COLLEGE *for* Creative Studies

2012–2013 GRADUATE COURSE CATALOG

TABLE OF CONTENTS

Major Curriculum Requirements

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.

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 enrichment and opening career pathways to talented individuals of all ages.

ACADEMIC PROGRAMS
CCS offers Bachelor of Fine Arts degrees in 12 majors and Master of Fine Arts degrees in two areas.

Bachelor of Fine Arts Degrees
The BFA degree requires completion of 126 credit hours: 84 in studio areas and 42 in general studies courses. In addition to coursework in their chosen major, first-year students take courses in the Foundation Department, where they study drawing, color theory, and basic design. Students in all majors also take courses in the Liberal Arts Department, designed to provide them with an understanding of the larger social and cultural context in which they live. Typical weekly schedules for full-time students comprise 24 studio hours and six academic hours.

Master of Fine Arts
The College's MFA degrees in design and transportation design are terminal degrees that prepare students for leadership in the design industries. The MFA degree programs share core curricula, with variations in technology components, and the focus and content of industry sponsored projects.

The MFA degree requires completion of 60 credit hours. Distinctive among MFA programs in the United States, CCS' Graduate Studies is grounded in the conviction that the most effective designers are those who have a firm grasp of the business world.

CCS programs provide basic study in business as well as advanced study in design. MFA students learn business fundamentals from faculty who have worked as professional consultants as well as being educators in business management, finance, marketing, and entrepreneurship. CCS MFA graduates develop the foundational tools required for implementing design concepts, making strategic business decisions, and becoming effective leaders in organizations.

Faculty
The College has approximately 250 faculty members who are professionals in their individual fields and bring diverse backgrounds and experience to the classroom.

COMMUNITY ARTS PARTNERSHIPS
The College for Creative Studies (CCS) is committed to making art and design education accessible to the community. The Community Arts Partnerships (CAP) program cultivates collaborations between CCS and metro Detroit community organizations to bring CCS's 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 backgrounds. 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.   CAP regularly employs CCS students as instructors in these community programs, providing young artists the opportunity to engage directly with Detroit communities.

CONTINUING EDUCATION

The Continuing Education (CE) program at CCS offers classes for youth, precollege students, adults and professionals in all areas of creative art and design. The CE program provides training for creative companies, individual designers and aspiring designers in current software, best practices and current technologies. CE programs include a young artist program for ages 6+, summer residential precollege program for high school students ages 15-18, Michigan teacher continuing education credits, non-credit courses, certificate programs, and diploma programs. www.collegeforcreativestudies.edu/ce

A BRIEF HISTORY

In 1906, the year automobiles made their 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 the ideals of beauty and craftsmanship alive 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.

The Detroit Society of Arts and Crafts changed its name to the Center for Creative Studies-College of Art and Design in 1975. The Kresge-Ford Building was completed the same year. In 1997, the Academic Resource Center, now called the Manoogian Visual Resource Center, was added to the campus, housing Center Galleries and the library, followed by a parking structure in 1999.

In July of 2001, CCS changed its name to the College for Creative Studies to better reflect what the College does – educate talented students to become artists, designers and leaders in their fields. In the fall of 2001, CCS inaugurated the Walter B. Ford II Building, and renovated two historic homes next to campus to house the Administration and Admissions offices.

The Josephine F. Ford Sculpture Garden was added in fall of 2005, creating a central gathering place for the CCS Community. In 2007, the College renovated another home on historic Ferry Street to house the Institutional Advancement and Human Resources offices.

In 2008, CCS embarked on its most ambitious project to date – the redevelopment of the 760,000 sq. ft. Argonaut Building. Through a $145 million redevelopment project, the College transformed General Motors' historic building into the A. Alfred Taubman Center for Design Education.

Located in Detroit's New Center district, the Taubman Center serves as a second campus site for the College. It houses CCS's five undergraduate design departments, the Master of Fine

Arts degree programs in Design and Transportation Design and a new art and design charter high school and middle school, the Henry Ford Academy: School for Creative Studies. The Taubman Center enables CCS to expand its curriculum to new areas of the creative industries, improve facilities for every one of its departments, and connect to the community in exciting new ways. There is nothing like it anywhere in the world. The College continues to maintain an active physical presence in the Cultural Center with the Walter and Josephine Ford Campus, which houses the arts and crafts disciplines as well as the majority of the administrative offices.

Today CCS is recognized as a world leader in art and design education, preparing students to enter the new, global economy where creativity shapes better communities and societies. The College enrolls nearly 1,400 students seeking Bachelor of Fine Arts degrees in 12 majors and Master of Fine Arts degrees in Design and Transportation Design. CCS also offers non-credit courses in the visual arts through its Continuing Education programs and annually provides more than 4,000 Detroit youth with art and design education through Community Arts Partnerships programs.

