



Cranbrook Academy of Art

## VETERANS INFORMATION BULLETIN: 2019-2020 ACADEMIC YEAR

### Tuition and Fees, 2019-2020

	Class of 2020	Class of 2021
Tuition	\$36,800	\$38,000
Lab/Facility Fee	\$1,290	\$1,290
Matriculation Fee (1 <sup>st</sup> semester only)	N/A	\$216
Graduation Fee (final semester only)	\$216	N/A
Studio Council Fee	\$100	\$100

### Statement Regarding Continuation of Course of Education for up to 90 Days from the Date the Beneficiary Provides a Certificate of Eligibility, or Valid VAF 28-1905:

In accordance with the Veterans Benefits and Transition Act of 2018 (Public Law 115-407), Cranbrook Academy of Art allows GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend school for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905.

### Program of Study

Cranbrook Academy of Art offers the Master of Fine Arts and Master of Architecture degrees in one of eleven different areas of study: 2D Design (MFA); 3D Design (MFA); 4D Design (MFA); Architecture (M.Arch); Ceramics (MFA); Fiber (MFA); Metalsmithing (MFA); Painting (MFA); Photography (MFA); Print Media (MFA); Sculpture (MFA). Both degree programs are studio-based, with students focusing on individual study and research, and the actual creation of art, design, and architectural projects. There are no discrete courses; students are provided with dedicated studios, and each sets forth on a course of study with the guidance and criticism of the Artist-in-Residence (AIR). While the studios at Cranbrook afford an opportunity for students to make intense, personal investigations into their practice, the Academy's program also requires that students participate in lectures, discussions, and departmental activities (as determined by the AIR). Academy-wide critical studies programs and professional practice programs are also offered as part of the curriculum. The program can be undertaken only on a full-time basis.

Academic requirements and course descriptions are provided on the Cranbrook Academy of Art website: <https://cranbrookart.edu/wp-content/uploads/2018/12/CAA-academic-requirements-course-descriptions.pdf>. The general curriculum consists of the following: Studio Work and Research (the AIR acts as mentor and advisor in monitoring the student's academic progress); Reading and Discussion (the AIR assigns readings and holds seminars on works relevant to studio activity); Visiting Artists (visiting artists and critics who lecture and offer critiques on students' work); Critical Studies and Humanities Program (developed annually to respond to the most current intellectual discourse within contemporary architecture, art, and design; designed to foster inter-departmental exchange through a series of lectures, discussions, debates, films and seminars); Museum, Gallery, and Field Trips (these experiences contribute to the ongoing critical dialog in the department and provide a broader

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context for student's ideas and studio work); Reviews (formal reviews of student work are conducted twice for each student during the course of study, in the second and third semesters); Degree Show and Master's Statement (students petitioning to graduate must participate in the annual Degree Show Exhibition by mounting an installation in the Cranbrook Art Museum and complete a written Master's thesis statement). In addition, students may choose to participate in the activities of one other department each semester as an Elective for credit; each Elective is one credit (maximum of one Elective course per semester).

### **Graduation Requirements**

In order to graduate, students must: Earn at least 60 credit hours; and present a written Master's thesis statement, as approved by the student's Artist-in-Residence; participate in the annual Degree Show Exhibition by mounting an installation in the Cranbrook Art; and present to the Cranbrook Academy of Art Library Collection a set of images documenting the two years of graduate work.

All requirements for degrees must be completed within five calendar years of the date of matriculation. The date of matriculation is the beginning of the student's first (initial) semester in residence.

### **Attendance Requirements**

Full time attendance is a minimum of 36 hours per week of individual studio work, a minimum of 9 hours per week devoted to lectures and discussion, and additional time as required for meetings, special projects, or other activities as recommended by the Artist-in-Residence (AIR). Students are expected to participate fully in the daily life of the department, with attendance expectations set by the AIR. As a graduate program with no structured classes, students are expected to meet attendance expectations in a manner that works for them but is also acceptable to their AIR. The AIR determines whether the student is meeting the expected standards of attendance; the *Director* may also be involved in the determination.

Formal records of attendance are not maintained; any attendance concerns will be addressed by the AIR and/or the *Director*. Students are enrolled in 15 credit hours per semester for the academic Major. Optional Electives enrollment of 1 credit is available to students; the AIR sets the attendance expectations for students enrolled in Electives in the department.

### **Standards of Progress**

A student's progress is observed and reviewed on an ongoing basis by the Artist-in-Residence (AIR). The evaluation of such progress is subjective, and is based on performance and participation in all elements of the curriculum. Informal grades are issued by the AIR at mid-term in each semester, and formal grades are issued by the AIR at the end of each semester.

Students are expected to pass both of their formal Reviews in order to graduate. Students who do not pass a Review, if allowed to continue attendance, must pass a make-up Review in a subsequent semester. The *Director* will make arrangements for the make-up Review.

Students must successfully meet all graduation requirements in order to be considered to have successfully completed their program of studies; graduation will not be certified if any requirement has not been met.

