies equal one unexcused absence.

Arriving more than 20 minutes late or missing an entire class is considered an absence. This applies to all classes, regardless of class length, whether they are a 1.5 hour, 3 hour or 6 hour session.

Students who arrive late, do not return to class after break, or who leave early without the instructor's permission may be counted absent.

Three unexcused absences may result in the reduction of one whole grade from the earned grade. Four unexcused absences may equal failure in the course.

Final decisions will be made at the discretion of the MFA faculty.

An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student's control. Students seeking an excused absence may take their documentation to the office of Graduate Studies. The office will send a written notice to the student's instructor(s) and department administrator notifying them that the documentation is on file. The final determination of whether an absence(s) will be excused is left to the discretion of the student's instructor(s).

Departmental Review Attendance Policy

The academic programs at CCS are designed to challenge students, prepare them for a career in the visual arts, and provide them with opportunities to express their ideas through visual and verbal presentations. At least once each academic year, students are expected to participate in a departmental review. If a student does not attend the review at the scheduled date and time, and the circumstances are beyond the student's control, he or she should immediately contact the department.

Documentation regarding the circumstances may be required from the student. The department will reschedule the review at a time convenient for the department and student.

Students who do not attend their scheduled review and do not make arrangements with the department to reschedule are ineligible to register for the next semester. If a student has registered, he or she will be removed from the registered courses. A departmental hold will be placed on the student's record until the student resolves the matter with the department.

Satisfactory Academic Progress Requirements and Probation

To be considered as making Satisfactory Academic Progress (SAP) toward a degree, a student must maintain a minimum grade point average and a minimum course completion rate.

Grade Point Average (GPA)

At the end of each semester, a student's cumulative grade point average is calculated. He or she must have a minimum cumulative grade point average of 3.0 to achieve SAP.

If a student has less than a cumulative 3.0 GPA, he or she is placed on academic probation for a period of one semester. If the student fails to achieve a 3.0 cumulative grade point average at the end of the probationary semester, or is placed on probation for any other reason, he or she is suspended from the College. During the probationary semester, a student may receive any financial aid.

Required Course Completion Rate

Required course completion rate also determines SAP. Students must progress toward completion of their degree within a specified time frame. To meet this requirement, students must successfully complete, with a grade of C or better, at least two-thirds of attempted cumulative credit hours. Examples are as follows:

Credits Attempted	Must Complete
6	4
12	8
15	10
18	12

Please note that certain courses must be passed with a minimum grade of C. Grades of F and W are not included in the calculation of credits completed.

If a student does not complete two-thirds of the cumulative credit hours attempted to date, he or she will be placed on probation for a period of one semester. If the student fails to raise the completion rate to two-thirds at the end of the probationary semester, or is placed on probation for any other reason, he or she is suspended from the College. During the probationary semester, a student may receive financial aid.

Academic Probationary Status

Students who fail to (1) meet the 3.0 cumulative grade point average requirement or (2) meet the SAP requirement are placed on academic probation for one semester. Students who do not exit probationary status at the end of the subsequent semester will be suspended. Students suspended from the College may apply for readmission after completing the equivalent of one full-time semester (15 credits) with a minimum B (3.0) grade in each class at another accredited college. The student should contact the Director of Graduate Studies regarding recommendations for transfer credits. The applicant must submit an official transcript and a new portfolio to the Graduate Admissions Committee to be considered for readmission.

Incompletes

An incomplete or grade of “I” may be given to a student when a minimal number of course assignments have not been completed due to unavoidable and legitimate circumstances. Students have one semester to finish any work necessary to complete the course within the allotted amount of time or it will result in a failing grade (“F”). The Incomplete Grade Verification Form must identify the reason for the incomplete grade and outstanding assignment(s). The instructor, student and department chairperson must sign the form. The instructor must submit the completed form to the Office of Registration at the time of grading.

The final assigned grade will be calculated into the student’s cumulative GPA and SAP. Final decisions will be made at the discretion of the MFA faculty.

Repetitions

When a course is repeated, the higher grade will be used in the calculation of the cumulative grade point average. Any course, or its equivalent transfer course, may be applied only once toward fulfillment of any and all degree requirements, including elective credit.

