



# SCHOOL CATALOG

## Tempe Campus - Main

---

2300 East Broadway Rd.  
Tempe, AZ 85282  
480.858.0764  
888.562.6383

Office Hours:  
M-F 8:30am - 5:30pm

## Gilbert Campus - Satellite

---

1205 North Fiesta Blvd.  
Gilbert, AZ 85233  
480.858.9400  
800.562.6383

Office Hours:  
M-F 8:30am - 5:30pm

## About this Catalog

---

This catalog outlines rules, policies, and procedures for students of the Conservatory of Recording Arts and Sciences.

The contents of this catalog are subject to amendment or modification at any time. Updates will be released as new catalog supplements and/or versions. When updates occur, students will be notified via Front Page news on CRAS Connect. The updated version and/or supplemental content will be available as a digital download from CRAS Connect or the school's website, [www.cras.edu](http://www.cras.edu).

## Conventions

---

The Conservatory of Recording Arts and Sciences will herein after be referred to as CRAS.

Instances of this catalog that apply to all staff, faculty, and students will use the term CRAS Community members for reference.

# INDEX

<b>1. GENERAL INFORMATION.....</b>	<b>6</b>	<b>5. STUDENT FINANCIAL SERVICES .....</b>	<b>20</b>
1.1. Invitation from the Administrator.....	6	5.1. Cash Payments and Monthly Payment Plan.....	20
1.2. Mission Statement and Philosophy.....	7	5.2. Federal Financial Aid.....	20
1.3. History .....	7	5.2.1. School Code.....	20
1.4. Licensing .....	8	5.2.2. Grants .....	20
1.5. Accreditation.....	8	5.2.3. Scholarships .....	20
1.6. Locations.....	8	5.2.4. Federal Pell Grant Program.....	20
1.7. Facilities and Equipment .....	10	5.2.5. FSEOG.....	20
1.8. CRAS Staff and Faculty.....	11-13	5.2.6. Leveraging Educational Assistance Partnership Program .....	20
<b>2. ADMISSIONS POLICIES .....</b>	<b>14</b>	5.3. Loans .....	20
2.1. Requirements and Procedures .....	14	5.3.1. William D. Ford Federal Direct Loan.....	21
2.2. Orientation and Advising .....	14	5.3.2. Federal Direct Subsidized Stafford Loan.....	21
2.3. Statement of Non-Discrimination .....	14	5.3.3. Federal Direct Unsubsidized Stafford Loan ..	21
<b>3. PROGRAM OF STUDY .....</b>	<b>15</b>	5.3.4. Federal Direct Plus (Parent) Loan .....	21
3.1. Master Recording Program II.....	15	5.3.5. Private Education Loan.....	21
<b>4. ACADEMIC PROGRAM INFORMATION .....</b>	<b>16</b>	5.3.6. Private Education Loan Lender List.....	22
4.1. Master Recording Program II.....	16	5.4. Specialized Programs.....	22
4.2. Certifications .....	16	5.4.1. Canada Student Loan Program .....	22
4.3. Course Synopsis .....	16-17	5.4.2. Federal Bureau of Indian Affairs (BIA).....	22
4.4. Tuition, Books, Laptop, Supplies and Fees .....	18	5.4.3. Social Security Benefits (SS).....	22
4.5. Academic Calendar .....	18	5.4.4. U.S. Citizenship and Immigration Services... 22	
4.6. Class Schedule .....	18	5.4.5. Veterans Administration Benefits (VA) .....	22
4.7. CRAS Connect/Class Materials .....	18	5.5. Veterans Benefits and Policies .....	22
4.8. Definition of Credit Hour.....	18	5.5.1. Veterans Using Veterans Benefits .....	22
4.9. Definition of a Cycle .....	18	5.5.2. Veterans Attendance .....	22
4.10. Elective Hours.....	18	5.5.3. Veterans Credit Evaluation Policy.....	23
4.11. Change of Program .....	19	5.6. Maintaining Federal Financial Aid Eligibility .....	23
4.12. Credit for Previous Training .....	19	5.6.1. Satisfactory Academic Progress (SAP) .....	23
4.13. Transfer of Credit.....	19	5.7. Cancellation .....	24
4.14. Campus Closure.....	19	5.8. Return of Title IV Funds Policy.....	24
		5.9. Refund Distribution Order For Return of Title IV Funds.....	24
		5.10. Institutional Refund Policy .....	25
		5.11. Refund Distribution Order/Institutional Refund Policy.....	25
		5.12. Books and Supplies Refund Policy.....	25
		5.13. Balance Due To School .....	25

---

## 6. ADMINISTRATIVE INFORMATION/POLICIES .... 26

---

6.1.	Students with Disabilities .....	26
6.1.1.	ADA Policy .....	26
6.2.	Procedure for Requesting Accommodations .....	26
6.3.	Projected Success in the Audio Industry .....	27
6.3.1.	Job Tasks .....	27
6.3.2.	Skill Assessment .....	27
6.3.3.	Abilities Assessment .....	28
6.4.	Class Size .....	28
6.5.	Laptop Policy .....	28
6.5.1.	Issuing .....	28
6.5.2.	Bringing Laptops to Class .....	29
6.5.3.	Upgrades/Expansions .....	29
6.5.4.	Third-Party Software/Hardware .....	29
6.5.5.	Unlicensed Software .....	29
6.5.6.	Class Laptop Conduct .....	29
6.5.7.	Laptop Confiscation Policy .....	30
6.5.8.	Network Security Monitoring .....	30
6.5.9.	Internet Content .....	30
6.5.10.	Warranty Coverage .....	30
6.5.11.	Protection Plan .....	31
6.5.12.	Loaner Laptops .....	31
6.5.13.	Theft/Loss .....	32
6.5.14.	Laptop Return Upon Withdrawal .....	32
6.6.	Student Code of Conduct .....	32
6.7.	Attendance Policies and Procedures .....	33
6.7.1.	Absences .....	33
6.7.2.	Tardiness .....	33
6.7.3.	Makeup Work .....	34
6.8.	Weapons, Drugs, and Alcohol Policy .....	34
6.8.1.	Weapons .....	34
6.8.2.	Drugs and Alcohol .....	34
6.8.3.	Campus Crime and Security .....	34
6.8.4.	Resources .....	34
6.8.5.	Drug Dependence and Effects .....	35
6.8.6.	Federal Penalties .....	36-37
6.9.	Grading .....	38
6.9.1.	Grading system .....	38
6.9.2.	Grade point average (GPA) .....	38
6.9.3.	Cumulative Grade Point Average (CGPA) .....	38
6.9.4.	Grades of Incomplete .....	38
6.9.5.	Records .....	38

6.10.	Academic Review Policy .....	38
6.11.	Appeals .....	39
6.11.1.	Appealing Academic Review .....	39
6.11.2.	Appealing Withdrawal .....	39
6.12.	Tutoring .....	39
6.13.	Repeat of Subject or Cycle .....	39
6.14.	Re-entry Students .....	40
6.15.	Graduation Requirements .....	40
6.16.	Diplomas and Certificates .....	40
6.17.	Transcripts .....	40
6.18.	Termination .....	40
6.19.	Withdrawal Process .....	40
6.19.1.	Withdrawal Date .....	40
6.19.2.	Determination of Withdrawal Date .....	40
6.20.	Refund Policy .....	40

## 7. STUDENT SERVICES ..... 41

---

7.1.	Advising .....	41
7.2.	Bulletin Boards .....	41
7.3.	Career Placement Assistance .....	41
7.4.	Copiers for Student Use .....	41
7.5.	Copyright Laws .....	41
7.6.	Dress Code .....	42
7.7.	Food and Beverages .....	42
7.8.	Illness or Medical Emergency .....	42
7.9.	Insurance for Students .....	42
7.10.	Internship Assistance .....	42
7.11.	IT Help Desk .....	42
7.12.	Lost and Found .....	43
7.13.	Media Release .....	43
7.14.	Parking .....	43
7.15.	Privacy of Student Records/FERPA .....	43
7.16.	Smoking .....	43
7.17.	Speed Limit on Campus .....	43
7.18.	Student ID Cards .....	43
7.19.	Student Personal Identification Number (SPIN) .....	43
7.20.	Student Organizations .....	44
7.21.	Student Right to Know .....	44
7.22.	Student Complaint/Grievance Procedure .....	44
7.23.	Visitors .....	44



## INDEX *(Continued)*

---

### **8. CAMPUS SAFETY AND SECURITY ..... 45**

---

- 8.1. Campus Crime Statistics ..... 45
- 8.2. Procedure for Reporting Crimes ..... 45
  - 8.2.1. Confidential Reporting ..... 46
- 8.3. Emergency Response and Timely Warning ..... 46
  - 8.3.1. Emergency Classifications ..... 46
  - 8.3.2. Emergency Response Procedure ..... 46
  - 8.3.3. Notification of Emergency or Threat ..... 46

### **9. CAMPUS CRIME, SAFETY, & EDUCATION..... 48**

---

- 9.1. Staff Training ..... 48
- 9.2. Student Safety Training ..... 48
- 9.3. Student Responsibilities ..... 48

### **10. SEXUAL ASSAULT POLICIES ..... 49**

---

- 10.1. Definition of Sexual Misconduct ..... 49
- 10.2. Facts About Sexual Assault ..... 49
- 10.3. Reporting a Sexual Assault ..... 49
- 10.4. Sex Discrimination, Harassment,  
and Violence (Title IX) ..... 49
- 10.5. Preservation of Evidence of Sexual Assault ..... 50
- 10.6. Surviving Sexual Assault ..... 50
- 10.7. CRAS Sanctions ..... 50
- 10.8. Procedures for Campus Disciplinary Action ..... 50
- 10.9. Educational Programs – Sexual Assault Awareness .. 50
- 10.10. Sex Offender Registry ..... 51

### **ADDENDUM A**

---

Consumer Information Statistics  
Default Rates  
Retention Rates  
Student Right to Know  
Crime Statistics

### **ADDENDUM B**

---

Cost Per Individual Subject  
Academic Calendar  
Tuition Breakdown: Cost of Attendance  
Books & Supplies Breakdown



# 1. GENERAL INFORMATION

---

## 1.1. Invitation from the Administrator

---

I welcome this opportunity to acquaint you with CRAS, the Conservatory of Recording Arts & Sciences. This catalog provides an overview of the school: our mission, philosophy, course offerings, faculty, and the Master Recording Program.

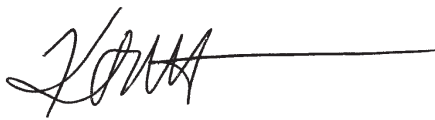
If your real fulfillment in life comes from the creation and production of music, whether it is audio recording, mixing sound for concerts, designing sounds for video games or film, there is no other type of career that will satisfy you.

A review of this catalog will acquaint you with the many opportunities available for trained specialists in the audio field. The faculty and staff of CRAS are dedicated to providing outstanding educational experiences in industry recognized programs.

CRAS enjoys a proud reputation for excellence in our graduates and placements in the audio industry. I encourage you to accept the challenge of the future. I look forward to welcoming you to the growing family of CRAS graduates who are building careers and shaping the future of the music and recording industry.

If you have any questions after reviewing this catalog, please give CRAS a call.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Hamm', followed by a long horizontal line extending to the right.

Kirt R. Hamm,  
Administrator

---

## 1.2. Mission Statement and Philosophy

---

The mission of CRAS is to train students for entry-level positions as audio engineers in the audio production industry. Through extensive hands-on training with industry standard equipment, a 1:1 student/computer ratio, and practice with current production techniques, students gain expertise in music recording, concert sound, video game, live broadcast, and audio for film and television, to move forward with their career goals. The fact that every student has a “Laptop Recording Package” (included with the cost of tuition) allows the curriculum to always be up to date and standardized, giving everyone at CRAS the best possible learning environment.

CRAS was founded on the philosophy that the unique nature of the recording industry requires a combination of technical skill, knowledge, and creativity. Teaching methods emphasize this through hands-on experiences with modern equipment. CRAS provides training, disseminates information, encourages positive work attitudes, and emphasizes career education enabling dedicated students to achieve success.

## 1.3. History

---

Established in New York City in 1980, a 24-track recording studio called Songshop offered adult training classes to novices as well as label personnel. The increasing demand for training and hands-on experience necessitated expansion of the program to include internships with commercial studios and recording artists. A relocation to Phoenix and a name change to The Academy of Recording Sciences was accomplished in 1987. As the reputation of the institution gained prominence in the music industry, the name was changed in 1988 to the Conservatory of Recording Arts & Sciences. This name more appropriately reflects the nature of the institution: to conserve, enhance, improve and promote the artistic and technical skills of audio recording by preparing students to enter the business as qualified audio recording engineers.

The Conservatory was purchased by Community Technical Institutes (CTI) in May, 1992. Training was conducted in Phoenix, Arizona until January 1, 1995. A 14,500 square foot building was acquired in Tempe, Arizona at 2300 East Broadway. This facility, solely occupied by the Conservatory, provides classrooms, workstations and sound recording studios for hands-on training and experiences.

Ground was broken initially for the Gilbert satellite location in November of 2002. Over the ensuing months, the main structure was completed and by the summer of 2003, work started on the studios within the main structure. By late summer, installation of equipment had begun, and classes commenced on November 3, 2003.

The Conservatory’s structured programs and qualified teaching staff provide a professional and supportive atmosphere. Complemented by small class sizes and 1:1 computer access, students receive individual instruction and assistance in engineering audio recordings.

The Conservatory has been providing quality vocational training in audio recording for three decades. The curriculum and equipment is constantly updated to keep pace with the rapid advancements in the audio industry. Course offerings and subject matter have always centered around skills and knowledge necessary for student success in the audio industry.