ACCREDITATION

The College for Creative Studies is a nonprofit, private, art college authorized by the Michigan Education Department to grant Bachelor's and Master's 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 re-accreditation. If you wish to make comments, send them by letter or e-mail to the following address:

The Higher Learning Commission
30 North La Salle Street, Suite 2400
Chicago, IL 60602-2504
www.ncahigherlearningcommission.org

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

Dan Long, Dean of Students
Office of Student Affairs
201 E Kirby, Detroit, MI 48202-4034
313.664.7676

dlong@collegeforcreativestudies.edu

Admissions Procedure

1. Complete the free on-line application at
   https://www.collegeforcreativestudies.edu/apply_now/mfa

2. Submit official college transcript(s). (We require a minimum 3.0 undergraduate accumulative grade point average.) Photo copied transcripts are not accepted.

   Please send all mail to the following address:
   Admissions Office - Graduate
   College for Creative Studies
   201 E. Kirby
   Detroit, MI 48202-4034
   313-664-7814
   Fax: 313-872-2739
   mfaadmissions@collegeforcreativestudies.edu

   For Items numbered 3-7 you will need to create a personal account on-line using the website SlideRoom. https://ccs.slideroom.com Follow the instructions for submission to the College for Creative Studies. Once in the CCS Slide Room portal, you will click on the "Sign Up" link to get started. When your account is created you can return to it at any time with your login and password .There is a $15 fee required for SlideRoom, you will pay this on-line with a credit card.

3. Upload a portfolio that communicates your problem-solving skills and your technical and design expertise to the website https://ccs.slideroom.com

4. It is required that applicants to the Transportation Design major include a significant number of original sketches in their portfolio submission and/or an additional sketch book.

5. Submit a statement of purpose (500-1,000 words) using your new SlideRoom account. The statement should outline your objectives for seeking an MFA at CCS. This document serves as your writing sample and should include your areas of interest and influences on your design thinking and practice.

6. Submit resume/curriculum vitae using your new SlideRoom account detailing your educational and work experience and any community service.

7. Provide three letters of recommendation from people who know your academic and professional record and can speak to your potential for success at CCS. You will send e-mail requests for these letters. This is completed through your SlideRoom account.

8. Prepare for an interview. We contact select candidates for Skype or telephone interviews. To ready yourself for an interview, become familiar with the CCS design philosophy through the website. For a list of sample interview questions contact the Graduate Admissions office.
   a. After admission you will send a commitment fee in order to enroll. Submission of the $100, non-refundable fee, reserves your space in the program.

International applicants

In addition to the items listed above, complete the following:

1. Submit your **Test of English as a Foreign Language** (TOEFL) score. The minimum required scores are: On the internet version a 71, or on the paper based a composite score of 527, or on the computer-based a 197. Visit www.toefl.org -our school code is 1035. **Photocopied test results are not accepted**. The **International English Language Testing System** (IELTS) may be considered in place of the TOEFL test. The minimum IELTS score required is 6.0. Successful completion of ELS 112 also may be used in place of the TOEFL test. Please visit www.els.edu for more information.

2. Provide English translations of your transcripts along with the school's grading scale so we can convert your grades.

3. Send official certification from a financial institution documenting funds to cover one year's tuition and expenses Please notify Graduate Admissions if you plan to bring a spouse and/or dependent children. The actual amount available for your studies must be stated in U.S. dollars. For current tuition amounts please contact the office of Graduate Admissions.

4. Submit an affidavit of support if a sponsor will help pay for your education. The Graduate Admissions office can supply this form.

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.
- Course descriptions may be required.
- Maximum credits awarded for transfer is nine (9).

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

International Admissions

- In addition to the requirements listed above;
- Test of English as a Foreign Language (TOEFL) with a minimum composite score of 527 on the paper-based test, 197 on the computer-based test, and 71 on the internet-based test (see GPA and TOEFL section below). Photocopied test results are not accepted. The TOEFL is not required if the student's undergraduate degree program was taught in English. If the university or college is not located in the United States, the transcript must indicate that the instruction was in English.
- Each transcript must be translated into English and must include the school's grading scale so that we may convert your academic class grades.
- Official certification from a financial institution documenting funds to cover one year's tuition and expenses ($47,995 and an additional $11,900 for a spouse and each dependent child). Please notify Katherine Campbell if you plan to bring a spouse and/or dependent children. 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. International students may wire funds directly to the college's bank account upon request, please contact Katherine Campbell for the College's account number.
- I-20's are issued after all requirements are met and the College has received a copy of the student's passport. An I-20 form enables a foreign student to apply for an F-1 student Visa from an American Embassy.

Preparing for the Visa Interview

- The purpose of the Visa interview is often to "prove" you will return to your home country after finishing your academic program. Demonstrating ties such as family, property, or employment will help you make this point.
- Make sure all information on the I-20 form is correct.
- Bring all important school correspondence to the interview, such as your admission letter or email messages.
- Demonstrate adequate financial support. Bring financial documents, proof of income, or business cards (if you have been working).
- Do not use memorized text during the visa interview. Be prepared to answer such questions as "Where did you hear about this school?" "What do you plan to do after graduation?"
- Know the job prospects in your field in your home country.
- Do not bring family members with you to the interview.
- Maintain a positive attitude. Do not engage the consular officer in an argument. If you are denied a student Visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal. Ask for the reason you were denied in writing.