Grade Changes

Any grade dispute must be addressed with the instructor that issued the grade. Should the instructor agree to change the grade, he or she must complete the Grade Change Form. If the dispute is not resolved, the student may initiate the Grade Appeal Process.

Grade changes must occur within 60 days of the last day of the semester in which the student was enrolled in the course. The Office of Academic Affairs must approve all grade changes beyond a 30-day period.

Grade Appeal Process

Students may appeal a grade up to 60 days after the last day of the semester in which the student was enrolled in the course. Any grade dispute must be addressed with the instructor and department chair before beginning the grade appeal process. Appealing students should submit a written request to the Office of Academic Affairs identifying the course, instructor, and an explanation of the circumstances and reason for the request. The request will be reviewed and decided upon by the MFA Committee on Academic Performance.

Academic Honesty (Plagiarism)

Plagiarism and cheating are serious offenses that erode the academic environment. The College condones no form of plagiarism—defined as the use of another’s words, ideas, visual or verbal material as one’s own without proper permission or citation. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes.

Students who violate the standards of academic honesty face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College.

Deletion/Destruction of Student Work

The deletion or destruction of digital files, another student's artwork or college property is considered a serious offense. All students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location. Students who violate this policy face serious disciplinary consequences.

Dismissal

The College reserves the right to dismiss a student at any time for academic dishonesty or improper behavior. Improper behavior is defined as, but not limited to, actions by an individual that may be detrimental to the student, other students or the College, or damaging to College property. It also includes violations of civil, state or federal law. See the Code of Student Conduct in the CCS Student Handbook for further details.

Support Services

Academic Advising

The College for Creative Studies believes that academic advising is a developmental process that assists students in the clarification of life, education and career goals.

Graduate students are required to meet with their assigned Graduate Faculty Advisor on a regular basis or as needed to ensure that they are taking the required courses for graduation. Graduate Advisors are responsible for ensuring that students are making satisfactory progress toward their degree.

Each semester, the Graduate Advisors and the Director of Graduate Studies review the Academic Evaluations of all M.F.A. students. Students who do not follow the curriculum may have a hold placed on their record to ensure proper course selection for the following semester.

Career Services Office

The Career Services supports both current students and alumni in their search for full-time, part-time and freelance employment opportunities and internships. The Career Services staff also serves as a liaison between the business community and CCS students and alumni. Through the online Job Book, students can search job postings and available internships, as well as upload their resume and samples of artwork. The online Job Book also offers resources, including the Alumni Mentoring Network, which allows students to interact with successful alumni, and a general announcement page, which lists call for entries, submissions, competitions and scholarships.

In addition to the online Job Book and Internship listings, the Career Services Office maintains a list of local and national teaching positions at both the K-12 and college levels, the office provides guidance on resume, curriculum vitae and cover letter preparation, interview skills, job search techniques and the various career paths open to designers and artists. The Career Services Office also maintains a resource center devoted to professional publications, including ART Deadlines List. This monthly newsletter provides information on art contests and competitions, art scholarships and grants, juried exhibitions, art jobs and internships, calls for entries/proposals/papers, writing and photo contests, residencies, design and architecture competitions, auditions, casting calls, fellowships, festivals, funding and other opportunities (including some that take place on the Web) for artists, art educators and art students of all ages. Salary survey and freelance resources are also available.

Employer On-Campus Recruitment

Many employers come to the College for Creative Studies to participate in individual on-campus recruitment days, portfolio critiques, or the larger Student Showcase events. These are opportunities for organizations to interview candidates for internships or full-time positions, present information about the organization, and provide feedback on students' work. Many employers are from the metro Detroit area, while others are national and international firms.

Professional Practice Workshops

The Career Services Office offers free workshops to CCS students on a variety of topics, such as "Resume and Cover Letter Writing," "Job Search Strategies" and "Interviewing with Confidence."

Internship Program

The Career Services Office works closely with the College's Director of Graduate Studies and Faculty to coordinate and administer the Internship Program. The Internship Program allows qualified students to earn academic credit while gaining first-hand experience in their chosen fields. Students must have written approval from the Director of Graduate Studies and a minimum cumulative grade point average of 3.0 to be eligible to participate in the program.