# 1. GENERAL INFORMATION *(Continued)*

---

## 1.4. Licensing

---

### State License

The Conservatory of Recording Arts & Sciences is licensed by:

Arizona State Board for Private Postsecondary Education  
1400 W. Washington, #260  
Phoenix, Arizona 85007  
602-542-5709

### Approvals

---

The Conservatory is approved for training by:

- Arizona Department of Vocational Rehabilitation
- Arizona State Approving Agency for Veteran's Training
- Bureau of Indian Affairs (BIA)
- Bureau of Citizenship and Immigration Services
- Workforce Investment Act (WIA)
- Arizona Rehabilitation Association

### Memberships

---

The Conservatory and its staff or faculty are members of:

- APSCU- Association of Private Sector Colleges and Universities
- Arizona Private School Association
- Society of Professional Audio Recording Studios
- Audio Engineering Society
- National Academy of Recording Arts & Sciences
- AASFAA: Arizona Association of Student Financial Aid Administrators
- WASFAA: Western Association of Student Financial Aid Administrators
- ASCAP - American Society of Composers, Authors and Publishers
- BMI - Broadcast Music, Inc

## 1.5. Accreditation

---

The Conservatory of Recording Arts & Sciences is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is approved by the U.S. Department of Education as a nationally recognized accrediting agency under the Provision of Chapter 33, Title 38, US Code and subsequent legislation.

## 1.6. Locations

---

CRAS's main facility is in Tempe, Arizona at 2300 East Broadway Road, with a learning annex in Mesa, Arizona at 2620 W. Broadway Rd., and a satellite facility located in Gilbert, Arizona at 1205 North Fiesta Boulevard. The learning annex is in walking distance from the Tempe facility. The Gilbert satellite facility is approximately 8 miles east of the school's main location. Students have direct access by public transportation, however personal motorized vehicle transportation is strongly recommended.

The Tempe location measures 14,500 sq. ft. in size, and the Gilbert location is 25,000 sq. ft. Both facilities exclusively house CRAS studios, classrooms, and administrative offices. These facilities were developed to accommodate the necessary 12 studios, 6 labs, 7 classrooms, a live sound room of over 6000 sq. ft., and the school's administrative offices. The Tempe location features a pleasant court yard. The Gilbert facility is completely enclosed, and features numerous open common areas conducive to class breaks and studying. The Mesa learning annex hosts 3 lecture classrooms.

The cities of Tempe and Gilbert and surrounding areas offer an environment that lends itself to education. Tempe is the home of Arizona State University, with over 53,000 students and the multitude of cultural attractions that one would expect in a city with a major state university. Gilbert is a quiet residential community, with cultural attractions and many outdoor recreational activities. There are also a number of hospitals within close proximity to both locations. Sky Harbor International Airport is a short 20-minute drive from the Tempe/Gilbert area. Within a two hour drive are the majestic San Francisco Peaks in Flagstaff offering winter sports, plus year-round camping, hiking, and fishing. Two hours north of Flagstaff is one of the natural wonders of the world; the Grand Canyon.



Tempe Studio F/G Live Room

# 1. GENERAL INFORMATION *(Continued)*

---

## 1.7. Facilities and Equipment

---

CRAS studios A, B, and C feature consoles from Neotek, API, and SSL respectively, which allow students to practice advanced recording and mixing techniques. Each of these rooms contain both analog and digital recording platforms, including Studer and Otari multitrack tape machines, as well as Mac Pro-operated Pro Tools HD systems.

Each of these studios host a variety of signal processing in both plug-in and outboard gear formats. Names such as Manley, Yamaha, Universal Audio, Teletronix, TC Electronic, Lexicon, Eventide, Roland, and more are commonly found comfortably nested in the outboard equipment racks. In these studios, students will build the foundation for understanding how to record in a real world studio scenario, including learning signal flow through the consoles, mic placement, cue systems, patch bays, recall systems, as well as basic and advanced recording and mixing techniques.

Studio D is fully equipped for surround sound recording, mixing, and playback. This studio features an Avid CI24 digital workstation with Pro Tools HD, and a matched set of 5 M&K MPS2510 monitors. Students will participate in 5.1 surround recording and mixing clinics, practice modern post production techniques, and learn all about audio for video games. Each student will also complete an individual surround sound project, which includes mix down, matrixing, compression, and delivery of an appropriately formatted song.

One of the newest additions to CRAS is Studio E, also known as the Broadcast Center. Broadcast Audio focuses on the workflows and technologies that are specific to live television broadcast, including many of the behind-the-scenes tasks like signal routing and communication system setups. Students will work out of the Broadcast Center as well as the CRAS Mobile Broadcast Unit (MBU), a state of the art studio that moves between the Tempe and Gilbert locations. In addition, the MBU attends live sporting events and concerts each year, providing students the opportunity to practice live broadcast audio in a real world scenario. Both Studio E and the MBU are equipped with Studer Vista broadcast consoles, RTS communications systems, JVC high definition cameras, and Blackmagic video switchers and routers.

Studios F and G are designed to allow students to hone and polish their engineering skills built in the previous studios. Using SSL AWS consoles and Pro Tools HD, students are introduced to a hybrid console technology that is becoming prevalent in the audio industry. In these rooms students will participate in more advanced tracking and mix sessions, as well as receive an introduction to audio mastering.

The labs and classrooms at CRAS are open 24 hours a day to students. The Digital Lab is where the students are introduced to Logic Pro. This Lab houses a variety of MIDI equipment and synthesizers from companies such as Roland, Akai, Moog, Alesis, and Korg.

The Mix Down Lab allows students to practice their mixing skills using Allen & Heath mixing consoles. These workstations also include a selection of time-based processors, gates, limiters and a patch bay.

The Pro Tools lab hosts HD systems, as well as auxiliary computers available to students for certification training on Pro Tools as well as other audio softwares including Melodyne, AutoTune, and Reason.

The Gilbert location is home to a 6,000sq/ft Live Sound Venue that uses an Avid D-Show Venue front-of-house board, Yamaha monitor board and L-Acoustic PA system. In the Live Sound room students learn how to set up everything from a small club PA to a full-scale arena, including time-aligning and tuning of speaker systems.

---

## 1.8. CRAS Staff and Faculty

---

### Administrator

---

Kirt R. Hamm

### Department Directors

---

Michael S. Jones  
*Campus Director*  
*Director of Education*

Teresa Turner  
*Director of Student Financial Services*

Ghery Fimbres  
*Director of Admissions*

Jason Losett  
*Director of Information Technology*

Brett Atwood  
*Project Staff Director*

Robert Brock  
*Director of Core Technologies*

Greg Stefus  
*Student Services Director*

### Advisory Board

---

Candace Stewart  
*Chairman, Studio Manager - Eastwest Studios*

Paula Salvatore  
*Vice President - Capitol Studios*

Crystal Olson  
*Studio Manager - Groovemaster Studios*

### Administration

---

Kirt R. Hamm  
*Administrator*  
Christine Rankin  
*Registrar*  
Jeff Harris  
*Campus Technician*  
Cory Smith  
*Tempe Technician*  
Becky Fimbres  
*Information Liaison*

### Admissions

---

Ghery Fimbres  
*Director of Admissions*  
Amber Hughes  
*Admissions Representative*  
Sonia Kettering  
*Admissions Representative*  
Marnee Kleitsch  
*Admissions Representative*  
Summer McKinnie  
*Admissions Representative*  
Angeleah Mercado  
*Admissions Representative*  
Lisa Marie Paynich  
*Admissions Representative*  
Stephanie Paynich  
*Admissions Representative*  
Danielle Vaughn  
*Admissions Representative*  
Betty Badilla  
*Student Planning Coordinator*  
Glenda Oitzman  
*Student Planning Coordinator*

### Student Financial Services

Teresa Turner  
~~*Director of Student Financial Services and Compliance*~~

Crystina Duncan  
*Assistant Director of Student Financial Services*

Marisa Mavis  
*Student Financial Services Planner*

Ann Melmer  
*Student Financial Services Representative*

Teri Penman  
*Student Financial Services Representative*  
*VA Liaison*

Kelly Sloan  
*Student Financial Services Representative*



# 1. GENERAL INFORMATION *(Continued)*

---

## 1.8. CRAS Staff and Faculty *(Continued)*

---

### Educational Services

---

Michael S. Jones  
*Campus Director*  
*Director of Education*

Matt Luckett  
*Student Academic Coordinator*

Ryan Baker  
*Student Academic Tutor*

Mark Brisbane  
*Student Academic Tutor*

Lucas Sekal  
*Student Academic Tutor*

Gerald Schoenherr  
*Student Academic Tutor*

Kris Yancey  
*Student Academic Tutor*

### IT Department

---

Jason Losett  
*Director of Information Technology*

Jess Repanshek  
*Information Technology Support Technician*

### Student Services

---

Greg Stefus  
*Director Of Student Services*

Rachel Ludeman  
*Intern Coordinator*

David Torres  
*Intern Coordinator*

### Faculty

---

Ryan Baker  
*Live Sound Instructor*  
*Music Production Instructor*

James Bender  
*Live Sound Instructor*  
*Core Technologies Instructor*

John Berry  
*Audio Business Instructor*

Pete Bish  
*Live Sound Instructor*

Mark Brisbane  
*Music Production Instructor*  
*Pro Tools Instructor*  
*Core Technologies Instructor*

Nicholas Bubnich  
*Pro Tools Instructor*

Robert Brock  
*Director of Core Technologies*  
*Core Technologies Instructor*

Terry Bussioletti  
*Music Production Instructor*  
*Core Technologies Instructor*

Sean Conkling  
*Music Production Instructor*  
*Pro Tools Instructor*

Zach Duncan  
*Music Production Instructor*  
*Core Technologies Instructor*

Bobby Frasier  
*Music Production Instructor*  
*Multimedia Technologies Instructor*

Christopher M. Gough  
*Musical Director*

Nathan Hardman  
*Music Production Instructor*  
*Core Technologies Instructor*

---

Brandon Hickey  
*Music Production Instructor*  
*Multimedia Technologies Instructor*

Dave Kalberg  
*Music Production Instructor*  
*Multimedia Technologies Instructor*

Michael King  
*Live Sound Instructor*  
*Music Production Instructor*

Jared Kvitka  
*Music Production Instructor*

Michael S. Jones  
*Campus Director*  
*Director of Education*  
*Music Production Instructor*

David Labounty  
*Music Production Instructor*

Alan Leggett  
*Music Production Instructor*

Keith Morris  
*Live Sound Instructor*

Scott Murray  
*Music Production Instructor*  
*Pro Tools Instructor*

Phillip Nichols  
*Music Production Instructor*  
*Pro Tools Instructor*

Tony Nunes  
*Music Production Instructor*  
*Manufacturer Liaison*

Glen O'Hara  
*Audio Business Instructor*  
*Core Technologies Instructor*

Cory Patterson  
*Multimedia Technologies Instructor*

Jay Phillips  
*Core Technologies Instructor*  
*Multimedia Technologies Instructor*

Paul Richards  
*Music Production Instructor*  
*Live Sound Instructor*

Eli Salazar  
*Pro Tools Instructor*  
*Multimedia Technologies Instructor*

Nancy Scharlau-Murman  
*Music Production Instructor*

Gerald Schoenherr  
*Music Production Instructor*  
*Core Technologies Instructor*

Lucas Sekal  
*Music Production Instructor*  
*Pro Tools Instructor*

Chuck Swank  
*Music Production Instructor*  
*Pro Tools Instructor*

Jeff Thomas  
*Music Production Instructor*

Kris Yancey  
*Audio Business Instructor*  
*Core Technologies Instructor*

## 2. ADMISSIONS POLICIES

---

### 2.1. Requirements and Procedures

---

Prospective students applying for admission must have a minimum of a high school diploma, a GED, or be completing their senior year of High School, in which case enrollment will be contingent upon graduating.

Proof of High School diploma or GED is required for all students. Prospective students must submit a copy of High School diploma or GED transcripts to be officially accepted to CRAS. High School/GED request forms are located in the application. A prospective student may not start classes without the required documentation.

Letters of Recommendation are accepted.

A personal interview will be conducted on campus for local students. A phone interview will be scheduled and conducted with out-of-state students upon receipt of the admission application.

If accepted, an appropriate deposit is required to secure a seat in an available class start date. The deposit is applied to the total cost of enrollment. CRAS reserves the right to request corroborating information in addition to the application prior to the final determination of acceptance and/or admission.

### 2.2. Orientation and Advising

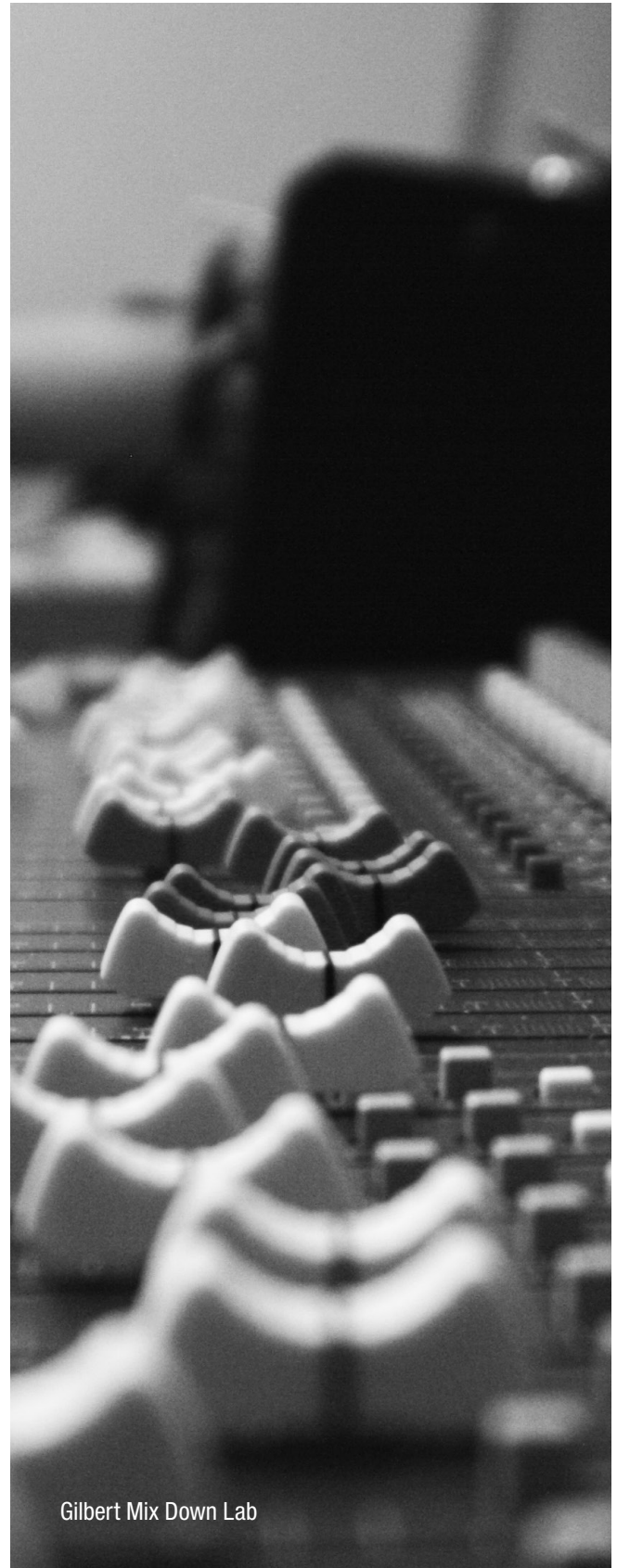
---

Students must attend the scheduled orientation held on their start date or they will forfeit their seat in the class. Specific information regarding the time and location of orientation will be forwarded to each student approximately two weeks before classes begin.