Grade Point Average and TOEFL Scores
Candidates, who do not meet the minimum GPA and TOEFL requirement, may be considered for the graduate program based on a combination of all admission requirements and their potential for success in the program.

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, pdf files, or via a website. Please present all digital work formatted for PC or Macintosh.   **The preferred method for submitting a portfolio is pdf files.** 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.

Sample Interview Questions
Applicants are encouraged to watch all of the videos on the CCS MFA website to become familiar with the philosophy of transportation or interdisciplinary design.   Some of the questions the applicant will be asked during the interview include:
1. How would you describe yourself as a designer?
2. What do you hope to gain from your experience at CCS?
3. What are your future plans for five years from now, in ten years?
4. What is your comfort level with technology?

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 Admissions Office with the $100 commitment fee. 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 Associate Dean for 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 Affairs. Students with a physical and/or learning disability must provide the College with documentation of their disability before any assistance can be provided.

The following person has been designated to handle inquiries regarding disability assistance:

Dan Long, Dean of Students
Office of Student Affairs
201 E Kirby
Detroit, MI 48202-4034
313.664.7676

dlong@collegeforcreativestudies.edu

Graduate Studies Tuition and Fees (2012–2013)

Tuition:	$1,193 per credit; $17,895 per semester for full-time enrollment, 12-18 credits.
Commitment Fee:	$100 per semester (credited towards tuition)
Student Accident Insurance:	$40 per year
Resource Fee:	$570 per semester
Graduation Fee:	$150

2012-2013 Housing Costs:

Taubman Center 3 students per unit - $2575 per semester*
Taubman Center 4 students per unit - $2310 per semester*
Art Centre Building 2-3 students per unit - $2575 per semester
Art Centre Building 4-6 students per unit - $2310 per semester

*Students in the Taubman Center are required to have a meal plan.

2012-2013 Meal Plan Costs:

785 dining dollars each semester - $725 per semester
1580 dining dollars each semester - $1450 per semester

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, MasterCard, American Express, Discover]). International students must make payments by credit card, check (drawn on a U.S. bank) or international money order. Payments may be made on-line (using WebAdvisor), by mail, phone, or in person.

2. Deferred payment of tuition and fees. Students must make a $100 commitment fee payment at the time of their registration (waivers of this payment are not available). The balance of tuition and fees, less financial aid and scholarships, is due on September 30th for the fall semester and January 31st for the winter semester (see Academic Calendar for specific dates). Tuition bills are sent prior to the due dates. All payments not received by the due date will be assessed a $25 late fee per billing.

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 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. Interest-free monthly payment plan through Tuition Management Systems (TMS). This payment option allows students to divide tuition and other expenses into ten (10) smaller monthly payments, spread over the year for a $55.00 annual enrollment fee. For additional information and enrollment, please go online to 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

Resolving financial concerns is an important step toward being able to focus on your educational experience and successfully complete your program. While there are currently no federal or state grants available, students may qualify for a partial scholarship from CCS and are eligible for various student loan programs.

CCS MFA Scholarships

All graduate applicants are automatically considered for a CCS MFA Scholarship upon completion of the admission requirements. Awards are based on the portfolio review, academic achievement, the interview, and the applicant's potential for success. If an applicant is awarded a CCS MFA Scholarship, the applicant will receive notification of this scholarship along with their acceptance letter. Recipients must maintain a minimum cumulative GPA of 3.0 to continue receiving these scholarships. Students receiving tuition assistance from their employer or country will not be eligible for these scholarships.

Eligibility Requirements for Federal Financial Aid

To receive federal 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

To be considered for federal financial aid students must complete the Free Application for Federal Student Aid (FAFSA), which is found on the Department of Education's website at www.fafsa.ed.gov. CCS' Title IV code is 006771.

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 their CCS Scholarship for a maximum of 2 years (4 semesters) of full-time awards. Loan programs can be utilized beyond 2 years (4 semesters) assuming the student has remaining eligibility. Contact the Financial Aid Office 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. CCS Scholarships require an average of B (3.0 grade point) be maintained. Students whose average grade is below B (3.0 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.

Aid for Less Than Full-Time Enrollment/Pro-ration of Financial Aid
Financial aid is initially awarded based on full-time enrollment. Each semester the enrollment status of every student is reviewed to determine if their grants and scholarships should be pro-rated due to less than full-time status. Aid continues to be pro-rated for less than full-time status until 100% charges apply each semester (see the academic calendar for exact dates).

11.5 – 9.0 credits – reduced to 75%
8.5 – 6.0 credits – reduced to 50%
Less than 6.0 credits – reduced to 0%

Scholarships from outside entities are not prorated unless required by the donor. Loans do not change unless requested by the student or unless the maximum budget for the enrollment level is exceeded.