### **Grading System**

Cranbrook Academy of Art employs a Pass/Fail grading system for semester grades. A semester grade of Pass results in the awarding of 15 credits. Failure is recorded as *No Credit* and no credit hours are awarded. Successful completion of an Elective course results in the awarding of 1 credit.

A semester grade of *Incomplete* is recorded in appropriate instances; this is not considered a final grade and must be resolved by mid-term of the following semester. Failure to achieve a grade of *Pass* will result in an automatic grade of *No Credit*.

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A grade of *Withdrew* is recorded when appropriate. Students who formally withdraw from the Academy during the semester or who withdraw from an Elective after the formal drop period is over will receive a grade of *Withdrew*.

A *Satisfactory/Unsatisfactory* grading system is used for mid-term grades, which are advisory.

### **Records of Student Progress**

Report cards are not issued (confirmation of grades may be requested from Phillip Hang, *Manager of Enrollment and Financial Services*, [phang@cranbrook.edu](mailto:phang@cranbrook.edu); 248-645-3360). Those who receive grades other than *Satisfactory* (mid-term) or *Pass* (semester) are formally notified of the grade by the *Manager of Enrollment and Financial Services*.

Official transcripts must be requested online and are fulfilled through Parchment:  
<https://www.parchment.com/u/registration/26709864/account>.

Unofficial transcripts are available for current students only. They are available only during the academic year and must be requested/picked up in person; students may request one free unofficial transcript per semester. Please see the *Administrative Assistant – Student Services* in the CAA Office.

### **Measures of Satisfactory Academic Progress**

Progress is evaluated at mid-term of each semester; mid-term grades are not recorded on students' academic transcripts but are used as advisory grades to assist students in identifying and resolving academic issues. Students who receive a mid-term grade of *Unsatisfactory* are automatically placed on Academic Probation until they receive a semester grade of *Pass*.

Semester grades are issued at the end of each semester. The structure of the program is such that students earn 15 credits (*Pass*) or no credits (*No Credit*) for their major each semester. There is no opportunity to earn fewer than 15 credits toward the major requirements in a semester; therefore, students who do not earn a semester grade of *Pass* are automatically placed on Academy Probation and may be dismissed from the program at the discretion of their Artist-in-Residence.

### **Academic Probation and Dismissal for Failure to Meet Satisfactory Academic Progress**

Failure to meet satisfactory academic requirements results in Academic Probation. The student remains on Academic Probation until a grade of *Pass* is received. Students may be dismissed at any time, at the discretion of their Artist-in-Residence (AIR), for unsatisfactory academic progress.

A student who receives an *Unsatisfactory* mid-term grade will be placed on Academic Probation and is considered to be at risk of receiving a non-passing grade for the semester; the student remains on Academic Probation until a grade of *Pass* is achieved. If the student receives a grade of *Incomplete* or *No Credit* for the semester, the student is failing to meet academic standards and may be asked to leave the program at that time. In certain instances, and at the discretion of the student's AIR, the student who received a grade of *No Credit* may be allowed to repeat the semester.

A student who received a *Satisfactory* mid-term grade but who receives a semester grade of *No Credit* is failing to meet academic standards and may be dismissed from the program, at the discretion of the AIR. If the student is allowed to remain in the program, the student will be placed on Academic Probation until a subsequent semester grade of *Pass* is achieved.

Any student who receives a semester grade of *Incomplete* must resolve the grade by mid-term of the succeeding semester. A student who receives a final grade of *No Credit* at mid-term of the semester following a semester in which the student received a semester grade of *Incomplete* is considered to be failing to meet academic standards and may be asked to leave the program at that time. In certain instances, and at the discretion of the student's Artist-in-Residence, the student may be allowed to

repeat the semester; the student will remain on Academic Probation until a grade of *Pass* is earned for a subsequent semester.

There is an appeals process available to students who are placed on Academic Probation or are dismissed for unsatisfactory academic progress; the appeals process is outlined in the Cranbrook Academy of Art Student Handbook, which is provided in-person to students annually and posted on the Academy Intranet. Students who are dismissed for failure to maintain satisfactory academic progress may appeal the dismissal, but if the appeal is denied, the dismissal is final.

A student who receives a mid-term grade of *Unsatisfactory* in the final semester of their program is in jeopardy of not being able to graduate. In such a situation, the AIR, in consultation with the *Director*, will determine the course of action appropriate to the individual situation; students may be asked to leave the program.

Dismissed students who wish to re-enter the Academy must reapply and be accepted; there is no guarantee, express or implied, that the student will be accepted.