International Student Services

The Office of International Student Services will work closely with the Graduate Studies faculty and administration to provide international students assistance with immigration documentation. The office also supports international students as they assimilate themselves into the academic and creative environment of CCS. International Student Services coordinates study abroad programs for undergraduate students, arranges orientation programs for international students, disseminates information about housing, health insurance and work authorization. International students are expected to adhere to the policies and procedures set forth in the CCS International Student Handbook, which is available for download from the CCS website:

<http://www.collegeforcreativestudies.edu/international/admitted/handbook>

Multicultural Affairs

The Office of Multicultural Affairs is located within the Academic Advising Center in the Yamasaki Building. Students should enter the Academic Advising Center for appointments with the Multicultural Affairs Director or to speak with the 4S staff.

Student Groups - M.S.C. & B.A.R.T.

M.S.C. (Multicultural Student Collective)

The Multicultural Student Collective (M.S.C.) is designed to be a committee of students working closely with faculty and staff to develop culturally diverse programming for the student body. By including selected students in the development process, this initiative becomes more student-focused. The involvement of faculty and staff establishes a solid institutional connection. Throughout the school year, the entire student population will be introduced to a series of events orchestrated by the Collective that showcase the contributions of minorities in art and design. From workshops conducted by guest artists and designers to exhibitions featuring the works of CCS students of color, programs will highlight minority involvement in all the disciplines represented at CCS.

B.A.R.T. (Black Artists Researching Trends)

B.A.R.T. is a nonprofit student organization that was founded in 1984. It was originally organized to bring together minority students who share common concerns and interest. Over the years, B.A.R.T. has evolved into a more inclusive organization, avoiding the stigma of exclusivity and thereby encouraging cultural inclusion.

Personal Counseling Services and Student Support Groups

Counseling services and student support groups are among the many resources that are provided to students via the Counseling Center. Our short-term counseling is provided by a master's degree counselor. A counselor is available to provide confidential counseling services aimed at addressing personal issues that may or may not be related to a student's academic progress. The CCS counselor follows a flexible, solution-focused, short term counseling model. Counseling services are free of charge and are provided during normal business hours. Students who may need long term counseling beyond the short term counseling model or who may need more involved counseling will be referred to an off-campus facility. A 24-hour crisis hotline number is available to address any counseling issues that occur after business hours.

Students interested in connecting with other students who are dealing with similar personal, social or artistic issues are encouraged to join or start a student support group. If requested, a counselor can facilitate a support group.

Student Ombudsman

The Student Ombudsman provides students with a consistent, centralized point of contact for questions, concerns and/or problems they may be experiencing on campus. The ombudsman is a supplemental resource for students while adhering to standard office and academic procedures. The Student Ombudsman's primary role is to ensure that policies are enforced fairly and that students are fully informed of what is being done and why. The Student Ombudsman will:

- Assist students in accomplishing the expeditious resolution of their problems and concerns.
- Provide confidential and informal assistance to students.
- Advocate for fairness.
- Act as a source of information and referral.

Many of the student concerns that are anticipated being heard by the Student Ombudsman are listed below.

- Facility issues
- Environmental safety issues within classrooms/labs
- Campus safety
- A problem with a particular faculty or staff member
- Office hours not accommodating student needs
- Student to student issues:
 - o Harassment
 - o Vandalism of work
 - o Suspicion of theft
- Financial issues
- Questions or concerns about College policies
- Personal issues or concerns (may or may not directly relate to the College)
- Academic issues or concerns

Student Success Center

The Student Success Center (SSC) is a free resource for all students and provides writing, reading, and drawing tutorials, skill building workshops, study/drawing groups, computer facilities, and study space. One-on-one tutorials are available for all courses (including studio) and are conducted by peer and/or master tutors who are upper-level students, as well as alumni who have proven their mastery of the material. Workshops and study groups focus on specific topics, including time management, learning styles, mastering test anxiety and enhancing study skills. For international students, there are opportunities to improve English conversation, presentation, and writing skills. For students with learning challenges, there are private test taking facilities, specialized software, and the assistance from a learning specialist who will design and monitor individual study plans.

Special Programs

Faculty-Led International Courses

MFA students with a cumulative grade point average of 3.0 can take advantage of faculty-led international courses during the summer months.