Please note that students must be at least half-time until 100% charges apply to receive most kinds of aid, including Stafford and PLUS loans.

Complete Withdrawals and Financial Aid
Students doing a complete withdrawal from the college may require adjustments to their federal (Stafford & PLUS loans) aid even after 100% charges apply each semester. Schools are required to perform a calculation up to the date that 60% of the semester is completed, to determine how much federal aid the student has earned. Unearned aid must be returned to the Department of Education. If you are considering a Complete Withdrawal, please contact the Financial Aid Office for an estimate of your final balance.

See below for more information on the regulations regarding the Return of Title IV Funds.

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 Affairs

Office of Student Affairs
The Office of Student Affairs 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 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 Affairs.

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 Director of Student Affairs. 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 Advising and Registration office 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 Advising and Registration office, 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 Advising and Registration office 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 Advising and Registration office 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 Advising and Registration office 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 <u>change</u> 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 Registration office 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 Academic Advising and Registration office 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 Associate Dean for 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 Associate Dean for 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 two persons, including the graduate advisor, or other CCS faculty member. 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 Associate Dean for 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 record that the student believes is 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

Catalog Year
The catalog year is assigned to a student when a student enters or matriculates into a degree program. The catalog year defines the program requirements to obtain a Masters of Fine Arts degree from CCS. Students are obligated to follow the policies and procedures in the catalog year when they have matriculated.

The catalog year is located on the upper left hand side of the academic evaluation (also known as degree audit). On the academic evaluation, students will see the word Catalog with a year following. This is the academic program of study for a student's tenure at CCS and the catalog year coincides with the appropriate curriculum chart. If students are still unsure of their catalog year, they may contact their academic advisor.

If a student leaves the college for more than two years (four semesters) they are required to reapply to the Graduate Studies program. Their catalog year would change upon readmission to the new date of entry and they would be obligated to complete the requirements of the most recent catalog.

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**	**2.00 grade point (Minimum requirement for passing) Standard**
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

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 College. Students formally present their thesis proposal and a summary of their first two semesters of work to a mid-program review panel comprised of their advisor, their Graduate Studies chairperson, and the Associate Dean for Graduate Studies. The student must receive approval from all parties in order to commence his/her graduate thesis in the following semester.

Institutional Attendance Policy
<u>Students are expected to attend every class</u>. 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 Graduate Studies 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 Academic Advising and Registration Office . 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 Academic Warning
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 warning for a period of one semester. If the student fails to achieve a 3.0 cumulative grade point average at the end of the academic warning semester, or is placed on probation for any other reason, he or she is suspended from the College. During the academic warning semester, a student can receive 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 academic warning for a period of one semester. If the student fails to raise the completion rate to two-thirds at the end of the academic warning semester, or is placed on probation for any other reason, he or she is suspended from the College. During the academic warning semester, a student can receive financial aid.

Academic Warning 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 warning for one semester. Students who do not exit academic warning status at the end of the subsequent semester will be suspended. Students suspended from the College may apply for readmission to the Graduate Studies program after one year. The applicant must submit 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 Academic Advising and Registration at the time of grading. Once the required work is completed, the instructor must complete the Grade Change Form and submit it to the Academic Advising and Registration Office.   The final assigned grade will be calculated into the student's cumulative GPA and SAP.

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 approved course, may be applied only once toward fulfillment of any and all degree requirements, including elective courses.   Courses completed at other institutions are not subject to the Repeat policy.

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 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 Associate Dean for 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
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 artist residencies and calls for entry and job postings and available internships, as well as upload their resume and portfolio. In addition to the online Job Book and Internship listings, Career Services 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.

Career Resources
Resources include job search sites, grant information, competitions, fellowships, copyright information, gallery listings, professional organizations, self-promotion, freelance jobs, and more can be found on the Career Services Blackboard page.

Industry Professionals Visit CCS
Career Services hosts many career events throughout the year, including: On Campus Recruiting, Panels and Roundtable Discussions, Professional Portfolio Reviews and Company Information Sessions.

Professional Topics Series
Career Services offers workshops to CCS students on topics such as Resume 101 to Interview Skills to Business Etiquette and everything in between! Guest Speakers are also part of this series.

Internship Program

The Career Services Office works closely with the College's Associate Dean for 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 Associate Dean for Graduate Studies and a minimum cumulative grade point average of 3.0 to be eligible to participate in the program.

Perfect Interview

This program allows students to participate in an online simulated interview. The interview, captured via web cam, can then be reviewed by the student to determine areas of strength and areas of improvement. Career Services has a private space dedicated to this system, but you can also access Perfect Interview from the privacy of your own home, with or without a web cam.

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 primary objective of the Multicultural Affairs Office (MAO) is student success. Serving as a "safety net" for academically at-risk students, the MAO works closely with the Academic Advising Office and the Student Success Center to establish a formidable troubleshooting team.