### **Student Conduct Policy**

The *Student Code of Conduct* is published in the Cranbrook Academy of Art Student Handbook, which is provided in person annually to every student and posted on the Academy Intranet. Students at Cranbrook Academy of Art are required to conduct themselves in a manner which promotes a harmonious learning, working and living environment within the Academy. Conduct which detracts from such an environment (i.e., misconduct) may result in disciplinary action such as probation, Academic Probation, suspension, or dismissal. Examples of misconduct include, *but are not limited to*: Academic dishonesty (includes, but is not limited to, plagiarism [i.e., copying the language, structure, idea or work of another and presenting it as the student's own]; giving or receiving unauthorized aid or assistance on any form of work; or, giving or receiving an unfair advantage on any form of work); personal dishonesty (providing false, misleading, incomplete or inaccurate information on or for Academy forms or records; making false statements, including, but not limited to, defamatory statements, concerning any other person connected with the Academy or Cranbrook Educational Community); insubordination (to Academy administrators or instructional personnel or to Cranbrook Educational Community trustees, administrators or instructional personnel); failure to meet academic requirements and attendance (established by the Academy, the *Director*, the *Director* and their Artist-in-Residence); unlawful duplication, reproduction, retention or use of copyrighted material; improper or indecent communications or conduct (subject to the Academy's policy on *Freedom of Expression and Exchange of Ideas* policy, students shall not engage in communications or conduct that is threatening, annoying, vulgar, indecent or obscene); attitude/conduct deemed detrimental to the Academy or to the residential housing program, including creating a disharmonious working or living environment; disruptive communications or conduct (students shall not, by communications or conduct, disrupt, disturb or obstruct any function, activity or event connected with the Academy or the Cranbrook Educational Community; neither shall students urge others to engage in such communications or conduct); failure to follow all safety rules when working with hazardous materials anywhere on campus; use, possession, sale or solicitation to sell illegal, "look-a-like," "designer," or unauthorized drugs; abuse of alcohol; providing alcohol to minors; intentional damage or destruction or attempt to damage or destroy the property of or theft of the property of (including supplies or equipment belonging to) any other person connected with the Academy or Cranbrook Educational Community; trespassing (defined as: without permission, entering onto or use the property, space or possessions of another student, the Academy or Cranbrook Educational Community); discriminatory harassment (unwelcome sexual advances, requests for sexual favors or other communications or conduct relating to another person's sex, sexual orientation, gender identity, race, color, national origin, religion, height, weight, marital status or disability; i.e., sexual or racial comments, threats or insults, unwelcome touching, etc.); sexual violence/sexual assault (including acts of sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence and stalking; refer to the Sexual Harassment, Sexual

Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy for complete description of prohibited acts); possession of weapons and dangerous objects that are capable of, or appear capable of, inflicting bodily injury (e.g., guns, knives, batons, martial arts devices, explosives, chemicals, etc.) anywhere on Cranbrook Educational Community property or leased spaces unless for use in a project and pursuant to the advance permission and guidance of their Artist-in-Residence and the *Director*; assault and battery of another person connected with the Academy or Cranbrook Educational Community; coercion, extortion or blackmail of any other person connected with the Academy or Cranbrook Educational Community; criminal acts (students shall not engage in conduct or communications defined as a crime under federal, Michigan or local law); improper fraternization with children and teens (in general, personal relationships between the adult Academy of Art students and the children and teens of Cranbrook Schools are inappropriate; contact, including via electronic media, personal meeting, telephone, mail, social media, etc., with Schools' students or campus visitors under age 18 must be supervised or otherwise conducted within an approved educational context); nonpayment of tuition and fees.

### **Circumstances of Probation**

A student may be placed on Probation for failure to make satisfactory academic progress, or for violation of the Student Code of Conduct.

If placed on Probation, the student will receive written notification from the *Manager of Enrollment and Financial Services* describing the cause and length of the probationary period and the requirements for Probation to be lifted.

### **Circumstances of Dismissal**

A student may be dismissed for: misconduct or attitude/conduct deemed detrimental to the Academy or to the residential housing program (the *Student Code of Conduct* is published in the Cranbrook Academy of Art Student Handbook; all students are personally issued a copy of the Handbook annually; the Handbook is also posted on the Academy Intranet as a searchable document); unsatisfactory academic progress; illegal, fraudulent, or life-threatening action (may be dismissed immediately with no appeal privilege); poor attendance or non-payment of fees; issues of assault/harassment; alcohol and drug abuse in accordance with Cranbrook Educational Community policies (these policies provide for a compassionate response, including counseling and treatment; if a student does not take responsible advantage of the benefits of the policies, his or her student status may be jeopardized).

### **Appeals Process**

There is an appeals process available to students who are placed on Probation or dismissed; the appeals process is outlined in the Cranbrook Academy of Art Student Handbook, which is provided in-person to students annually and posted on the Academy Intranet. If the appeal process is exhausted without reinstatement, the dismissal is final.

Dismissed students who wish to re-enter the Academy must reapply and be accepted; there is no guarantee, express or implied, that the student will be accepted.

### **Credit for Previous Education and Training**

A veteran-student must report all previous education and training to the *Manager of Enrollment and Financial Services* before or during the first semester of study. Cranbrook Academy of Art will evaluate and grant credit (and shorten training time), if appropriate. The determination of credit will be made by a faculty member with academic experience in the appropriate subject matter. The evaluation of prior credit is rigorous and carries no promise that credit will be granted.

### **Veterans Benefits Contact**

Contact Phillip Hang, *Manager of Enrollment and Financial Services* with questions related to VA Benefits: [phang@cranbrook.edu](mailto:phang@cranbrook.edu); 248-645-3360.