### 2.3. Statement of Non-Discrimination

---

CRAS does not discriminate on the basis of race, color/ethnicity, age, gender, marital status, sexual orientation, veteran status, place of origin, religious creed, mental or physical disability.



Gilbert Mix Down Lab

## 3. PROGRAM OF STUDY

---

### 3.1. Master Recording Program II

---

CRAS Master Recording Program II (MRP II) is a 42.0 semester credit program, taught over 48 weeks. On-campus hands-on study consists of 36 weeks, and internships are completed over a 12 week period. Classes meet Monday through Friday for four hours per day. There are additional hours scheduled on Saturdays and/or Sundays. Students may also be required to complete assignments outside of classroom studies.

The mission/objective of CRAS is to train students for entry-level positions in a variety of areas of the audio production and recording industry. Examples are: trainee/runner for audio studios, assistant (second) engineer for audio studios, assistant engineer for post-production and scoring facilities, game audio content provider, live broadcast production assistant, assistant engineer for live sound reinforcement companies, business-oriented positions such as promotions, publicity, licensing, management, or sales positions for professional audio products.

Students may register for individual subjects, but MRP II students have priority. Students registered for individual subjects receive a certificate upon satisfactory completion of each subject. Registering for individual subjects may require prerequisite testing, and all subjects must be approved by the Administrator.



Gilbert Studio C



## 4. ACADEMIC PROGRAM INFORMATION

### 4.1. Master Recording Program II

Course	Credit
Music Production - MP100	8.50
Music Production - MP200	9.00
Music Production - MP300	1.50
Multimedia Technologies - MT100	4.00
Audio Business - AB100	1.00
Audio Business - AB200	1.00
Core Technologies - CT100	3.50
Pro Tools - PT100	4.00
Live Sound - LS100	1.00
Live Sound - LS200	1.50
Internship - IN101	7.00

*All courses include Review and Final Examinations*

Total Program Credit Hours:	42.00
Total Program Weeks:	48 weeks

### 4.2. Certifications

Antares AutoTune  
 Apple Logic Pro  
 Audiokinetic Wwise  
 Avid Venue  
 Celemony Melodyne  
 L-Acoustics Soundvision  
 Pro Tools Tier 1-6  
 Propellerhead Reason  
 Rational Acoustics Smaart  
 Roland V-Mixer  
 Studer Vista  
 TC Electronic M3000  
 TC Electronic S6000  
 Waves Certification Bundle

### 4.3. Course Synopsis

#### Master Recording Program II

*Description of Course/Credit*

#### Music Production - MP100/8.5

Introduces students to the basic principles of audio recording and music production through classroom lecture, and hands-on training, as well as guided and individual studio projects. Students learn about the principles of sound, signal flow, microphones, mic placement techniques, dynamics, large format consoles, and the entire recording process. Student must exhibit a working knowledge of audio concepts, facilities, and gear handling as a requirement for completion. Emphasis is on training for an entry-level position as an assistant engineer in a music production studio.

#### Music Production - MP200/9.0

Introduces students to the Solid State Logic 4000 E/G+ series console and computer, including theoretical console and computer study, pre-production, tracking, overdubbing, and mix down sessions. Students will practice extensive signal flow overview through application classes and clinics. Students will continue to refine the skills necessary to obtain a job in the audio industry through advanced recording and mixing clinics, using analog and digital recording mediums, and adding skills like automation. MP200 also exposes students to Post Production and Commercial Production. Through hands-on applications, students will recreate all audio elements for film and television projects using professional production techniques designed to prepare them for a wide variety of recording industry employment options.

#### Music Production - MP300/1.5

Introduces students to hybrid console technologies using the SSL AWS948 console and Pro Tools recording software. Students will engage in tracking, overdub, mixing, and mastering clinics. Clinics will start to introduce the concept of a "producer" into the room, providing students the most accurate real-world recording scenarios. MP300 classes will also teach students to start planning for internship and industry life, incorporating classes on personal networking, budgeting, and job interview techniques.

---

### **Audio Business - AB100/1.0**

Offers students an overview of the music industry, including copyright law, publishing and song income, contracts, record production, record labels, scams and dangers, personal finance and many other industry-related topics.

### **Audio Business - AB200/1.0**

Continuing the concepts introduced in AB100, AB200 classes focus on a deeper examination of the audio industry. Includes in-depth study of songwriting, recording and other contracts. Also examines trademark law, practical application of copyright law, contracts for engineers, career planning, interview techniques, industry etiquette, industry-topic forums and discussions.

### **Core Technologies - CT100/3.5**

Provides students with a basic understanding of various technologies that are fundamental to many disciplines within audio production. Basic electronics, analog and digital audio, control protocols and fundamental computer and networking technologies will be explored in the context of audio production. Students will also see and use these systems in a variety of practical applications. During this course students will make extensive use of their laptop recording package, including Apple's Logic Pro audio production software.

### **Pro Tools - PT100/4.0**

Utilizing the latest Pro Tools software, students will learn about session and system configurations, audio recording, track and file management, session navigation, and editing of dialog, music, and sound effects. Students will work with real-time and offline plug-in processing, mixing options and workflows, auxiliary sends and returns, session I/O management, automation, and mix finalization. PT100 is accompanied by three hands-on proficiencies where students will demonstrate the skills learned in a practical, real-world environment. Optionally, students can attempt another 5 certifications in Pro Tools outside of class time.

### **Multimedia Technologies - MT100/4.0**

Multimedia Technologies exposes students to a variety of additional employment opportunities in the audio industry. Classes cover surround sound, audio for video games, and live broadcast audio. Once considered non-traditional audio subjects, Multimedia Technologies are quickly becoming the

largest employment fields in the audio industry. Surround Sound classes give students a hands-on opportunity to learn about surround recording and mixing along with an emphasis on the fundamentals of encoding and decoding audio for multiple delivery formats, such as video games and Blu-Ray. Students will learn how to incorporate audio into video games using Audiokinetic's Wwise audio engine. This industry standard software is used on video games by almost every major game company. Students will also be exposed to the fast paced world of live broadcast audio. All sound heard on sporting events, evening news shows, and talk shows is called broadcast audio. Students will use the Studer Vista mixing console along with RTS AZ Edit configuration software to create their own live video broadcast event.

### **Live Sound - LS100/1.0**

Prepares students to function effectively in the live sound reinforcement field. Includes overviews of sound reinforcement specific equipment, basic front-of-house and monitor system configurations, design and philosophy. Live Sound teaches students how to setup small club PA systems, churches, and even large concert arenas. Due to the loud nature of the Live Sound environment, hearing conservation and protection is covered extensively.

### **Live Sound - LS200/1.5**

Prepares students for complex issues in sound reinforcement via the use of state-of-the-art technology and concepts, such as spectral and FFT analysis, as well as shows control via multiple automation protocols. Also introduces the student to basic wireless transmission concepts and technology for wireless microphone, instrument, and monitor technologies. Students will use these tools for both music production and live theater applications.

### **Internship - IN100/7.0**

Offers students the opportunity to obtain an internship at a facility of their choosing. Students on internship will apply their education to a variety of challenges ranging from facility support duties to working with clients. In preparation for internships, students will have classes and assignments focusing on resumes, interview techniques, internship etiquette, and industry networking.

## 4. ACADEMIC PROGRAM INFORMATION *(Continued)*

### 4.4. Tuition, Books, Laptop, Supplies and Fees

Tuition, books, laptop, hardware, software, supplies, and fees are subject to change prior to class start at the discretion of the Administrator. Breakdown of all costs can be found in Addendum B, on the school's website, and from the Student Financial Services office. The revision date is noted on the Books and Supplies list.

### 4.5. Academic Calendar

The academic calendar can be found in Addendum B. Holidays at CRAS are Thanksgiving Day, New Year's Day, and Winter Break. Classes that are scheduled during the holiday season will be informed of the Winter Break dates.

### 4.6. Class Schedule

Class schedules are provided in paper form in a student's orientation packet. A digital copy of the class schedule is available on CRAS Connect. Required Saturday and Sunday classes are a part of the curriculum. Students will be notified in advance if any class will need to be rescheduled or will differ from the posted day and time.

### 4.7. CRAS Connect/Class Materials

Students have access to all class materials via the school's online learning resource system, CRAS Connect. Every student is given access to CRAS Connect once they have enrolled in the program.

Students are expected to arrive to class prepared each day. Daily required class materials include laptop (fully charged), paper, pens, and pencils. Some classes do require additional materials such as calculators, other laptop package items, 3-ring binders, etc. Required materials can be found on the daily class overviews on CRAS Connect.

Video cameras/filming of class is prohibited. Students are allowed to audio record class lectures at the instructor's discretion. All cell phones/personal electronic devices must be turned off. If a student's cell phone rings during class, they will be excused.

### 4.8. Definition of Credit Hour

A credit hour is defined as a semester credit hour.

One semester credit hour equals:

- 15 hours of classroom contact; or
- 30 hours of supervised laboratory/shop instruction; or
- 30 hours of documented independent study activities; or
- 45 hours of externship/internship or work-related experience

### 4.9. Definition of a Cycle

The classroom portion of the program consists of cycles. A cycle is a three-week increment. Students will attend 12 cycles on campus, totaling 36 weeks.

### 4.10. Elective Hours

Each student will be required to meet additional hour requirements outside of normal class time for the following subjects (hour totals included):

Subject	MP100	CT100	LS100	PT100	MT100	MP200	LS200
Cycle	1-6	1-6	2-3	5-6	6-10	7-11	9-11
Hours	24	6	6	16	4	24	6

These hours can be achieved by attending review classes, extra-curricular classes, bootcamps, session assisting, or (in some cases) practice hours in a lab.

Students can view their acquired elective hours at any time by using the elective hours calculator on CRAS Connect. Any time a student is on campus for elective hours, they must check in with Project Staff and fill out an Elective Hours time sheet. Any questions about elective hours can be emailed to [crasconnect.support@gmail.com](mailto:crasconnect.support@gmail.com).

It is imperative that each student complete and turn their Elective Hours in on time.

Elective Hours must be completed in each subject during the time frame of that subject, finishing no later than the last class day of that course. Students will receive a point value of one (1) point

---

per hour toward their final course grade for completing Elective Hours, capping at the course required total. Elective Hours are not transferable between courses.

Students will have the option to choose from a list of elective classes to reach their required hour totals.

---

#### 4.11. Change of Program

Only those subjects that apply to the student's new program will be evaluated for satisfactory academic progress. Withdrawal from any one subject will withdraw the student from the program.

---

#### 4.12. Credit for Previous Training

Credit for previous credit or training is evaluated by the Director of Education. Instances of acceptance of credit are rare due to the demands of the curriculum.

In order to receive credit for previous training, students must:

- Submit the application for Transfer of Credit.
- Provide an official transcript from previous school.
- Provide course/class descriptions for the program.
- Provide a contact name/phone/email for any questions.

The Director of Education will review all submitted material and will notify the Director of Admissions of any credit granted.

If granted, financial credit will be given and the length of the program shortened accordingly.

Official Transcript must be submitted to CRAS prior to student's start date for credit evaluation. Students currently attending may not apply for credit for previous training.

---

#### 4.13. Transfer of Credit

Transfer of credit is dependent upon the receiving school.

---

#### 4.14. Campus Closures

Campus closures are minimal at CRAS. If a closure does happen, students will be notified by a posting on CRAS Connect and an email from the IT Department.

If a class is cancelled, students will receive a call from the front desk and an email from the IT Department.





# 5. STUDENT FINANCIAL SERVICES

---

The CRAS Student Financial Services department is purposed to assist students with available options for educational funding. All questions regarding financial matters should be directed to Student Financial Services.

---

## 5.1. Cash Payments and Monthly Payment Plan

---

Cash payments and/or a nine month payment plan may be used to fund education. This option may be used in combination with other financial assistance.

## 5.2. Federal Financial Aid

---

The FAFSA (Free Application for Federal Student Aid) is the first step in the financial aid process. It is used to apply for federal student financial aid, such as grants and loans. Prospective students can apply free online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code is required on the FAFSA.

### 5.2.1. School Code

---

The Conservatory's Federal School Code is 030344.

#### Federal Financial Aid Includes:

- Federal Pell Grants
- FSEOG Grants
- Federal Direct Stafford Loans
- Federal Direct Parent PLUS Loans

### 5.2.2. Grants

---

Grants are a form of financial aid given to qualified students to help pay for their education. Usually, no repayment of a grant is required if academic obligations are met.

### 5.2.3. Scholarships

---

Scholarships are a form of financial aid awarded to qualified students often on the basis of academic performance, competition, particular skill, financial need or a combination of unique circumstances. These awards may come in the form of cash or a tuition reduction waiver. Usually, no repayment of a scholarship is required if academic obligations are met.