The assistance provided by the MAO includes: academic advising, tutoring and personal counseling referrals, and encouraging students to recognize the value of their personal contributions to the CCS community.

The MAO also provides free Saturday figure drawing clinics every fall, winter and summer semester. Registered CCS students, faculty and alumni are encouraged to attend. This is not a formal class. However, if an attendee requests instruction or an informal critique, the Director of Multicultural Affairs or any other faculty member in attendance provides that help. Attendees work in their sketchbooks, complete class assignments or merely work to improve their figure rendering skills.

The Multicultural Affairs Office is dedicated to providing the support for CCS students, and potential CCS students, to clearly identify their goals and to develop the professional art, design and social skills needed for success.

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 <u>free</u> resource for <u>all</u> 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.

April 4 - April 23	Fall 2012 Registration begins for: Seniors, Graduate Students – 04/04/12 Juniors - 04/09/12 Sophomores - 04/16/12 Freshmen - 04/23/12 All outstanding balances must be paid in full, and all holds removed prior to registering. $100 Commitment Fee due at the time of Registration
April 23 - September 12	Open registration for FALL 2012
August 26	New Student housing move-in
August 27 – August 29	New Student Orientation for Undergraduate Students New Student Orientation for Graduate Students
August 28	International Student Orientation – Graduate Students
August 29	English Placement Exercise
August 30	International Student Orientation – Undergraduate Students
August 31	RETURNING STUDENT housing move-in Graduate Student Orientation
September 4	FALL 2012 classes begin
September 12	LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO FALL 2012 SCHEDULE LAST DAY to register for classes Last day for 100% refund/credit for dropped credits Last day to adjust meal plan
September 17	Last day for 80% refund/credit for dropped credits (grade of W)
September 24	Last day for 60% refund/credit for dropped credits (grade of W)
September 28	TUITION / HOUSING PAYMENT DUE (total balance) $25.00 fee assessed for late payments Applications for December 2012 graduation due ($100.00 fee for Undergraduate Students, $150.00 for Graduate Students) After this date the $25.00 late fee applies. FALL 2012 accounts not paid in full by this date are assessed a $25 late fee
October 1	Last day for 40% refund/credit for dropped credits (grade of W)

October 2	FULL CHARGES APPLY – no refunds (grade of WN begins)
October 24	Mid-term grades available through WebAdvisor
October 29	FALL 2012 accounts not paid in full by this date are assessed an additional $25 late fee
November	WINTER 2013 registration begins Seniors, Graduate Students – 10/31/12 Juniors – 11/05/12 Sophomores – 11/12/12 Freshmen – 11/19/12 All outstanding balances must be paid in full, all holds removed prior to registering $100 Commitment Fee due at the time of Registration
November 2	Final deadline to apply for December 2012 graduation ($125 fee) No applications for December 2012 Graduation accepted after this date
November 22 - 24	*NO CLASSES - Thanksgiving Break*
November 26 (Monday)	Classes resume
November 28	FALL 2012 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)
November 30	LAST DAY TO WITHDRAW FROM FALL 2012 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
November 19 - January 15	Open registration for WINTER 2013 All outstanding balances must be paid in full, all holds removed in order to register
December 12	December Graduation
December 15	Last day of FALL 2012 semester
December 19	Final grades available through WebAdvisor (to students without holds on their account or student records)

WINTER 2013 (01/14/13 – 05/11/13)

January 9	NEW STUDENT housing move-in
January 10	English Placement Exercise International New Student Orientation
January 11	New Student Orientation
January 13	RETURNING STUDENT housing move-in
January 14	WINTER 2013 classes begin
January 21	*NO CLASSES - Martin Luther King Jr. Day*
January 23	LAST DAY TO MAKE ANY ADDITIONS OR SECTION CHANGES TO WINTER 2013 SCHEDULE LAST DAY to register for classes Last day for 100% refund/credit for dropped credits Last day to adjust meal plan
January 28	Last day for 80% refund/credit for dropped credits (grade of W)
January 31	TUITION / HOUSING PAYMENT DUE (total balance) $25.00 fee assessed for late payments WINTER 2013 accounts not paid in full by this date are assessed a $25 late fee
February 1	Applications for May 2013 graduation due ($100.00 fee for Undergraduate Students, $150.00 for Graduate Students) After this date the $25 late fee applies
February 4	Last day for 60% refund/credit for dropped credits (grade of W)
February 11	Last day for 40% refund/credit for dropped credits (grade of W)
February 12	FULL CHARGES APPLY – no refunds (grade of WN begins)
February 28	WINTER 2013 accounts not paid in full by this date are assessed an additional $25 late fee
March 1	Final deadline to apply for May 2013 graduation ($125.00 fee for Undergraduate Students, $175.00 for Graduate Students) No applications for May 2013 Graduation accepted after this date
March 6	Mid-term grades available through WebAdvisor