These exciting courses include travel to a range of countries. In each CCS program, students work with well-known artists and designers, visit studios and museums, and immerse themselves in local art and culture. Qualified students are eligible for three elective credits. These courses will be subject to approval from the Graduate Studies advisor, faculty and/or director. For more information on these programs, please contact International Student Services.

2010-2011 Academic Calendar

FALL 2010 (9/7/10 to 12/18/10)

April 7 -April 26	FALL 2010 Registration opens All outstanding balances must be paid in full, and all holds removed prior to registering. \$100 Commitment Fee due at the time of Registration
August 29	NEW STUDENT housing move-in
September 4	RETURNING STUDENT housing move-in
September 7	FALL 2010 classes begin
September 15	LAST DAY TO MAKE ADDITIONS OR CHANGES TO FALL 2010 SCHEDULE LAST DAY to register for classes Last day for 100% refund/credit for dropped credits
September 20	Last day for 80% refund/credit for dropped credits (grade of W)
September 27	Last day for 60% refund/credit for dropped credits (grade of W)
September 30	TUITION / HOUSING PAYMENT DUE (total balance)
October 1	FALL 2010 accounts not paid in full by this date are assessed a \$25 late fee
October 4	Last day for 40% refund/credit for dropped credits (grade of W)
October 5	FULL CHARGES APPLY - no refunds (grade of WN begins)
October 27	Mid-term grades available through WebAdvisor
November 1	FALL 2010 accounts not paid in full are assessed an additional \$25 late fee
November 15	Bookstore balances are due
November 17	WINTER 2011 registration begins All outstanding balances must be paid in full, all holds removed prior to registering \$100 Commitment Fee due at the time of Registration
November 25 - 27	NO CLASSES - Thanksgiving Break
November 29	Classes resume
December 1	FALL 2010 accounts not paid in full are assessed a \$75 delinquency fee (in addition to \$25 late fees as they apply)
December 3	LAST DAY TO WITHDRAW FROM FALL 2010 CLASSES ABSOLUTELY NO WITHDRAWALS AFTER THIS DATE Must have staff advisor's signature on blue Drop/Add Form A, B, C, D (including + and -), F or I are the only grades that can be assigned to students who remain enrolled in classes after this date
December 18	Last day of FALL 2010 semester
December 22	Final grades available through WebAdvisor (to students without holds on their account or student records)

WINTER 2011 (01/10/11 - 05/07/11)

January 10	WINTER 2011 classes begin
January 17	NO CLASSES - Martin Luther King Jr. Day
January 18	LAST DAY TO MAKE ADDITIONS OR CHANGES TO WINTER 2011 SCHEDULE LAST DAY to register for classes Last day for 100% refund/credit for dropped credits
January 24	Last day for 80% refund/credit for dropped credits (grade of W)
January 31	Last day for 60% refund/credit for dropped credits (grade of W) TUITION / HOUSING PAYMENT DUE (total balance) \$25.00
February 1	WINTER 2011 accounts not paid in full by this date are assessed a \$25 late fee
February 4	Applications for May 2011 graduation (\$100 fee) After this date the \$25 late fee applies
February 7	Last day for 40% refund/credit for dropped credits (grade of W)
February 8	FULL CHARGES APPLY - no refunds (grade of WN begins)
March 1	WINTER 2011 accounts not paid in full assessed an additional \$25 late fee
March 2	Mid-term grades available through WebAdvisor
March 4	Final deadline to apply for May 2011 graduation (\$125 fee) No applications for May 2011 Graduation accepted after this date
March 7 - 12	NO CLASSES - Spring Break
March 14	Classes resume
March 15	Bookstore balances are due
April 1	WINTER 2011 accounts not paid in full are assessed a \$75 delinquency fee
April 6	FALL 2011 registration begins \$100 Commitment Fee due at the time of Registration
April 8	LAST DAY TO WITHDRAW FROM WINTER 2011 CLASSES
April 13	SUMMER 2011 registration begins \$100 Commitment Fee due at the time of Registration All outstanding balances must be paid in full, all holds removed prior to registering
May 2 - May 7	Review Week
May 7	Last day of WINTER 2011 semester
May 11	Final grades available through WebAdvisor (to students without holds on their accounts or student records)
May 12	COMMENCEMENT!!!
May 13	Student Exhibition Opening