### 5.2.4. Federal Pell Grant Program

---

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Eligibility and grant amount is determined by the Federal Government. To apply for the Federal Pell Grant, the student must complete a Free Application for Federal Student Aid (FAFSA) which will be used to determine eligibility.

### 5.2.5. FSEOG

#### Federal Supplemental Educational Opportunity Grant Program

---

The FSEOG Program provides grants to exceptionally needy undergraduate students. Those students having the lowest EFCs and receiving a Federal Pell Grant will be considered first. The student must complete a Free Application for Federal Student Aid (FAFSA) which will be used to determine eligibility.

### 5.2.6. Leveraging Educational Assistance Partnership Program (LEAP)

---

To be eligible for a grant from the Arizona LEAP Program, a student must be a resident of the State of Arizona and must be considered to have a substantial need. Those students having the lowest EFCs and receiving a Federal Pell Grant will be considered first. The student must complete a Free Application for Federal Student Aid (FAFSA) which will be used to determine eligibility.

## 5.3. Loans

---

Loans are borrowed money that must be repaid as stipulated by the lender. Loan types include federal, state, and private.

---

### 5.3.1. William D. Ford Federal Direct Loan (Direct Loans)

---

Students and parents may obtain their Federal student loans directly from the federal government through the Direct Loan Program. Loans include: Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, and the Federal Direct PLUS (Parent) Loan.

### 5.3.2. Federal Direct Subsidized Stafford Loan

---

The Federal Direct Subsidized Stafford Loan is a need-based loan. Students secure their loan from a lending institution such as a bank, credit union, or any other participating lending institution. The federal government pays the interest that accrues on the Subsidized Stafford Loan while the student is in school, during the six month grace period, and during periods of authorized deferments.

Repayment begins following a six month grace period. The grace period will begin after enrollment ceases or the student drops below half-time enrollment.

To apply for the Federal Direct Subsidized Stafford Loan, students must first complete a Free Application for Federal Student Aid (FAFSA) which will be used to determine borrower eligibility. The student must also complete a Master Promissory Note with the Department of Education. CRAS will guide students through each step of the financial aid process.

### 5.3.3. Federal Direct Unsubsidized Stafford Loan

---

The Federal Direct Unsubsidized Stafford Loan is a non-need-based loan. Students secure their loan from a lending institution such as a bank, credit union, or any other participating lending institution. The borrower is responsible for the interest that accrues on the Federal Direct Unsubsidized Stafford Loan. Repayment begins following a six month grace period. The grace period will begin after enrollment ceases or the student drops below half-time enrollment.

To apply for the Federal Direct Unsubsidized Stafford Loan, students must first complete a Free Application for Federal Student Aid (FAFSA) which will be used to determine borrower eligibility. The student must also complete a Master Promissory Note with the Department of Education. CRAS will guide students through each step of the financial aid process.

### 5.3.4. Federal Direct Plus (Parent) Loan

---

The Federal Direct PLUS (Parent) Loan is a non-need-based loan. The credit-worthy<sup>1</sup> parent of a dependent student secures their loan from a lending institution such as a bank, credit union, or any other participating lending institution. The parent borrower is responsible for the interest that accrues on the Federal Direct PLUS (Parent) Loan. The parent borrower is responsible for repayment. Repayment begins within sixty days of the final loan disbursement (there is no grace period).

If, due to circumstances such as adverse credit history, a dependent student's parent is denied a Federal Direct PLUS Loan, the student will be allowed the loan limits applicable to independent students under the Federal Direct Unsubsidized Stafford Loan Program.

To apply for the Federal Direct PLUS (Parent) Loan, the parent must first complete a Free Application for Federal Student Aid (FAFSA), as per school policy, which will be used to determine borrower eligibility. The parent must also complete a Master Promissory Note with the Department of Education. CRAS will guide parents through each step of the financial aid process.

### 5.3.5. Private Education Loan

---

The student secures their non-federal loan from a bank, credit union, or any other participating lending institution. The student must meet eligibility criteria set by the lending institution to qualify. Students who do not qualify on their own may need to acquire a co-borrower to meet eligibility standards. International students may qualify by acquiring a co-borrower who meets the lender's criteria including being a U.S. Citizen or a permanent U.S. resident. Origination fees, interest rates, and repayment options will vary by lender.

Private Education Loan funds are disbursed to the school directly via electronic funds transfer or are disbursed to the applicant via a check made co-payable to the school and the student. Loan funds received by the school are paid directly to school charges. Loan funds exceeding school charges are issued to the student as outlined in the CRAS Living Expense Policy. A copy of this policy can be requested by contacting the Student Financial Services Department.

## 5. STUDENT FINANCIAL SERVICES *(Continued)*

---

### 5.3.6. Private Education Loan Lender List

---

CRAS carefully reviews lenders' policies and products to find the best rates and service for students.

Reasons for selecting a lender vary from person to person. Some choose a lender based on name recognition or a previous banking relationship, such as a consumer bank account. For some, the deciding factor is the long-term advantage of repayment savings programs, like an interest rate reduction as a reward for making payments on time.

To assist students and parents in this decision, the Student Financial Services Department has compiled a list of lending institutions who we consider excellent in the education lending field. Based on past experience with these lenders, the Student Financial Service Department feels confident in the customer service offered to students, parents and the Financial Aid Office as loans are processed for disbursement in addition to the benefits they offer in current market conditions. We have found each of these lenders provide prompt reconciliation of loan issues. They also provide fast electronic payment of loan funds directly to your account with CRAS.

Please note that students are not required to use one of these lenders. The Financial Aid Office will process loans with any lender.

Students may borrow their Private Education Loan from the participating lending institution of their choice. Participating lenders include but are not limited to those listed below:

- Sallie Mae
- Mountain America Federal Credit Union

### 5.4. Specialized Programs

---

#### 5.4.1. Canada Student Loan Program

Canadian students may apply for a Canada Student Loan. Determination of eligibility may be based on province. Loan eligibility is determined by the Canada Student Loan Program.

#### 5.4.2. Federal Bureau of Indian Affairs (BIA)

CRAS is approved for the training of eligible Native Americans. Approval of training benefits is determined by the BIA.

#### 5.4.3. Social Security Benefits (SS)

Students who qualify for Social Security Benefits may use their benefits to attend CRAS.

#### 5.4.4. U.S. Citizenship and Immigration Services

CRAS is approved under Federal Law to enroll non-immigrant alien students. I-20 information is available from the Student Financial Services Department. A processing fee for an I-20 will be charged.

#### 5.4.5. Veterans Administration Benefits (VA)

CRAS's programs are approved for veterans' educational training. Benefit eligibility is determined by the U.S. Department of Veterans' Affairs.

### 5.5. Veterans Benefits and Policies

---

#### 5.5.1. Veterans Using Veterans Benefits

---

Students may be terminated for failure to meet academic, attendance, or student conduct standards, or for non-payment of tuition (*see Termination Policy*).

Students are expected to maintain satisfactory academic progress standards as defined in the school's Satisfactory Progress Policy. When satisfactory progress standards are not met, the school's policy is enforced and the VA is informed promptly so that benefits can be discontinued in accordance with the law.

#### 5.5.2. Veterans Attendance

---

All absences from scheduled instruction, regardless of reason, are recorded. Class cuts are not tolerated, and are charged as absences. A student who is tardy six times in a calendar month will be charged one day of absence. Tardiness exceeding 20 minutes will be charged as an absence.

When absence affects progress or is considered excessive, the student will be terminated.

Re-enrollment is at the discretion of the school. If re-enrolled, the student must re-enter on a probationary basis. All class work missed must be made up on the student's own time. When absences exceed 10% of the scheduled hours in the

---

program, the student will be terminated, except under mitigating circumstances as determined by school officials. A Master Record of Attendance is maintained for each student and is available to any authorized individual or agency so requesting.

### 5.5.3. Veterans Credit Evaluation Policy

---

This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college course work and vocational training. Previous transcripts will be evaluated and credit will be granted as appropriate. The veteran or eligible person and the VA will be notified of the evaluation result.\*

*\*NOTE: All prior training must be evaluated.*

## 5.6. Maintaining Federal Financial Aid Eligibility

---

### 5.6.1. Satisfactory Academic Progress (SAP)

---

Students must maintain Satisfactory Academic Progress as set forth by Federal regulations to maintain their eligibility for Federal Financial Aid.

All students will be evaluated for Title IV Satisfactory Academic Progress based on the following criteria:

- Minimum cumulative grade point average of 2.0
- Minimum of 90% attendance percentage
- 67% of program attempted completed
- Maximum time frame to be complete program is 1.5 times the published program length

Students will be evaluated on the above criteria and receive reports of the evaluation at the end of each payment period during their program. The payment period end dates are scheduled at the following times:

- Successful completion of 12 credits and the minimum of 18 weeks
- Successful completion of 24 credits and the minimum of 33 weeks

Transfer credits will be evaluated when a student begins the program. Any transfer credits awarded toward the completion of the student's program will be evaluated during the Satisfactory Academic Progress review both as credits attempted and credits completed.

Students who are re-enrolling into a program will be evaluated during the Satisfactory Academic Progress review on both the final grade they received in a course during their first enrollment, as well as the new final grade they receive if retaking a course upon re-enrollment. All Satisfactory Academic Progress evaluations will be based on final grades in the courses the student has taken up to the point of the evaluation.

At the discretion of Administration, students may have options to retake a course or courses based on their performance. For courses that are being reattempted, both the original grade and the new grade will be used in evaluation Satisfactory Academic Progress for Title IV purposes.

If at the time of SAP review a student has an incomplete grade in a course, the grade point of 0 will be used when determining the SAP standards.

If a student falls below the aforementioned criteria they will be placed on Title IV Satisfactory Academic Progress Warning. The student will be advised of this status by the Student Financial Services Department.

The advisement will take place in documented writing. The student will be considered to be on warning regarding the Federal Financial Aid until the next evaluation point. If at the next evaluation point the student has failed to meet the required criteria, their Federal Funding will be suspended. The student will have the opportunity to appeal this decision.

The appeal process for Title IV Satisfactory Academic Progress will be in writing and will include why the student failed to meet the criteria, and what has changed that will allow the student to meet the criteria at the next evaluation. The appeal will be turned into the Director of Student Financial Services or Associate Director of Student Financial Services within three days of notification of the probation status.

The student's financial aid will be on hold until such a time that the appeal is evaluated and processed. All appeal decisions are final. At the time of appeal, if approved, the student will be placed on probation, financial aid eligibility will be reinstated and an Academic Plan will be assigned up until the next evaluation point is reached.

## 5. STUDENT FINANCIAL SERVICES *(Continued)*

---

### 5.7. Cancellation

---

Applicants are entitled to receive a full refund of any monies paid when:

The applicant is rejected by the school.

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Applicants requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, are entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.00.

### 5.8. Return of Title IV Funds Policy

---

Return of Title IV Funds Policy applies to Title IV Aid Recipients. Title IV Aid that was disbursed or aid that could have been disbursed during the payment period will be included.

If a recipient of Title IV Funds withdraws during a payment period, the amount of Title IV funds assistance that the student has earned up to that point is determined on a pro-rata basis through 60% of the payment period. The percentage of Title IV Aid earned is determined by dividing the number of calendar days completed in the payment period by the total number of calendar days scheduled to be completed. Once the student has completed more than 60% of the payment period, the student has earned all of his or her Title IV funds for the payment period.

For example, if a student completed 30% of the payment period, the student has earned 30% of the assistance they were originally scheduled to receive in the payment period.

If the student received (or CRAS received on behalf of the student) less assistance than the amount that the student earned, the student may be eligible to receive a post-withdrawal disbursement. The student must meet current required conditions for a late disbursement prior to the date the student became ineligible for the school to make a late disbursement.

If the student received more assistance than the student earned, the unearned funds must be returned. CRAS must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of the student's funds or the entire amount of the excess funds.

If CRAS is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or their parent for a PLUS Loan) repay in accordance with the terms of the promissory note.

If the student is responsible for returning grant funds, the student must return 50% of the grant assistance that is their responsibility to repay. This is an overpayment. CRAS will notify the student of an overpayment due within 30 days of determining that the student withdrew; the student must respond within 45 days. The student must either repay the amount in full to CRAS or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay, or make payment arrangements to repay an overpayment, the student will eligibility to receive future federal financial aid at any institution.

Students who withdraw prior to completing 60% of the payment period are liable for school charges no longer covered by Title IV funds.

### 5.9. Refund Distribution Order For Return of Title IV Funds

---

CRAS will return unearned Title IV Funds no later than 45 days from the date the Conservatory determines that the student withdrew in the schedule listed below:

- Federal Unsubsidized Direct Stafford Loans
- Federal Subsidized Direct Stafford Loans
- Federal Direct PLUS (Parent) Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)



5.10. Institutional Refund Policy

The Institutional Refund Policy is applied for Non-Title IV Aid Recipients and Title IV Aid Recipients after the Federal Return of Title IV Funds Policy is applied.

Students will be charged for each book they received (refer to Books and Supplies Refund Policy), registration fees and tuition charges. When 50% or less of the academic year has been completed, tuition charges will be assessed based upon the percentage of the academic year that has been completed. The percentage of the academic year completed is determined by dividing the number of weeks of instruction the student completed by the number of weeks of instruction in the academic year.

Students completing over 50% of the academic year will be charged for each book they have received (refer to Books and Supplies Refund Policy), registration fees and 100% of tuition.

Percent of Academic Year Completed	Percent of Tuition School Retains Plus Books and Administrative Fees	Percent of Tuition School Refunds Less Books and Administrative Fees
Withdrawal on 1st day of class	0%	100%
Withdrawal after 1st day of class through 10%	10%	90%
11-25%	50%	50%
26-50%	75%	25%
51% or greater	100%	0%

5.11. Refund Distribution Order/ Institutional Refund Policy

Refunds due under the Institutional Refund Policy will be made no later than 60 days from the student's last date of attendance. Refunds will be issued in the order listed below:

- Federal Unsubsidized Direct Stafford Loans
- Federal Subsidized Direct Stafford Loans
- Other

5.12. Books and Supplies Refund Policy

If a student withdraws from the MRP II program prior to completion for any reason, they must return their laptop immediately at the time of withdrawal. Laptops that are not returned will be locked within 3 business days of withdrawal.