March 11 - 16	*NO CLASSES - Spring Break*
March 18 (Monday)	Classes resume
March 29	WINTER 2013 accounts not paid in full by this date are assessed a $75 delinquency fee (in addition to $25 late fees as they apply)
April 3	FALL 2013 registration begins for: Seniors - 4/03/13 Juniors - 4/08/13 Sophomores - 4/15/13 Freshmen - 4/22/13 All outstanding balances must be paid in full, all holds removed prior to registering $100 Commitment Fee due at the time of Registration
April 10	SUMMER 2013 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
April 12	LAST DAY TO WITHDRAW FROM WINTER 2013 CLASSES ABSOLUTELY NO WITHDRAWALS AFTER THIS DATE Must have a staff advisor's signature on blue *Drop/Add Form* A, B, C, D (including + and -), F or I grades are the only grades that can be assigned to students who remain enrolled in classes after this date.
May 6 – May 11	Review Week
May 11	Last day of WINTER 2013 semester
May 15	Final grades available through WebAdvisor (to students without holds on their accounts or student records)
May 16	☺ *COMMENCEMENT!!!* ☺
May 17	Student Exhibition Opening

M.F.A. - Design

Year One

First Semester = 15 Credit Hours

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

Second Semester = 15 Credit Hours

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

Year Two

Third Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	DGR 711	Graduate Thesis I	6
	GRD 701	Design Graduate Studio III	3
	DGR 614	Graduate Seminar II	3
	G - - - - -	Studio Elective	3

Fourth Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	DGR 712	Graduate Thesis II	6
	GRD 702	Design Graduate Studio IV	3
	DGR 718	Business Practices II	6

Catalog Year 12/13   **Total Credits**   **60**

M.F.A. - Transportation Design

Year One

First Semester = 15 Credit Hours

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

Second Semester = 15 Credit Hours

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

Year Two

Third Semester = 15 Credit Hours

Earned	Course #	Course Title	Credits
	DGR 711	Graduate Thesis I	6
	DGR 614	Graduate Seminar II	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	6
	GRT 702	Transportation Graduate Studio IV	3
	DGR 718	Business Practices II	6

Catalog Year 12/13   **Total Credits**   **60**

DGR 611 CONTEXTUAL DESIGN RESEARCH I
This course provides students the knowledge and tools necessary to conduct thorough and effective research to inform their design work. Additionally the course aims to provide a context within which to critically appraise their own design work and the design work of others. Each course comprises two components taught in parallel-Design History and Design Research Methods. Design History covers global design in a socio-political context. Design Research Methods introduces students to both quantitative and qualitative research methods, with an emphasis being on ethnographic, observational processes applied to design and new product development. The relevance of methods such as secondary, observational techniques and experiential methodologies are investigated through case study analysis and hands-on team-based field research assignments. Research methods applied to branding strategies are also covered.

DGR 612 CONTEXTUAL DESIGN RESEARCH II
This course provides students the knowledge and tools necessary to conduct thorough and effective research to inform their design work. Additionally the course aims to provide a context within which to critically appraise their own design work and the design work of others. Each course comprises two components taught in parallel-Design History and Design Research Methods. Design History covers global design in a socio-political context. Design Research Methods introduces students to both quantitative and qualitative research methods, with an emphasis being on ethnographic, observational processes applied to design and new product development. The relevance of methods such as secondary, observational techniques and experiential methodologies are investigated through case study analysis and hands-on team-based field research assignments. Research methods applied to branding strategies are also covered.
PREREQUISITE: DGR 611

DGR 613 GRADUATE SEMINAR I: FOUNDATIONS OF GLOBAL THINKING
'Think globally, act locally' is a catchphrase that's been used since the early 1970s in a wide range of contexts, from management theory to environmental and social activism. But just what does it mean? This seminar provides a foundation for thinking about economic, political, cultural, and aesthetic issues in a global context, especially as they might inform individual design practice, i.e., the student's local action. The seminar begins by examining the process of exchange and in particular the way humans interact with one another through market transactions. Students then examine various ways of understanding globalization as an economic and cultural system. Subsequent classes focus on the mechanisms of the global market and the increasingly important role design has come to play. Of particular concern are the aesthetic and informational values built into production and consumption practices. This further entails consideration of questions of sustainability and ethics. Provisions are made to accommodate the exploration of individual and group interests as the semester progresses.

DGR 614 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.
PREREQUISITE: DGR 613

DGR 685 SPECIAL PROJECT
The Special Project course is offered on an occasional basis, with course content specific to the area being explored.

VISUAL NARRATIVE This course focuses on developing drawing skills for artifact representation as well as developing and exploring tools required for visual storytelling or "the creative narrative". Students develop various skills in the visual study of objects using traditional design tools such as pencil, pen, marker and ultimately finish with the application of multiple digital tools, such as Adobe Photoshop and Illustrator, in assembling and communicating a design narrative.