SUMMER 2011 - Eight Weeks (06/13/11 - 08/06/11)

June 13	SUMMER classes begin \$100 Commitment Fee due at the time of Registration
June 20	LAST DAY TO MAKE ADDITIONS OR CHANGES TO SUMMER SCHEDULE LAST DAY to register for SUMMER 2011 classes Last day for 100% refund for SUMMER 2011
June 20 - June 27	Grade of W applied to dropped classes
June 27	Last day for 50% refund for SUMMER 2011 TUITION/FEES DUE (100% of balance)
June 28	Late payments assessed \$25.00 late fee
June 28 - July 11	Grade of WN applied to dropped classes
July 4	NO CLASSES - Independence Day
July 11	LAST DAY TO WITHDRAW FROM SUMMER CLASSES
August 1	SUMMER 2011 accounts not paid in full are assessed a \$75 delinquency fee
August 6	Last day of SUMMER classes
August 10	Final grades available through WebAdvisor FALL courses will be dropped if SUMMER tuition/fees are not paid in full

M.F.A. - Design

Year One

First Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	GRD 601	Design Graduate Studio I	3
	G - - - -	Studio Elective	3
	GRD 605	Interaction Design I	3
	DGR 611	Contextual Design Research I	3
	DGR 613	Graduate Seminar I	3

Second Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	GRD 602	Design Graduate Studio II	3
	DGR 717	Business Practices I	3
	GRD 606	Interaction Design II	3
	DGR 612	Contextual Design Research II	3
	DGR 614	Graduate Seminar II	3

Year Two

Third Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	GRD 701	Design Graduate Studio III	3
	DGR 711	Graduate Thesis I	3
	G - - - -	Studio Elective	3
	DGR 718	Business Practices II	3
	DGR 715	Graduate Seminar III	3

Fourth Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	DGR 712	Graduate Thesis II	9
	DLE - - -	Liberal Arts Elective	3
	G - - - -	Studio Elective	3

Catalog Year 09/10

Total Credits

60

M.F.A. – Design

MFA Design Course Descriptions

GRD601 Design Graduate Studio I

The design projects assigned in Design Graduate Studio I, II, and III share the same structure, but differ in their complexity and duration. Students are assigned formally structured design projects, requiring a substantive research phase (augmented by the Contextual Design Research class), a prototype or concept synthesis development phase, followed by a concept/design refinement phase, and finishing with design presentation and reflection phases. Topics will be relevant to today's ever-changing cultural and technological societies.

GRD605 Interaction Design I

This course will introduce the fundamental concepts, methods, and practices of interaction design and begin to investigate the intersection of content, interface, and experience in the context of business solutions. Students will work in teams to identify market opportunities and define consumer or user behavior patterns that can be translated into a successful framework. The class will focus on technological, behavioral, and theoretical underpinnings of interaction design; the importance of market analysis, research, testing, and the use of storytelling techniques. Interaction Design I is offered in a studio format. Students will participate in group discussions, critiques, and presentations.

DGR611 Contextual Design Research I

Contextual Design Research I introduces the methods, tools, and techniques of research that are relevant to designing with people in mind for product, experience, space, or service. The methods and tools fall in the categories of “what people say,” “what people do,” and “what people need.” Contextual Design Research I, the first of the two-part research sequence, will be primarily lecture-based, but will also include a variety of hands-on learning activities that are applicable at all points along the design process. This course is structured around the graduate studio projects.

DGR613 Graduate Seminar I

Graduate Seminar I brings together the full cohort of CCS graduate students where they are exposed to key contemporary issues influencing the design professional. Students will attend lectures and workshops with visiting artists, designers, as well as related industry and academic leaders. Graduate Seminar I serves to advance both the investigative and critical writing skills of students. Social context, sustainability, and ethics will be some of the themes addressed, possibly structured within a colloquial format. This Seminar requires extensive reading, research, and short, fast-paced assignments set in the various workshops. Students participate in individual and group presentations in the Seminar.