When a laptop is surrendered upon withdrawal, it will be held in the IT Department until Student Financial Services releases the laptop (or hard drive) for purchase, or releases it for forfeit. During this hold time, the withdrawn student will not have access to their laptop for any reason including but not limited to: backing up files/folders, internet usage, copying/retrieving data.

The laptop will be considered school property until final tuition balance is paid in full. Students will be contacted by Student Financial Services with information regarding final tuition calculations. Students will have 90 days from their last date of attendance to pay tuition balance in full and claim their laptop. If the full balance is not paid by the date indicated, a calculated credit may be given when applicable for the laptop return, and the option to purchase the laptop and/or subsequent supplies will be forfeited.

Students who cannot pay the full balance by the indicated date have the alternative option to purchase their laptop's hard drive. If the student opts for hard drive purchase, they must pay \$175 separate from any remaining tuition balance. Once payment has been made, the IT Department will remove all Conservatory specific files from the hard drive and place it in an external USB enclosure. Remaining materials on the drive will include the core Operating System, and all of the student's personal files. Additional shipping charges may apply to hard drive purchases if location pickup is not possible.

5.13. Balance Due To School

A balance due to the school as the result of the refund policy is due and payable no later than 30 days after withdrawal notification has been sent from the school to the student.

# 6. ADMINISTRATIVE INFORMATION/POLICIES

---

## 6.1. Students with Disabilities

---

### 6.1.1. ADA Policy

---

CRAS attempts to make the MRP II Program accessible to all individuals, in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The mission of the school is to train individuals for entry level positions in the audio industry. CRAS strives to create a learning environment in which all people with disabilities:

- Have equal access to courses, programs, and services offered.
- Have an equal opportunity to learn and receive reasonable accommodations and/or auxiliary services when applicable.
- Have appropriate confidentiality of all information regarding their disability in line with the FERPA and Privacy Act policies.

For students with disabilities, CRAS makes every effort to assist them in achieving these goals. Students with disabilities have the option of requesting special assistance, reasonable accommodations, and/or auxiliary services if necessary. All requests will be reviewed by Administration to determine if the requested accommodations can be granted, and specifically what the scope of the accommodations will include.

It is strongly recommended that prior to investing time and monetary resources, a prospective student with a known disability contact their Admissions Representative and/or Director of Admissions to further discuss the potential for success in the audio industry.

Admissions requirements for all students are the same, regardless of disability or lack thereof. It must be understood that accommodations for disabilities are meant to assure education experience and opportunity. Any accommodations deemed necessary and reasonable will be made on a case-by-case basis, will not necessarily incorporate all changes requested, and will only be made following provision of proof of such disability.

## 6.2. Procedure for Requesting Accommodations

---

Students seeking accommodations should notify their Admissions Representative or the Director of Admissions immediately of any special needs, requirements or requests before enrolling in a program of study. To request accommodations, student must provide the following:

- Written description of the extent and nature of the disability.
- Current medical certification of disability from doctor or other appropriate professional.
- Written document stating any/all accommodations, auxiliary aids, and/or services requested.

All required documentation must be received by CRAS no later than 45 days prior to student's projected start date. Accommodations cannot be applied to circumstances of past failures or difficulties in courses, and will only be applied to future course activities.

All documents will be reviewed and evaluated by Administration. Upon receipt of documentation, a reply will be sent to the prospective student within 10 business days defining which accommodations will or will not be allowed/granted. If the submitted information is inadequate to formulate a final decision, Administration reserves the right to request further information from the prospective student in order to provide the most accurate and fair decision possible.

Once the Administrator has issued the final decision:

- A document will be drafted specifically outlining the granted accommodations.
- Both student and Administrator will sign and date the document.
- The signed document will be placed in student's permanent file.
- A copy of accommodation document will be given to the student.

At the beginning of each new class (either new subject or new Instructor) the student will be required to show the accommodation document to their Instructor. This ensures that each Instructor has been fully informed of all specific accommodations accepted.

---

### 6.3. Projected Success in the Audio Industry

---

The mission and philosophy of CRAS dictate the main focus of the program is to prepare students for successful employment opportunities in the audio industry. The work environment in which CRAS graduates commonly work demands a full range of physical and mental faculties for career success. Persons with disabilities should review the following sections carefully when making the decision to enter into the field of audio engineering, to better assess if this industry will be beneficial to them.

#### 6.3.1. Job Tasks

---

The mission and philosophy of CRAS dictate the main focus of the program is to prepare students for successful employment opportunities in the audio industry. The work environment in which CRAS graduates commonly work demands a full range of physical and mental faculties for career success. Persons with disabilities should review the following sections carefully when making the decision to enter into the field of audio engineering, to better assess if this industry will be beneficial to them.

- Record speech, music, and other sounds on both digital and analog recording media/equipment.
- Setup and/or tear down equipment for events including but not limited to recording sessions, live sound performances, mobile recording events, and on location (field) recording assignments.
- Setup and/or tear down may include activities such as (but not limited to):
  - Loading/unloading of audio equipment from studios, mobile trucks, and touring trucks. Equipment loading may include lifting in excess of 50 lbs.
  - Selecting and setting up microphones and other musical equipment.
  - Carrying, connecting, tracing, and wrapping of various cables.
  - Documenting settings on analog/digital equipment for later recall.
  - Use of analog and/or digital recording consoles, computer based recording systems, and outboard processors.
  - Troubleshooting signal flow, isolating and resolving issues with equipment and/or software.

#### 6.3.2. Skill Assessment

---

A career in audio engineering is very demanding both mentally and physically. While there are certain exceptions, in order to succeed in school and furthermore a career in the audio industry, persons must typically possess the following skills:

- Active Listening - giving full attention to what other people are saying, taking time to understand the points being made, and asking questions for clarification as appropriate.
- Speaking - talking to others to convey information effectively.
- Critical Thinking - using logic and reasoning to identify a alternative solutions , conclusions, and approaches to problems.
- Reading Comprehension - understanding written sentences and paragraphs in work related documents, session documentation, and equipment manuals.
- Complex Problem Solving - identifying complex problems and reviewing all necessary information to develop and evaluate options and implement solutions.
- Active Learning - Understanding the implications of new information for both current and future problem-solving, troubleshooting, and decision making.
- Operation and Control - controlling operations of equipment or systems.
- Troubleshooting - determining causes of operating errors and deciding what to do about it.
- Equipment Selection - determining the kind of tools and equipment needed to complete a job safely and efficiently.

## 6. ADMINISTRATIVE INFORMATION/POLICIES *(Continued)*

---

### 6.3.3. Abilities Assessment

---

While there are certain exceptions, in order to succeed in school and furthermore a career in the audio industry, persons must typically possess the following abilities. Persons with disabilities in any of the following areas are urged to further discuss this with their Admissions Representative or Director of Admissions to determine the potential impact this may have on their success:

- Near Vision - the ability to see details at a close range (eg. reading dial or meter settings on consoles and other equipment).
- Oral Expression - the ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension - the ability to listen and understand information and ideas presented through spoken words and sentences.
- Written Expression - the ability to communicate information and ideas in writing so others can understand (eg. session/studio documentation).
- Hearing Sensitivity - the ability to detect or tell the differences between sounds that vary in pitch and loudness.
- Information Ordering - the ability to arrange things or actions in a certain order or pattern (e.g. signal flow, live sound color coded audio connections).
- Selective Attention - the ability to concentrate on a task over a period of time without being distracted.
- Problem Sensitivity - the ability to tell when something is wrong or likely to go wrong (e.g. many audio situations include risk of physical harm via high voltage power, feedback, and other high amplitude audio related potentials).
- Auditory Attention - the ability to focus on a single source of sound in the presence of other distracting sounds.
- Sound Localization - the ability to tell the direction from which a sound originated.
- Deductive Reasoning - the ability to apply general rules to specific problems to produce answers that make sense.
- Finger Dexterity - the ability to make precisely coordinated movements of the fingers to grasp, move, manipulate, or assemble small objects (e.g. connecting microphones to stands, connecting cables, patch bays, faders and knobs).
- Time Sharing - the ability to shift back and forth between two or more activities or sources of information.
- Memorization - the ability to remember information such as words, numbers, and procedures.

### CRAS does not offer students with disabilities the following:

- Diagnostic evaluation for disabilities.
- Special classes.
- A reduced standard for academic performance.
- Exemption to graduation requirements.
- Credit for effort in place of demonstrated competence or skill acquisition.

### 6.4. Class Size

---

Classes are limited in size to give each student the most individual attention possible. Most classes are generally limited to twelve students.

### 6.5. Laptop Policy

---

#### 6.5.1. Issuing

---

Each student attending CRAS is issued a laptop recording package in orientation. The equipment included in this package is considered property of CRAS until student has completed internship and met all financial and graduation requirements. Conservatory administration reserves the right to confiscate, lock, suspend and/or limit access to all items in the laptop recording package at anytime until the aforementioned requirements have been met.

Each item included in the laptop package is an integral component of the educational demands at CRAS. If any item is lost, stolen, or sold, it may affect a student's ability to meet the daily educational demands of class. In this situation, replacement of the item will be necessary. The student will be fully responsible for covering replacement costs. This includes but is not limited to all hardware items in the recording package and any pre-installed software on the laptop. Selling or distributing a piece of software to another computer is considered transfer ownership of the software license, at which point continuing to use that software on the original laptop will result in copyright and/or license violation.

At no time may a student use a non-school issued computer on school premises without permission. If a student wishes to replace a stolen or broken (outside the scope of warranty/protection plan) laptop with a non-school issued computer, they must bring the computer to the IT Department for approval and (if approved) configuration.

---

### 6.5.2. Bringing Laptops to Class

---

Many classes at CRAS require the use of the school issued laptop during in-class time. Students are 100% responsible for bringing their laptop to class each day, fully charged and in full functioning condition. Students who fail to bring their laptop to class may be dismissed from the class and will be considered absent. Any hardware or software malfunctions must be reported to the IT Department immediately. Under no circumstance should students attempt to resolve laptop issues on their own. At no time should students take their laptop to Apple or any other service center without prior approval from the IT Department.

Failure to bring the laptop and other required recording package items to an extracurricular class or certification will result in a forfeit the certification attempt.

### 6.5.3. Upgrades/Expansions

---

While attending CRAS, students are prohibited from altering, upgrading, or disassembling their laptop's software or hardware configuration in any way without prior permission from the IT Department. Upgrading, altering, or disassembling without permission may void the warranty and/or protection plan.

### 6.5.4. Third-Party Software/Hardware

---

It is recommended that students do not attempt to install or use non-approved third-party software or hardware, as it may cause a conflict with the preset computer configuration. Using non-approved third-party software may void the warranty and/or protection plan. If added software causes computer malfunction, the laptop will be erased and reconfigured to the original orientation software configuration. The IT Department will not be responsible for any resulting loss of personal data.

### 6.5.5. Unlicensed Software

---

In accordance with the DMCA (Digital Millennium Copyrights Act) of 1998, all Apple EULA's (End User License Agreements), and all third-party EULA's, CRAS has a strict zero tolerance policy on any file sharing of unlicensed material. Sharing and/or possession of such material is strictly prohibited. Unlicensed material is defined as any software that the client does not have legal permission to use. This includes, but is not limited to: applications, plug-ins, music and video downloads, system

utilities, downloading/uploading unlicensed materials on P2P (Peer to Peer) networks or applications, sharing materials on CRAS's local network, and/or possessing any illegal copyrighted material.

CRAS reserves the right to prohibit the use of any P2P websites or applications (legal or non-legal) on the school network unless approved by the IT Department. Any student found using CRAS's network for P2P sharing may be subject to termination and/or criminal liabilities. Any student found downloading, distributing, or possessing any illegal/illegally obtained materials will be subject to termination and will be reported to legal authorities. CRAS is obligated by law to inform authorities of all cases involving pirated software.

### 6.5.6. Class Laptop Conduct

---

Staff and Administration reserve the right to excuse any student from class if they are found to be using their laptop for any purpose other than instructed. This includes, but is not limited to: Internet browsing, playing games, chatting, checking email, and/or using media (such as iTunes or DVD player). Approved and non-approved laptop usage is at the complete discretion of the Instructor and/or Administration.

A student who is dismissed from class for abusing and/or violating any of the above terms and conditions will be marked absent for the day and will be placed on official conduct probation. In addition, their laptop may be confiscated by the IT Department. Confiscated laptops can only be released by the Director of IT or the Director of Education.

If further laptop conduct violations occur, the student will be subject to termination from the program. Any penalty for violation of class conduct is at the full discretion of the Director of Education and Conservatory Administration.



## 6. ADMINISTRATIVE INFORMATION/POLICIES *(Continued)*

---

### 6.5.7. Laptop Confiscation Policy

---

Any student issued a laptop by CRAS is subject to laptop confiscation if any of the following conditions occur:

- Student has abused terms of conduct, see *Student Code of Conduct*
- Student fails to meet & maintain required academic standards, see *Academic Review Policy*.
- Student fails to meet and maintain required attendance, see *Attendance Policies and Procedures*.
- Student fails to complete any required paperwork and/or processes as directed by Student Financial Services.
- Student fails to make tuition payments, or fails to pay other monies due to Student Financial Services.
- Student fails to maintain Federal Financial Aid Eligibility.

Laptop will be confiscated by administration until student has met their responsibilities and the laptop return has been approved by the Director of IT or Director of Education. During time of confiscation, a loaner laptop may be checked out for use (on campus only) at the discretion of the IT Department. In this instance, loaner laptops will only be checked when specifically requested by that current day's Instructor.

In the event of laptop confiscation, students will be ineligible to take part in extracurricular events that require the school issued laptop and/or laptop package hardware. Once the student has remedied the cause of laptop confiscation and met all obligations set forth by administration, they may resume extracurricular events.