DGR 711 GRADUATE THESIS I
This course is designed to help students articulate and execute a body of work that is the culmination of his/her graduate study experience. Students should be able to synthesize external factors - such as technological, global, environmental issues and trends, including social change - translate them into a form that is meaningful in a business setting, and create relevant design solutions. 'Relevant' in this context requires that students' design solutions resonate with an identified market segment, from all design and functional standpoints.
PREREQUISITES: DGR 611, 612, 613, 614, GRD 601, 602, 605, AND 606 OR GRT 601, 602, 605 AND 606

DGR 712 GRADUATE THESIS II
This course is deisgned to help students articulate and execute a body of work that is the culmination of his/her graduate study experience. Students should be able to synthesize external factors - such as technological, global, environmental issues and trends, including social change - translate them into a form that is meaningful in a business setting, and create relevant design solutions. 'Relevant' in this context requires that students' design solutions resonate with an identified market segment, from all design and functional standpoints.
PREREQUISITE: DGR 711, GRD 701 OR GTR 701

DGR 717 BUSINESS PRACTICES I
This course is designed around a framework that organizes and interrelates marketing topics into succinct modules. Using the new textbook, 'Marketing: The Big Picture' by Christie Nordhielm, students will be required to apply the Big Picture framework to a live 'mini' case that they choose and write themselves using a carefully designed template. Students will then take a leadership role in managing the discussion of these mini cases. In this way, the class will maximimize their relevance to current business practices and also acquaint the students with the 'business case' format. Students will also leverage a simulation tool, the Big Picture Simulation, to test their knowledge of the concepts learned in class.

DGR 718 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.
PREREQUISITE: DGR 717

DGR 775 GRADUATE STUDIES INTERNSHIP
Participation in an internship experience allows students to use classroom-learned skills in a related employment experience. Students must work a minimum of 135 hours over the course of the entire semester. Students must have a minimum cumulative GPA of 3.0. All internships must be approved by the graduate program department chairperson.

GRD 601 DESIGN GRADUATE STUDIO I

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 a 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.

GRD 602 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 a 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.
PREREQUISITE: GRD 601

GRD 605 INTERACTION DESIGN I

background and hands-on experience in designing interface devices connecting humans to technology. Themes covered include, but are not limited to, interface and ambient interaction, sound design and the physical nature of form that conditions human interaction. The labs are interdisciplinary, requiring 2D and 3D designers to work collaborative with technologists, cognitive psychologists and ergonomists, in order to accomplish meaningful human interface design solutions. The role of cultural predisposition, cognition, perception, audio effect, haptics (touch), kinesthetics (gesture and muscle memory) and the synthesis of convergent technology in human communication is explored. Various prototyping techniques are applied to testing interface devices/concepts created in class.

GRD 606 INTERACTION DESIGN II

Students are given a theoretical/academic background and hands-on experience in designing interface devices connecting humans to technology. Themes covered include, but are not limited to, interface and ambient interaction, sound design and the physical nature of form that conditions human interaction. The labs are interdisciplinary, requiring 2D and 3D designers to work collaborative with technologists, cognitive psychologists and ergonomists, in order to accomplish meaningful human interface design solutions. The role of cultural predisposition, cognition, perception, audio effect, haptics (touch), kinesthetics (gesture and muscle memory) and the synthesis of convergent technology in human communication is explored. Various prototyping techniques are applied to testing interface devices/concepts created in class.
PREREQUISITE: GRD 605

GRD 701 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 a 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.
PREREQUISITE: GRD 602

GRD 702 DESIGN GRADUATE STUDIO IV

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 a 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.
PREREQUISITE: GRD 701

GRD 775 GRADUATE STUDIES-DESIGN INTERNSHIP
Participation in an internship experience allows students to use classroom-learned skills in a related employment experience. Students must work a minimum of 135 hours over the course of the entire semester. Students must have a minimum cumulative GPA of 3.0. All internships must be approved by the graduate program department chairperson.

GRD 790 GRADUATE DESGIN INDEPENDENT STUDY
Independent Study is available to graduate students who have a cumulative grade point average of 3.00 or above. The student may receive approval to work in an area or on a project that is not otherwise offered or addressed in the regular curriculum. Students may receive credit toward graduation for no more than 6 credit hours. The student must submit to the chairperson of the department in which they wish to study, an Independent Study Proposal of 150 words (no less) of the student's plan for study and her/his reason for choosing to study independently. Once the department chairperson provides approval and the instructor for the Independent Study is determined, the faculty member must write an Independent Study Syllabus with education goals, learning outcomes, meeting dates, course expectations, timelines, and due dates.

GRT 601 TRANS GRADUATE STUDIO I
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.

GRT 602 TRANS 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.
PREREQUISITE: GRT 601

GRT 605 DIGITAL VISCOM I
Students acquire the requisite high quality sketching-ideation and presentation skills required by the auto industry. Digital Viscom I revisits traditional sketching fundamentals and moves into 2D digital sketching programs using the Wakom tablet interface.

GRT 606 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.