GRD602 Design Graduate Studio II

Students are assigned formally structured design projects, each requiring a substantive research phase, a prototype or concept testing phase followed by concept refinement and concept presentation phases. Where appropriate, the research phase will require students to collaborate in teams, and in some instances the entire projects are team-based. Typically, a project definition or project brief will grow out of the research findings and will serve as the plan of work for the completion of the course. Students are expected to develop their design proposals by creating mock-ups and/or conceptual prototypes that would be subject to a process of testing and iterative refinement. Students are also expected to create high quality visual material (concept sketches, computer 2D/3D renderings and layouts), and/or a 3D model, either digitally created or hand built, as appropriate for specific assignment. At the conclusion of these assignments, students are required to make a clear and comprehensive verbal presentation to their faculty and peers. A written document articulating their research approach, their findings and the rationale and context of their design, in support of the original project brief, is also a requirement.

GRD606 Interaction Design II

The design studio project/client will determine the context for the interactive products or services you will be developing, with a goal of keeping up with, or pushing the boundaries of, current social, economic and technical trends. The course is intended help you put in play the fundamental concepts, methods, and practices of interaction design and extend your skills and practice at the intersection of communication, interaction and experience.

DGR612 Contextual Design Research II

Contextual Design Research II will be primarily field-based, with student teams applying what they have learned in Contextual Design Research I toward a community-based or industry-based project. The students will work on the same team and the same project throughout the semester. The continuity in their project and across the team will mirror real-world conditions. They will co-design with their clients and stakeholders as they practice team-based participatory models necessary for design leadership.

DGR614 Graduate Seminar II

Graduate Seminar II brings together the full cohort of CCS graduate students where they are exposed to key contemporary issues influencing the design professional. Students will attend lectures and workshops with visiting artists, designers, as well as related industry and academic leaders. Graduate Seminar II serves to advance both the investigative and critical writing skills of students. Social context, sustainability and ethics will be some of the themes addressed, possibly structured within a colloquial format. This Seminar requires extensive reading, research, and short, fast-paced assignments set in the various workshops. Students participate in individual and group presentations in the Seminar.

GRD604 Studio Elective II

Studio Elective II is an opportunity for students to select studio courses from CCS' wide-ranging undergraduate programs - either to pursue personal creative interests, gain studio experience related to an intended thesis direction, or augment basic skills. Students make their selection in consultation with their graduate advisor.

GRD701 Design Graduate Studio III

Students are assigned formally structured design projects, each requiring a substantive research phase, a prototype or concept testing phase followed by concept refinement and concept presentation phases. Where appropriate, the research phase will require students to collaborate in teams, and in some instances the entire projects are team-based. Typically, a project definition or project brief will grow out of the research findings and will serve as the plan of work for the completion of the course. Students are expected to develop their design proposals by creating mock-ups and/or conceptual prototypes that would be subject to a process of testing and iterative refinement. Students are also expected to create high quality visual material (concept sketches, computer 2D/3D renderings and layouts), and/or a 3D model, either digitally created or hand built, as appropriate for specific assignment. At the conclusion of these assignments, students are required to make a clear and comprehensive verbal presentation to their faculty and peers. A written document articulating their research approach, their findings and the rationale and context of their design, in support of the original project brief, is also a requirement.

DGR711 Graduate Thesis I

Students are required to create a body of work that is the culmination of his/her graduate study experience. The Thesis requirements include a critical paper in support of the project's outcomes. The paper should articulate the research component of the project and provide a narrative that describes the project outcome into a social, economic and business context.

DGR717 Business Practices II

Students learn business issues related to product development management in a global context. In addition to management, matters specific to corporate settings, entrepreneurship and the operation of consulting offices are also covered. Written assignments include business plans and proposal writing. Coaching in verbal presentation and making project pitches is also a feature of the course.

DGR715 Graduate Seminar II

Students are exposed to key contemporary issues influencing the design professions. Cross-disciplinary strategies for evolving work is a theme. Students attend lectures and workshops with visiting artists, designers, as well as related industry and academic leaders.

DGR712 Graduate Thesis II

Students are required to create a body of work that is the culmination of his/her graduate study experience. The Thesis requirements include a critical paper in support of the project's outcomes. The paper should articulate the research component of the project and provide a narrative that describes the project outcome into a social, economic and business context.