While under confiscation, students will have no access to their laptop or a loaner laptop for any reason if the confiscation is due to:

- failure to pay monies due, or
- failure to complete required paperwork/processes for Student Financial Services

### 6.5.8. Network Security Monitoring

---

While on campus, the IT Department will have access to all laptops for updates, maintenance, security, and to send notifications. No attempt shall be made to remove or block this communication. This access is necessary for maintenance and security purposes. If a student changes any component of the laptop software that disables access from the IT Department, they will be removed from class and their laptop will be erased and reconfigured to the original specifications. The IT Department will not be responsible for any resulting loss of personal data. Any disruption of access is considered a conduct violation. CRAS Administration also reserves the right to monitor all computers at any time while on school premises.

### 6.5.9. Internet Content

---

CRAS strictly prohibits access or the attempt to access any Internet content that is illegal in nature. Any student who uses the Internet to download illegal content (see *Unlicensed Software*), access illicit pornographic websites, or access other objectionable materials (as deemed by the school Administration) will be subject to termination, and may be reported to legal authorities if applicable.

Students are asked to report any such activities to a staff member. Students are also prohibited from the display of any objectionable materials on their laptop at all times while on the school premises. CRAS is not liable or responsible for any software malfunction, viruses, or other damages arising due to student Internet activity.

### 6.5.10. Warranty Coverage

---

The laptop recording package equipment includes warranties on the following equipment:

- Headphones and microphones have a 1-year hardware warranty. Warranty coverage on these items will be handled directly between the IT Department and the equipment distributor. Any malfunction of the headphones or microphone must be reported to the IT Department immediately.
- Audio interfaces include a limited hardware warranty. Non-functional interfaces will be reviewed on a case by case basis. Warranty coverage is applicable only to manufacturer defects. The audio interface warranty does not cover accidental damage, cosmetic issues, loss or theft.
- CRAS backpacks have a 90-day warranty. Students who report issues with the backpack (such as broken zippers or stitching) within the first 4 cycles of school will be issued a new backpack at no charge. After cycle 4, any issues with the backpack are considered to be due to normal wear and tear. If a student experiences issues with a backpack after cycle 4, a replacement backpack can be purchased at a reduced price.
- The Apple laptop includes a 1-year limited warranty. Any malfunction and subsequent repair covered under warranty will be resolved by the IT Department. At no time should students attempt to repair or return their laptop to Apple without approval from the IT Department. Attempting to resolve a problem through Apple directly or a third party service without informing the IT Department may result in loss of support. Attempting to resolve a problem without involving the IT Department may void your manufacturers' warranty.

---

## Not Covered Under Laptop Warranty

---

The Apple Laptop warranty does not apply:

- to damage caused by use with non-Apple products;
- to damage caused by accident, abuse, misuse, flood, fire, earthquake or other external causes;
- to damage caused by operating the product outside the permitted or intended uses described by Apple;
- to damage caused by service (including upgrades and expansions) performed by anyone who is not a representative of Apple or an Apple Authorized Service Provider (“AASP”);
- to a product or part that has been modified to alter functionality or capability without the written permission of Apple;
- to consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship;
- to cosmetic damage, including but not limited to scratches, dents and broken plastic on ports, that does not otherwise affect the product’s functionality or materially impair your use;
- if any Apple serial number has been removed or defaced;
- in the occurrence of stolen or lost laptop.

More warranty information can be found at:  
<http://www.apple.com/legal/warranty/>

### 6.5.11. Protection Plan

---

The CRAS laptop protection plan is designed to help students that have an unfortunate accident with their laptop while in attendance during the first 36 weeks of the program, by helping ease repair/replacement costs so they may continue to meet their educational demands.

The protection plan is an additional plan above the Apple Warranty. All warranty options must be exhausted before the protection plan is to be used. The laptop will only be replaced if repair is not an option. Repairs will be made to return the laptop to full functioning condition, but will not cover cosmetic damage that does not affect functionality.

The laptop protection plan will not cover any laptop damaged by neglect, abuse, disassembly, water damage, mysterious disappearance, cosmetic damage or any damage that does not affect functionality, or normal wear and tear. All incidents will be reviewed by the IT Department and Administration to verify authenticity. If any incident is found to be intentional,

fraudulent, or outside the scope of coverage indicated in this document, Administration reserves the right to refuse repair/replacement assistance.

The protection plan covers the laptop only. It does not cover any other item of the recording package, including microphones, headphones, software and/or software keys, power supplies, backpacks, or interfaces. The protection plan is designed to repair laptop issues not covered under the Apple warranty, or replace the laptop with the same or comparable value and style as the original; in addition to the same or similar software as originally installed. The replacement may be a refurbished laptop.

Replacement laptop hardware specifications may vary. The protection plan is a shared plan in which the student must pay \$500.00 of the replacement costs before repairs are attempted, or if necessary, a replacement ordered.

The protection plan is valid for use only once. If additional incidents occur, the student will be fully responsible for repairs or replacement. In this situation, a loaner laptop will be provided only after the student shows proof of receipt for repair or replacement. Students who provided an external laptop prior to start are not eligible for the protection plan.

### 6.5.12. Loaner Laptops

---

If a student experiences hardware problems with their laptop, repair/replacement may not be immediate in turnaround. During this time a loaner laptop will be provided to the student to ensure that they can meet their daily classroom requirements. Issuing of loaner laptops is at the discretion of the Director of IT and/or Director of Education. Loaner laptops will be checked out each day before class, and must be checked in after class each day, unless special provisions have been approved by the IT Department. While using a loaner laptop, the student is 100% responsible for the care and condition of the laptop. Damage caused to loaner laptops will not be covered by the protection plan and is the sole responsibility of the student. If problems occur with the loaner laptop, the privilege may be revoked at the discretion of the IT Department.

## 6. ADMINISTRATIVE INFORMATION/POLICIES *(Continued)*

---

### 6.5.13. Theft/Loss

---

As a condition of the Protection Plan, the IT Department incorporates theft prevention and monitoring securities on each student laptop. Due to the sensitive nature of these technologies, the exact procedure cannot be published. Students will be informed of these security measures during laptop orientation class prior to signing the student laptop agreement.

These security measures will be managed by the IT Department during the on-campus portion of the program. Upon internship graduation, ownership of the security software will be transferred to the student.

The protection plan will cover theft only when the following conditions are met: In the event of theft, students must file a police report immediately with local authorities. The theft must also be reported within 48 hours to the IT Department or coverage will be forfeited. Students must complete all necessary paperwork provided by the IT Department. If found authentic by the IT Department and Administration, a replacement laptop will be issued after the shared cost of \$500 has been paid. Administration reserves the right to question, investigate, and decline any claim found to be questionable in nature.

### 6.5.14. Laptop Return Upon Withdrawal

---

*See Books and Supplies Refund Policy*

## 6.6. Student Code of Conduct

---

CRAS is dedicated to creating a safe and productive learning environment for all students with the mission of academic, intellectual, and personal growth. It is expected that each member of the CRAS student body maintain a high standard of behavior and moral conduct.

When a student accepts admission to school, it is assumed by CRAS that the student thereby agrees to conduct themselves honorably and with dignity at all times, and agrees to uphold and abide by all school conduct policies.

The CRAS Code of Conduct sets forth standards of conduct expected of all CRAS members. The following codes have been set forth to maintain an environment that promotes the mission of the school.

CRAS reserves the right at any time to terminate the enrollment of any student who proves to be a problematic member of the student body. Additionally, violation(s) of any school code of conduct are cause for dismissal. Cause shall be unsatisfactory conduct, including but not limited to:

- **Failure to comply with a request or directive from a staff member:**

Failure to follow orders or directions from a teacher or other official is considered a violation of conduct.

- **Failure to follow and fulfill the conditions of a disciplinary sanction from a school official:**

Students who fail to meet the obligations of any disciplinary action from a teacher or other official are considered to be in further violation of conduct and will be subject to more severe disciplinary actions or termination.

- **Physical Assault:**

When any person intentionally or recklessly causes harmful or offensive contact toward another person.

- **Theft:**

Unauthorized acquisition, removal, use, or knowledgeable possession of property belonging to others.

- **Vandalism:**

Misuse, destruction, or defacement of property owned or controlled by CRAS or that of any CRAS member.

- **Weapons:**

No weapons of any kind are allowed on school grounds at any time, see *Weapons*.

- **Violation of Law:**

Violations of local, state, and/or federal laws committed on campus or at any school sanctioned event are considered a violation of school conduct. CRAS adheres to all local, state, and federal laws and will comply with official requests by law enforcement authorities whenever applicable.

- **Intimidation:**

Hazing, stalking, written/verbal abuse, and any other behavior that causes emotional harm to a person(s) or places others in reasonable fear of physical harm is considered intimidation. Any act of intimidation is a violation of conduct.

- **Interference:**

Disruption, obstruction, interference, or retaliation against any CRAS member in the performance of their official duties, in their learning experience, or against the normal operation of the school is considered a conduct violation.

- **Endangerment:**

Any act or action that threatens or endangers the health or safety of an individual or group.

---

- **Dishonest Conduct:**

Any conduct which is not guided by honesty and respect for other individuals or property.

- **Disorderly Conduct:**

Any action or behavior that is unruly, disobedient, or disruptive to other students or staff members is considered disorderly. This includes but is not limited to:

- Misuse of electronic devices during class (i.e. laptops, cell phones, headphones, etc.).
- Sleeping during class or other school sanctioned activity.
- Cursing, aggressive language, aggressive behavior, or indecent behavior at any time on school premises.
- Egregious arguing or combativeness with other students or staff members.
- Actions or behaviors that create a negative, hostile, or dangerous environment.
- Offensive clothing and/or personal hygiene that falls outside the scope of propriety and good taste.

- **Academic Dishonesty:**

A deliberate attempt to fabricate, falsify, or tamper with official academic materials or records. This includes, but is not limited to:

- Cheating, copying, or receiving unauthorized assistance on tests, quizzes, assignments, or proficiencies.
- The use of any resources beyond those authorized by CRAS, including but not limited to:
  - Cell phones, recording devices, calculators, internet access, laptops, or other personal electronics.
- The acquisition, without permission, of any academic materials belonging to a staff member or to the institution.
- Actions that destroy or alter the work of another student.
- Submission by more than one person of the same body of work including but not limited to:
  - Assignments, quizzes, tests, and projects.

- **False information:**

Supplying false or misleading records, falsifying records, tampering with and/or altering official records are considered conduct violations. This includes but is not limited to:

- Falsification of data on tests, quizzes, assignments, or proficiencies.
- Fabrication or falsification of grades received.
- Omitting necessary or pertinent information.

- **Plagiarism:**

The appropriation of materials of other persons in any capacity without full acknowledgment of the origin of the materials, including but not limited to:

- Direct quotation of materials originated by another person or source.
- The use or paraphrasing of ideas or language of another person or source.
- The use of materials obtained by another person or agency with or without their knowledge.

---

## 6.7. Attendance Policies and Procedures

---

### 6.7.1. Absences

A student is required to call the registrar when unable to attend class. Students are expected to attend their regularly scheduled class unless prevented by illness or emergency. Regular class attendance and participation are two of the most significant factors which promote the success of students.

In order to satisfactorily complete the program students must attend 90% of their classes. If attendance falls below the 90% limit, the student may be required to make up time or be subject to termination. If at any time a student falls below 85% attendance, their laptop will be confiscated and an academic/attendance plan will be created by the Student Academic Coordinator. Laptop will remain on hold until student has met all obligations outlined in their plan.

While on campus, students will be terminated from CRAS after six consecutive absences. While on internship, a student will be terminated by CRAS if they miss 14 consecutive days with no academic activity.

---

### 6.7.2. Tardiness

Students are required to call the registrar if they will be tardy to class. Students that arrive tardy by one minute or more will be charged with a tardy. Students who leave early within 20 minutes of the end of class time will be charged with an early departure. Tardiness or early departure exceeding 20 minutes will be charged as an absence. A student who is tardy or departs early will be charged one day of absence after six occurrences within a department. Repeated tardiness or early departure may lead to probation or termination.

## 6. ADMINISTRATIVE INFORMATION/POLICIES *(Continued)*

---

### 6.7.3. Makeup Work

---

CRAS requires that students call in should they not be able to attend class. Should a student miss a class, they are expected to make up the time and maintain satisfactory academic progress in the class.

If a student misses class, they are responsible for any homework or assignments from the class. Work assigned can be found on the class daily overviews on CRAS Connect. For class/grade makeup options, students should contact the Student Academic Coordinator.

## 6.8. Weapons, Drugs, and Alcohol Policy

---

### 6.8.1. Weapons

---

No weapons are permitted on campus. The possession of guns, knives, electroshock devices (e.g. TASER) and/or any other form of weapons by employees, students, or guests is strictly prohibited on all premises, including all off-site class areas used for school related purposes. This includes replicated weapons (e.g. fake guns, pellet guns, swords, etc.).

### 6.8.2. Drugs and Alcohol

---

CRAS is committed to maintaining a drug-free school, a drug-free workplace, and a safe environment for all Community members. There is a “Zero-Tolerance” policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on school property, or as a part of any school activity. Misconduct violations relating to the Community members are subject to disciplinary sanctions. Consequences for inappropriate behavior can be severe, up to and including dismissal from CRAS. If any individual is apprehended for violating any alcohol or other drug related law while at a CRAS location or activity, CRAS will fully cooperate with federal and state law enforcement agencies. CRAS abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations regardless of individual state legalization.

### 6.8.3. Campus Crime and Security

---

Each year, the CRAS Community receives notification of the annual crime report.

Campus policies are available to all students, faculty and staff on the CRAS website or upon request.

- CRAS Community members are encouraged to report instances of abuse.
- Students can report to the Administrator, faculty members, or project staff at either location.
- Faculty can report to the Director of Education or the Administrator.
- Staff can report to their immediate supervisor or the Administrator.
- Alcohol-related advertising or promotions are not allowed on campus.

CRAS conducts a biennial review of its program to:

- Determine its effectiveness and implement changes to the program if needed.
- Ensure that its disciplinary sanctions are consistent and enforced.