GRT 701 TRANS 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.
PREREQUISITE: GRT 602

GRT 702 TRANSPORTATION GRADUATE STUDIO IV
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 a 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.
PREREQUISITE: GRT 701

GRT 775 GRADUATE TRANS DESIGN INTERNSHIP
Participation in an internship experience allows students to use classroom-learned skills in a related employment experience. Students must work a minimum of 135 hours over the course of the entire semester. Students must have a minimum cumulative GPA of 3.0. All internships must be approved by the graduate program department chairperson.

GRT 790 INDEPENDENT STUDY

Independent Study is available to students who are at the Graduate level standing with a cumulative grade point average of 3.00 or above. The student may receive approval to work in an area or on a project that is not otherwise offered or addressed in the regular curriculum. Students may receive credit toward graduation for no more than 6 credit hours. The student must submit to the chairperson of the department in which they wish to study, an Independent Study Proposal of 150 words (no less)of the student's plan for study and her/his reason for choosing to study independently. Once the department chairperson provides approval and the instructor for the Independent Study is determined, the faculty member must write an Independent Study Syllabus with educational goals, learning outcomes, meeting dates, course expectations, timelines and due dates.

ADVERTISING DESIGN

Mark Zapico
BFA, College for Creative Studies

Ryan Ansel
BFA, Savanah College of Art & Design

ART EDUCATION

Nancy Vanderboom Lausch
Ph.D, Union Institute
MA, Grand Valley State University
BFA, Cardinal Stritch University

John Hom
Ph.D, Ohio State University
MFA, Ohio State University
MA, New York Unibersity
BS, Nyack College

CRAFTS

Susan Aaron-Taylor
MFA, Cranbrook Academy of Art
BS, Wayne State University

Herb Babcock
MFA, Cranbrook Academy of Art
BFA, Cleveland Institute of Arts

Maxwell Davis
MFA, University of Michigan
BFA, Southern Illinois University

Thomas Madden
MFA, Bowling Green State University
BFA, Kansas State University

Thomas Phardel
MFA, University of Michigan
BFA, Eastern Michigan University

ENTERTAINMENT ARTS

David Bentley
BFA, Brigham Young University

Scott Bogoniewski
MFA, University of Southern California
BFA, State University College at Buffalo

Josh Harrell
MFA, Univeristy of Southern California
BA, Univeristy of the South

Scott Northrup
BFA, College for Creative Studies
MA, The New School

Steven Stanchfield

FINE ARTS

Chido Johnson
MFA, University of Notre Dame
BFA, University of Georgia

Gilda Snowden
MFA, Wayne State University
BFA, Wayne State University

FOUNDATION

Doug Malone
MFA, The Academy of Art
BA, The College of William & Mary

Elena McCann-Arnaoutova
MFA, Moscow Institute of Art & Industry
BFA, Orst Art Institute

Robert Schefman
MA, University of Iowa
BFA, Michigan State University

Richard Vian
MFA, Wayne State University
BFA, Society of Arts and Crafts

GRADUATE STUDIES

Joanne Healy
MFA, Yale University
BA, Wesleyan University

Maria Luisa Rossi
MID, Domus Academy
BA, ISIA

GRAPHIC DESIGN

Douglas Kisor
MFA, Western Michigan University
BFA, Michigan State University

Susan LaPorte
MFA, California Institute of the Arts
BFA, University of Illinois at Chicago

Chad Reichert
MFA, Minneapolis College of Art and
Design
BS, Valparaiso University

ILLUSTRATION

Gil Ashby
MFA, School of Visual Arts
BFA, School of Visual Arts

Don Kilpatrick
MFA, Syracuse University
BFA, Utah State University

Erik Olsen
BFA, Art Center College of Design
MFA, Wayne State University

Casey Wise
MA, Wayne State University
BA, Ringling School of Art

INTERIOR DESIGN

Sandra Olave
BFA, Universidad Autonoma Del Caribe

LIBERAL ARTS

Lisa Catani
Ph.D., Wayne State University
MA, Wayne State University
BA, Wayne State University

Mary McNichols
Ph.D., Union Institute
MA, Wayne State University
BA, University of Michigan

Michael Stone-Richards
Ph.D., University of London
MA, University of London
BA, University of Warwick

PHOTOGRAPHY

Carlos Diaz
MFA, University of Michigan
BFA, Center for Creative Studies

Bruce Feldman
BA, University of California
BFA, Art Center College of Design

John Ganis
MFA, University of Arizona
BA, Ohio Wesleyan University

Bill Valencenti
BFA, Columbia College

PRODUCT DESIGN

Greg Darby
BFA, College for Creative Studies

Vincenzo Iavicoli
MS, Art Center College of Design
BA, ISIA

Carolyn Peters
BA, Art Center College of Design

Stephen Schock
MFA, Wayne State University
BFA, Center for Creative Studies

TRANSPORTATION DESIGN

Clyde Foles
BS, Art Center College of Design

Kunihisa Ito
BA, Art Center College of Design

Thomas Roney
MA, Wayne State University
BFA, Wayne State University

Mark West
MBA, University of Westminster (UK)
BS, Art Center College of Design