DGR718 Business Practices II

Students learn business issues related to product development management in a global context. In addition to management, matters specific to corporate settings, entrepreneurship and the operation of consulting offices are also covered. Written assignments include business plans and proposal writing. Coaching in verbal presentation and making project pitches is also a feature of the course.

GRD708 Studio Elective III

Studio Elective III is an opportunity for students to select studio courses from CCS' wide-ranging undergraduate programs - either to pursue personal creative interests, gain studio experience related to an intended thesis direction, or augment basic skills. Students make their selection in consultation with their graduate advisor. Under certain circumstances, subject to a student's prior experience and specific thesis project requirements, Studio Elective III may be substituted for a Liberal Arts elective.

M.F.A. - Transportation Design

Year One

First Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	GRT 601	Transportation Graduate Studio I	3
	G - - - -	Studio Elective	3
	GRT 605	Digital Viscom I	3
	DGR 611	Contextual Design Research I	3
	DGR 613	Graduate Seminar I	3

Second Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	GRT 602	Transportation Graduate Studio II	3
	DGR 717	Business Practices I	3
	GRT 606	Digital Viscom II	3
	DGR 612	Contextual Design Research II	3
	DGR 614	Graduate Seminar II	3

Year Two

Third Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	DGR 711	Graduate Thesis I	3
	DGR 718	Business Practices II	3
	DGR 715	Graduate Seminar III	3
	GRT 701	Transportation Graduate Studio III	3
	G - - - -	Studio Elective	3

Fourth Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	DGR 712	Graduate Thesis II	9
	DLE - - -	Liberal Arts Elective	3
	G - - - -	Studio Elective	3

Catalog Year 09/10

Total Credits

60

MFA Transportation Design Course Descriptions

GRT601 Transportation Graduate Studio I

The design projects assigned in Transportation Graduate Studio I, II, and III share the same structure, but differ in their complexity and duration. Students are assigned formally structured design projects, requiring a substantive research phase (augmented by their Contextual Design Research class), a prototype or concept synthesis development phase, followed by a concept/design refinement phase, and finishing with design presentation and reflection phases. Topics will be relevant to today's ever-changing cultural and technological societies.

GRT605 Digital Visual Communication I

This course focuses on the process and creation of multi-faceted, multimedia narratives to express complex concepts, ideas, and designs to the full spectrum of audiences. It will cover:

- the philosophy and practice of digital communication
- narrative development through effective storytelling
- digital creation toolkit
- workflow creation, implementation, timing, and process
- overview and exploration of the impact of social networks

DGR611 Contextual Design Research I

Contextual Design Research I introduces the methods, tools, and techniques of research that are relevant to designing with people in mind for product, experience, space, or service. The methods and tools fall in the categories of “what people say,” “what people do,” and “what people need.” Contextual Design Research I, the first of the two-part research sequence, will be primarily lecture-based, but will also include a variety of hands-on learning activities that are applicable at all points along the design process. This course is structured around the graduate studio projects.

DGR613 Graduate Seminar I

Graduate Seminar I brings together the full cohort of CCS graduate students where they are exposed to key contemporary issues influencing the design professional. Students will attend lectures and workshops with visiting artists, designers, as well as related industry and academic leaders. Graduate Seminar I serves to advance both the investigative and critical writing skills of students. Social context, sustainability, and ethics will be some of the themes addressed, possibly structured within a colloquial format. This Seminar requires extensive reading, research, and short, fast-paced assignments set in the various workshops. Students participate in individual and group presentations in the Seminar.

GRT603 Studio Elective I

Studio Elective I is an opportunity for students to select studio courses from CCS' wide-ranging undergraduate programs - either to pursue personal creative interests, gain studio experience related to an intended thesis direction, or augment basic skills. Students make their selection in consultation with their graduate advisor.