CRAS will provide online educational resources to every student prior to starting their educational pursuit. Employees and staff will be required to complete a training and education lesson once per calendar year. This lesson will include drug and alcohol awareness, sexual assault awareness and prevention, and campus safety procedures.

### 6.8.4. Resources

---

National resources are available for anyone dealing with substance abuse issues. It is highly encouraged that anyone dealing with substance abuse contact one of the following agencies:

- Al-Anon – (888)425-2666
- American Council on Alcoholism - (800)527-5344
- National Council on Alcoholism – (800)NCA-Call (622-2255)
- National Institute on Drug Abuse – (800)662-HELP (662-4357)
- Alcohol Anonymous contact information can be found in local telephone directories.
- National Cocaine Hotline – (800)COCAINE (262-2463)
- National Council on Alcoholism and Drug Dependence, Inc. (NCADD) – (800)622-2255



The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects.

Overdose is a risk for all drugs. An overdose can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping use of drugs).

Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol and drugs when pregnant may cause abnormalities in babies.

## 6.8.5. Drug Dependence and Effects

### Physical and Psychological Dependence and Effects of Specific Drugs

Students are encouraged to review the chart below to understand the dangerous effects of drugs and drug abuse.

Drugs	Physical Dependence	Psychological Dependence	Possible Effects
Opium	High	High	Euphoria Drowsiness Depression Constricted pupils Nausea
Morphine	High	High	
Heroin	High	High	
HydroMorphine	High	High	
Merperidine/Pethidine	High	High	
Codeine	Moderate	Moderate	
Methadone	High	High-Low	
Other Narcotics	High	High-Low	
Chloral Hydrate	Moderate	Moderate	Slurred speech Disorientation Drunken behavior without odor of alcohol
Other Depressants			
Barbiturates	High-Mod	High-Mod	
Benzodiazepines	Low	Low	
Methaqualone	High	High	
Glutethimide			
Cocaine/Crack	Possible	High	Increased alertness excitation Increased pulse rate & blood pressure Insomnia Loss of appetite
Amphetamines	Possible	High	
Phenmatrazine	Possible	High	
Methylphenidate	Possible	High	
Other Stimulants	Possible	High	
LSD	None	Unknown	Illusions & hallucinations Poor perception of time and distance
Mescaline	None	Unknown	
Peyote	None	Unknown	
Other Hallucinogens	None	Unknown	
Phencyclidine	Unknown	High	
Phencyclidine Analogs	Unknown	Unknown	
Marijuana	Unknown	Moderate	Euphoria Relaxed inhibitions Disoriented behaviors
Hashish Oil	Unknown	Moderate	
Tetrahydrocannabis	Unknown	Moderate	
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage Heart failure
Alcohol	Moderate	High	Reduced coordination and alertness Large doses can cause unconsciousness Hypothermia respiratory arrest
Inhalants	Unknown	High	Nausea Damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea Diarrhea Trembling

## 6. ADMINISTRATIVE INFORMATION/POLICIES *(Continued)*

### Drug Sanctions

CRAS abides by local, state and federal sanctions regarding the unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the CRAS community found consuming or selling alcohol or other drugs on CRAS property is subject to disciplinary action up to and including dismissal, depending on the seriousness of the situation.

### 6.8.6. Federal Penalties

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance are listed below. Additional State penalties and sanctions may also apply.

#### Federal Trafficking Penalties for Schedules I, II, I III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture	<b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Fentanyl 400 grams or more mixture	<b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	<b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
<ul style="list-style-type: none"> <li>Any Amount Of Other Schedule I &amp; II Substances</li> <li>Any Drug Product Containing Gamma Hydroxybutyric Acid</li> </ul>		<b>First Offense:</b> Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
<ul style="list-style-type: none"> <li>Flunitrazepam (Schedule IV) 1 Gram</li> </ul>		<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		

---

**Federal Trafficking Penalties for Schedules I, II, I III, IV, and V (except Marijuana)**

---

Any Amount Of Other Schedule III Drugs

**First Offense:** Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.

**Second Offense:** Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.

Any Amount Of All Other Schedule IV Drugs  
(other than one gram or more of Flunitrazepam)

**First Offense:** Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.

**Second Offense:** Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.

Any Amount Of All Schedule V Drugs

**First Offense:** Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.

**Second Offense:** Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

---

**Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances**

---

**Substance****Penalty****Marijuana**

1,000 kilograms or more mixture, or 1,000 or more marijuana plants

**First Offense:** First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.

**Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.

**Marijuana**

100 to 999 kilograms mixture, or 100 to 999 marijuana plants

**First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.

**Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.

**Marijuana**

50 to 99 kilograms mixture, or 50 to 99 marijuana plants

**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.

**Hashish**

More than 10 kilograms

**Second Offense:** Not more than 30 yrs. If death or serious bodily injury, lifeimprisonment. Fine \$2 million if an individual, \$10 million if other than anindividual.

**Hashish Oil**

More than 1 kilogram

**Marijuana**

less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants

**First Offense:** Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.

**Second Offense:** Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.

**Hashish**

10 kilograms or less

**Hashish Oil**

1 kilogram or less

## 6. ADMINISTRATIVE INFORMATION/POLICIES *(Continued)*

### 6.9. Grading

Instructors may, at their discretion, assign projects and verbal or written examinations as part of the instructional program and lab activities. Students are graded on class attendance, class participation, quizzes, examinations, proficiencies, and projects. A permanent record for each student is kept on file. All files are confidential.

Students can access their grades on CRAS Connect. Please note CRAS Connect grades are not official. Questions about grades should be directed to the school Registrar.

#### 6.9.1. Grading system

Letter Grade	Grading Scale	Quality Point
A	90-100	4.0
A-	87-89	3.7
B+	83-86	3.3
B	80-82	3.0
B-	77-79	2.7
C+	73-76	2.3
C	70-72	2.0
C-	67-69	1.7
D+	63-66	1.3
D	60-62	1.0
D-	57-59	0.7
F	0-56	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
T	Terminated	0.0

#### 6.9.2. Grade point average (GPA)

GPA is computed by adding the quality points earned for each subject(s) and then dividing this sum by the total number of subject(s) completed.

#### 6.9.3. Cumulative Grade Point Average (CGPA)

CGPA is computed by adding the quality points earned for each subject(s) and then dividing this sum by the total number of subject(s) attempted.

#### 6.9.4. Grades of Incomplete

A grade of incomplete will be averaged in with a grade point of 0.0 when measuring satisfactory progress. Students with incomplete grades are urged to meet with a Student Academic Coordinator to create a plan of action. If incomplete grades fail to be remedied, the grade will revert to a grade of F.

#### 6.9.5. Records

CRAS maintains complete records for each student. These records include grades, attendance, prior education and training, work experience, personal achievements, awards received, subjects studied, as well as probation, grievances, etc.

CRAS adheres strictly to the Family Educational Rights and Privacy Act of 1974, which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students' records are permanently maintained by the school.

### 6.10. Academic Review Policy

CRAS will perform Academic Reviews on all students. The Academic Review will be used to determine if students are meeting minimum requirements set forth by CRAS for program completion and academic success. Progress will be measured using the following criteria:

- Minimum cumulative grade point average of 2.0
- Minimum of 90% attendance percentage
- 67% of program attempted completed
- Maximum time frame to be complete program is 1.5 times the published program length

The student review will include all course grades both final and progress grades.

A student will be evaluated and receive progress reports at the time frames: Week 10, Week 16, Week 25, Week 36

If at the time of review a student is not meeting the above criteria, the Director of Education advises the student that they have been placed on Academic probation until the next evaluation point. Students are expected to make forward progress while on a probationary status.

---

If after being placed on probation the student is still not making satisfactory progress at the time of the next review, the student is due to be terminated.

1: Student is advised of probation and it is documented in writing. Student acknowledges by signing documentation. Students are considered to be making progress while on probation.

## **6.11. Appeals**

---

### **6.11.1. Appealing Academic Review**

---

Students who wish to appeal the determination that they have not met the standards of Academic Review must do so in writing by completing the Appeal form that can be obtained from the Academic Coordinator. This process must be completed within three business days of the termination advisement. The submission should describe any circumstances the student feels deserve further consideration.

A decision regarding the appeal will be made by the Appeal Committee. All appeal decisions are final. In the event the appeal is approved, the student shall be allowed to continue classes on a probationary basis at the discretion of the Administration. Any further breach of the rules or interference with the orderly conduct of the school shall be cause for immediate termination without appeal. If appeal for termination is approved a student will remain on probationary status until the next review point. If still not meeting the above criteria the student will again be terminated with the opportunity to appeal and continue on probationary status.

### **6.11.2. Appealing Withdrawal**

---

Students that withdrawal from the program for reasons outside of Satisfactory Academic Progress or Student Academic Review have the option to appeal their withdrawal. Withdrawal appeals must be done in writing by completing the Appeal form that can be obtained from the Academic Coordinator. Withdrawal Appeal forms will not be provided to students until a minimum of 90 days from their last date of attendance. Once appeal form is received, it must be completed and submitted to the Academic Coordinator within three business days. The submission should describe any circumstances the student feels deserve further consideration.

A decision regarding the appeal will be made by the Appeal Committee. All appeal decisions are final. The decision will be

sent to the withdrawn student via certified mail. In the event the appeal is approved, the student must set an appointment with the Academic Coordinator to start the re-entry process. Withdrawn students will return on a probationary status. Any further breach of the rules or interference with the orderly conduct of the school shall be cause for immediate termination without appeal.

## **6.12. Tutoring**

---

Tutoring is provided to students at no additional cost. Tutoring is designed to help students better understand a particular topic or concept, however it is not intended to replace or interrupt normal class instruction.

Students that wish to receive tutoring on a particular class subject are required to first attend all classes associated with that subject unless otherwise approved by the Director of Education. Proof of attendance and notes taken from class are mandatory before tutoring sessions will be scheduled. In some instances, students will be required to attend additional review classes or complete online review lessons prior to individual tutoring.

Tutoring sessions cannot be scheduled within 48 hours of an exam of the same topic. Administration reserves the right to amend and/or modify tutoring policies on a case by case basis.

## **6.13. Repeat of Subject or Cycle**

---

Upon approval from the Director of Education, students may repeat a subject or cycle one time and will be charged a processing fee. Grades will be issued at the end of the repeated cycle and will replace grades previously earned. These grades will be used to calculate the cumulative grade point average when measuring Satisfactory Academic Progress.

Students must complete the program within the maximum time frame of no longer than 1.5 times the published program length. At the discretion of administration, students may repeat a single class one time and will not be charged an additional fee.



## 6. ADMINISTRATIVE INFORMATION/POLICIES *(Continued)*

---

### 6.14. Re-entry Students

---

Re-entry students are considered to be making satisfactory academic progress. Circumstances may dictate that the student is placed on a probationary status. Grades and attendance will be monitored and reviewed as needed. A re-entry processing fee will be charged. All re-entries must be approved by the Director of Education.

### 6.15. Graduation Requirements

---

To qualify for the awarding of a diploma, a student must have completed the prescribed academic requirements with a final CGPA of 2.0 or better, maintained an average of 90% attendance, completed all internship hours, and have fulfilled all financial responsibilities.

### 6.16. Diplomas and Certificates

---

Each student will receive a Diploma of Completion for the Master Recording Program II. If the Master Recording Program II is not completed, individual subjects completed with a C or better may receive a Certificate of Completion by subject. Certificates that students have achieved while on campus will be available to students through downloads on CRAS Connect.

### 6.17. Transcripts

---

Student transcripts from CRAS will be sent to the student with their diploma. There will be a nominal fee for requested additional copies.

### 6.18. Termination

---

Students that are terminated from CRAS for any reason other than Academic Review are required to turn in their school ID card and laptop package, and must leave campus immediately at the time of termination. Terminated students may appeal their termination (*see Appealing Withdrawal*). During the appeal process, terminated students are not allowed on campus for any reason without a scheduled appointment and/or permission from the Director of Education. This includes access to after hours activities. A terminated student may not be signed in as a guest by another student.

### 6.19. Withdrawal Process

---

Students that decide to withdraw from CRAS are to notify the school Administrator in writing no later than five business days after their last date of attendance.

Students will be withdrawn by CRAS after six consecutive absences on campus, or after fourteen consecutive absences on internship.

#### 6.19.1. Withdrawal Date

---

The student's withdrawal date is the last date of academic attendance as determined by the school from attendance records. This date will be used when calculating the percentage of the program completed.

#### 6.19.2. Determination of Withdrawal Date

---

The school determines the student's withdrawal date when notification is received from the student that they are or will be withdrawing. Students will be withdrawn by CRAS after six consecutive absences on campus, or after fourteen consecutive absences on internship.

For a student who withdraws without providing notification to the school, the school will determine the withdrawal date no later than 30 days after the end of the earlier of:

- the payment period.
- the academic year.
- the student's educational program.

### 6.20. Refund Policy

---

Students who withdraw from CRAS or are terminated by the school are entitled to a fair and equitable refund policy (*see Institutional Refund Policy.*)

# 7. STUDENT SERVICES

---

## 7.1. Advising

---

Students who have questions or problems regarding academics may schedule an appointment with the Director of Education. Appointments can be scheduled at the front desk at either the Tempe or Gilbert location. Appointment requests may also be submitted via CRAS Connect.

Students who have questions or problems regarding attendance should contact the Registrar or Student Academic Coordinator.

Students who have questions or problems regarding internships should see the Student Services Department at either location. Appointments are not necessary.

Students who have questions or problems regarding financial aid should see the Student Financial Services department.

Students may request to see Student Financial Services by speaking to the front desk at either location.

## 7.2. Bulletin Boards

---

Information regarding Student Right To Know and Grievance is posted on bulletin boards at all school locations. Campus events and potential sessions are also posted.

## 7.3. Career Placement Assistance

---

CRAS maintains a policy of job placement assistance for all of its graduates any time throughout their career. No school can ethically promise or guarantee a job, however the CRAS Student Services Department does assist its graduates with resume writing, grooming tips, interviewing techniques, job-search skills, arranging appointments for job interviews, and subsequent follow-up.