GRT602 Transportation Graduate Studio II

Students are assigned formally structured design projects, each requiring a substantive research phase, a prototype or concept testing phase, followed by concept refinement and concept presentation phases. Where appropriate, the research phase requires students to collaborate in teams, and in some instances entire projects are team-based. Typically a project definition or project brief will grow out of the research findings and will serve as the plan of work for the completion of the course. Students are expected to develop their design proposals by creating mock-ups and/or conceptual prototypes that is subjected to a process of testing and iterative refinement. Students are also expected to create high-quality visual materials (concept sketches, computer 2D/3D renderings and layouts), and/or a 3D model, either digitally created or hand built, as appropriate for the specific assignment. At the conclusion of these phases, students are required to make a clear and comprehensive verbal presentation to their faculty and peers. A written document articulating their research approach, their findings and the rationale and context of their design in support of the original project brief, is also a requirement of the course.

GRT606 Digital Viscom II

Students acquire the requisite high quality sketching-ideation and presentation skills required by the auto industry. Digital Viscom II focuses on 3D Alias modeling.

DGR612 Contextual Design Research II

Contextual Design Research II will be primarily field-based, with student teams applying what they have learned in Contextual Design Research I toward a community-based or industry-based project. The students will work on the same team and the same project throughout the semester. The continuity in their project and across the team will mirror real-world conditions. They will co-design with their clients and stakeholders as they practice team-based participatory models necessary for design leadership.

DGR614 Graduate Seminar II

Students are exposed to key contemporary issues influencing the design professions. Cross-disciplinary strategies for evolving work is a theme. Students attend lectures and workshops with visiting artists, designers, as well as related industry and academic leaders.

GRT604 Studio Elective II

Studio Elective II is an opportunity for students to select studio courses from CCS' wide-ranging undergraduate programs - either to pursue personal creative interests, gain studio experience related to an intended thesis direction, or augment basic skills. Students make their selection in consultation with their graduate advisor.

GRT701 Transportation Graduate Studio III

Students are assigned formally structured design projects, each requiring a substantive research phase, a prototype or concept testing phase, followed by concept refinement and concept presentation phases. Where appropriate, the research phase requires students to collaborate in teams, and in some instances entire projects are team-based. Typically a project definition or project brief will grow out of the research findings and will serve as the plan of work for the completion of the course. Students are expected to develop their design proposals by creating mock-ups and/or conceptual prototypes that is subjected to a process of

testing and iterative refinement. Students are also expected to create high-quality visual materials (concept sketches, computer 2D/3D renderings and layouts), and/or a 3D model, either digitally created or hand built, as appropriate for the specific assignment. At the conclusion of these phases, students are required to make a clear and comprehensive verbal presentation to their faculty and peers. A written document articulating their research approach, their findings and the rationale and context of their design in support of the original project brief, is also a requirement of the course.

DGR711 Graduate Thesis I

Students are required to create a body of work that is the culmination of his/her graduate study experience. The Thesis requirements include a critical paper in support of the project's outcomes. The paper should articulate the research component of the project and provide a narrative that describes the project outcome into a social, economic and business context.

DGR717 Business Practices II

Students learn business issues related to product development management in a global context. In addition to management, matters specific to corporate settings, entrepreneurship and the operation of consulting offices are also covered. Written assignments include business plans and proposal writing. Coaching in verbal presentation and making project pitches is also a feature of the course.

DGR715 Graduate Seminar III

Students are exposed to key contemporary issues influencing the design professions. Cross-disciplinary strategies for evolving work is a theme. Students attend lectures and workshops with visiting artists, designers, as well as related industry and academic leaders.

DGR712 Graduate Thesis II

Students are required to create a body of work that is the culmination of his/her graduate study experience. The Thesis requirements include a critical paper in support of the project's outcomes. The paper should articulate the research component of the project and provide a narrative that describes the project outcome into a social, economic and business context.

DGR718 Business Practices II

Students learn business issues related to product development management in a global context. In addition to management, matters specific to corporate settings, entrepreneurship and the operation of consulting offices are also covered. Written assignments include business plans and proposal writing. Coaching in verbal presentation and making project pitches is also a feature of the course.

GRD708 Studio Elective III

Studio Elective III is an opportunity for students to select studio courses from CCS' wide-ranging undergraduate programs - either to pursue personal creative interests, gain studio experience related to an intended thesis direction, or augment basic skills. Students make their selection in consultation with their graduate advisor. Under certain circumstances, subject to a student's prior experience and specific thesis project requirements, Studio Elective III may be substituted for a Liberal Arts elective.

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