Graduates must be in good standing with CRAS, which includes passing all required subjects, meeting all attendance requirements, and meeting all financial obligations. (Completion of individual subjects does not qualify for job placement assistance.)

Contact with the Student Services Department is necessary to determine the type of employment desired by the graduate.

## 7.4. Copiers for Student Use

---

Printers are available as a convenience at both campuses for student use. School printers are offered to students as a courtesy, however it is recommended that students not rely on school printers for project completions. CRAS is not responsible for incomplete or reduced grade on assignments due to technical problems with school printers. Copies of documents can be requested at the front desk at each campus on a limited basis.

## 7.5. Copyright Laws

---

The following statement is from CRAS Audio Business Department: Acquired music should always be purchased. There are three main reasons for this:

- It's the right thing to do.
- It helps support deserving artists and songwriters.
- There are severe penalties for not paying.

### The Effects of Copyright Law

This is a simplified explanation of Copyright Law: Only the copyright owner of a work can make copies of it in any form. Period. Anyone else who wants to copy any part of this work must get a license, negotiate an agreement, or get permission in some form.

Copyright means ownership of rights; of songs, musical compositions, movies, videos, video games and other types of creations. The original copyright owners of such creations often sign their rights over to a company – a record label or a publisher or a video game company, etc., and then they become the copyright owner.

Copyright laws should be taken very seriously. If not obeyed, offenders of these laws could face high fines and possibly even prison time.

## 7. STUDENT SERVICES *(Continued)*

---

### 7.5. Copyright Laws *(Continued)*

---

Legally, consumers must pay for what they acquire. If not, they are infringing upon the rights of the copyright owner. Some examples of infringement would be:

- Downloading songs, albums or videos without paying for them
- Uploading songs, albums or videos to a file sharing site
- Making a copy of a song, CD or video for a friend (or many friends)
- Making a copy of software for others (or accepting a copy from someone else)
- Making more than one copy of something one has legally acquired...even for their own use
- Sampling without permission of the copyright owners of the recording and the song
- Recording a released song without obtaining a Compulsory (Mechanical) License
- Any other form of acquiring copyrighted material without paying for it More information on copyright law and penalties can be found on these websites: [www.riaa.com](http://www.riaa.com), [www.copyright.gov](http://www.copyright.gov)

### 7.6. Dress Code

---

CRAS permits a liberal dress code for the comfort and convenience of students. Casual attire which is not disruptive to the learning environment is acceptable within the parameters of propriety and good taste. CRAS Administration reserves the right to dismiss students that violate these parameters. For safety reasons, all recording sessions require the use of close-toed shoes. Students who are not wearing close-toed shoes may be asked to leave or be restricted from participation.

### 7.7. Food and Beverages

---

Food and Beverage machines can be found at each campus. Any machine malfunctions should be reported to the front desk.

No food or beverages are allowed in classrooms or studios at any time.

### 7.8. Illness or Medical Emergency

---

If at any time a student has an illness or a medical emergency, they are responsible in contacting the front desk at their attending location to inform the school. In the event of prolonged absence due to illness or emergency, the CRAS Attendance policy remains in effect. Students who expect to miss more than one day of class due to unforeseen circumstances are urged to make an appointment with the Director of Education.

### 7.9. Insurance for Students

---

CRAS does not offer insurance for students, but information on 3rd party insurance options can be found at [www.nssi.com](http://www.nssi.com), National Student Services Inc.

### 7.10. Internship Assistance

---

The Student Services Department is responsible for the entire internship oversight for every student.

The internship portion of the program is comprised of 7 credit hours/280 clock hours. Internship assignments begin while students are on campus. Internship hours are scheduled to begin after a student's last day of on campus classes.

To qualify for graduation, internship hours must be:

- submitted by the student.
- approved by the site supervisor and CRAS Intern Coordinator.
- submitted in the time frame allowed to qualify for graduation.

The site supervisor will complete a final evaluation of the student's performance. Final Internship grades are based on assignment completions, work ethic, and competencies on campus as well as student performance at the internship site.

### 7.11. IT Help Desk

---

IT Technicians are available at the Tempe and Gilbert locations during normal business hours. All questions or issues with a student's laptop or items from the laptop recording package should be reported to the IT Department.

---

## 7.12. Lost and Found

---

There are Lost and Found areas at each location. High value items that have been turned in are kept in either the Project Staff office or at the Front Desk.

---

## 7.13. Media Release

---

Students agree to appear in promotions and advertisements for the Conservatory of Recording Arts & Sciences.

Students release all rights to any recordings, still or video images taken by the Conservatory of Recording Arts & Sciences and give permission to use these images in advertisements and promotions in any form nationally and internationally. There are no claims for compensation. If a student chooses not to participate, they may opt out in writing. Opt out forms are available from the school Registrar.

---

## 7.14. Parking

---

Each location contains a parking lot for staff and students. Staff spaces are visibly marked. Students are encouraged to carpool whenever possible. Street parking at the Mesa and Gilbert locations is prohibited. If no parking spots are available, students should seek assistance from the front desk.

---

## 7.15. Privacy of Student Records/FERPA

---

CRAS adheres strictly to the Family Educational Rights and Privacy Act of 1974, which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

FERPA regulations pertain to the release of student records to third parties (including parents) and the right to review and amend student records. To speak with staff, the third parties must be listed on a student's FERPA approved persons list, and must have the SPIN which students receive during orientation (see *Student Personal Identification Number*).

---

## 7.16. Smoking

---

The use of tobacco products, including electronic and vapor devices is prohibited in studios, labs and classrooms, courtyards, and common areas. On Campus, each entry has a green line painted on the ground. In compliance with state and local law, smoking is prohibited inside of the green lines.

---

## 7.17. Speed Limit on Campus

---

The campus speed limit is 5 mph. All Community members are urged to drive cautiously at all times, as many students are in or near the parking lots during breaks.

---

## 7.18. Student ID Cards

---

All students will be provided with a CRAS student ID. IDs include an optional plastic holder and CRAS lanyard upon request. It is the responsibility of every student to carry their ID at all times while on campus. Student IDs are required when entering the campus after hours, when booking sessions, and when checking out equipment or labs. Students may be asked to present their student ID at any time.

Under no circumstance should a student cut or hole punch their ID. IDs that have been damaged or hole punched must be replaced. A replacement fee will be charged for any lost or damaged IDs. Forgery of a student ID is grounds for termination.

---

## 7.19. Student Personal Identification Number (SPIN)

---

In an effort to secure the identities of students and comply with the Identity Theft laws, all students will be issued a Student Personal Identification Number (SPIN). The SPIN is a unique 4-6 digit number that is assigned during orientation.

When students call into the school they will be required to provide their SPIN so staff members can verify their identity. Any persons listed on a student's FERPA approved contacts list will also be required to provide the SPIN on phone calls. It is the student's responsibility to share their SPIN with all FERPA approved contacts. SPIN numbers should not be written down or shared with any person that should not have access to a student's personal information. A student's SPIN can be found on their CRAS Connect profile. More information on locating a SPIN can be found in the Library Course on CRAS Connect .

## 7. STUDENT SERVICES *(Continued)*

---

### 7.20. Student Organizations

---

CRAS organizations include:

- AES (Audio Engineering Society) Student Chapter
- The student AES chapter holds weekly meetings and clinics/ events multiple times per year. All students are welcome to attend. Information on joining AES can be found on CRAS Connect.
- WAM (Women's Audio Mission)

### 7.21. Student Right to Know

---

Student Right to Know includes statistics on job placement and gainful employment rates. This information can be found in Addendum A.

### 7.22. Student Complaint/Grievance Procedure

---

The Conservatory makes every effort to protect the rights of all students enrolled. Student complaints or concerns must be submitted in writing to the Administrator of the school. Each complaint will be reviewed and the student will be notified in writing within ten business days of receipt of the complaint as to the school's position regarding the matter.

If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with:

**Arizona State Board for Private Postsecondary Education**

1400 West Washington St., Room #260

Phoenix, Arizona 85007

Phone #: (602) 542-5709

[www.azppse.gov](http://www.azppse.gov)

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Complaint forms should be sent to:

**Accrediting Commission of Career Schools and Colleges**

2101 Wilson Blvd. / Suite 302

Arlington, VA 22201

(703) 247-4212

[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at CRAS and can be obtained by contacting Kirt Hamm, Administrator.

### 7.23. Visitors

---

CRAS is proud to have visitors on site to experience the studios and facilities; however, the safety and security of the school and all CRAS members is also of paramount importance.

Prospective students and families can schedule a tour with their admissions representative to visit CRAS prior to attending. Tours are held at the Gilbert location during normal business hours. Visitors must have a valid U.S. State or government issued ID or passport. Daytime visitors will be issued a guest pass which must be displayed at all times while on campus.

Daytime tours are by appointment only.

Current students are allowed to bring guests, artists, and/or band members on campus for recording projects during the hours of 7:00pm to 3:00am.<sup>1</sup> No non-students are allowed on campus for any reason between the hours of 3:00am and 9:00am. Artists/guests must be on a pre-approved list submitted by the student.<sup>2</sup> Any non-student on campus after normal business hours must be 18 years of age or older. There are no exceptions.

- 1: It is the student's responsibility to inform any visitor of the rules and regulations of CRAS. After hours rules and regulations can be found in the Projects course on CRAS Connect, and are available in paper form from the Project Staff office.
- 2: Students receive a band member info sheet in their recording project packet that outlines the required information for each guest. Band member info sheets must be submitted in person to a Project Staff member at least 24 hours prior to the recording session.



# 8. CAMPUS SAFETY AND SECURITY

---

## 8.1. Campus Crime Statistics

---

CRAS is committed to creating and maintaining a safe environment for the CRAS Community. A safe and secure learning environment is paramount to the success of each student and staff member alike. This is accomplished by providing continual information and training on security and safety policies. All incoming students are required to review all safety procedures prior to orientation. Faculty and Staff members are required to review all safety policies and procedures annually. Annual crime statistics are in Addendum A, and on the school website. Paper copies also available on request.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 USC § 1092(f), also known as the Clery Act, and the Higher Education Opportunity Act (HEOA), this document has been created to educate Community members on all policies and procedures regarding safety and security. In addition, this document will provide resources for:

- Crime statistics of the campus and surrounding areas (see Addendum A)
- How to find information on registered sex offenders in the area
- External support systems for victims of a crime

## 8.2. Procedure for Reporting Crimes

---

Safety and security are the responsibility of every member of the CRAS Community. It is requested that any community member who witnesses a crime, or is the victim of a crime, follow this procedure:

- If the situation is an emergency, dial 9-1-1.
- During school hours, incidents should be reported to CRAS Security personnel and/or a campus official so they may guide the student to the appropriate authority. If the situation calls for the police, they will be called immediately.
- If a crime occurs during non-school hours and no faculty or staff member is available, notify the Tempe or Gilbert police departments immediately and the school Administrator as soon as possible during normal business hours.

### Campus Security Contact

Administrator 480.858.9400

### Tempe Police Department

120 East 5th Street Tempe, AZ 85281  
480-350-8306

### Gilbert Police Department

75 E. Civic Center Dr. Gilbert, AZ 85292  
480-503-6500

### Mesa Police Department

130 N. Robson, Mesa AZ 85201  
480-644-2211

CRAS does not recognize any off-campus student organizations that would be covered under this act.

The authority of campus personnel is limited to securing the premises and protecting the facility. The enforcement authority of campus personnel is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus personnel are referred to and investigated by presiding local enforcement agency (if applicable).

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by campus security personnel (if applicable) and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. The institution's administrative staff may also review criminal incidents for the purpose of disciplinary action.

All students are informed about campus security procedures and practices before initial attendance, and crime stats for each campus are posted on the student bulletin boards.

### Authorized Security Personnel - Gilbert Location:

Administrator  
Director of Education  
Director of Projects  
Director of IT Department

### Authorized Security Personnel - Tempe Location:

Director of Education  
Director of IT Department  
Director of Projects  
Student Academic Coordinator

## 8. CAMPUS SAFETY AND SECURITY *(Continued)*

---

### 8.2.1. Confidential Reporting

---

Any member of the CRAS Community that is witness to, or the victim of a crime is entitled to confidentiality. Confidentiality will be upheld if the individual wishes not to pursue action in the criminal justice system, and/or to ensure their own future safety and the safety of others.

### 8.3. Emergency Response and Timely Warning

---

In order to reduce the impact of an emergency on students, faculty, staff, visitors, and facilities, CRAS has developed an Emergency Response and Evacuation Plan. This plan is designed to provide policies and procedures and to define roles and responsibilities in order to respond most effectively during an emergency. The plan takes into account the following assumption: An emergency may occur at any time with little or no warning.

Emergencies occurring at CRAS will be responded to first by Authorized CRAS Security Personnel, who will assess the situation, determine the classification of emergency, and, when applicable begin the process of calling for needed responders.

#### 8.3.1. Emergency Classifications

---

The CRAS Emergency Response and Evacuation Plan identifies emergencies by the following classifications:

**Level 1** - Minor incidents in which CRAS Personnel assess the situation and determine that there is no hazard to persons or property. Examples of such incidents may include minor injuries that do not require medical care, short power outages, minor equipment or facility problems.

**Level 2** - An incident that could pose a minimal hazard to person or property. Examples of such incidents may include fire alarms, longer power outages, loss of HVAC during extreme weather.

**Level 3** - Any incident that poses a potential widespread impact to public safety. Examples of such incidents may include structural damage to the occupied building, bomb threats, prolonged power outages.

**Level 4** - Any incident or threat that poses significant danger to persons or property requiring assistance from one or more outside resources and/or authorities. Examples of such incidents may include major fire, explosions, structural collapse, natural disasters, hostile individuals, or any incident where the resolution is determined to be outside the ability of CRAS Security Personnel.

#### 8.3.2. Emergency Response Procedure

---

When it has been determined that there is no immediate threat to safety, all level 1 and level 2 emergencies will be reported to the Administrator.

Any authorized security personnel that responds to a level 3 or level 4 emergency is responsible for notifying needed responders, immediately followed by the Director of Security. Responders may include Police, Fire, EMS, or other organizations based on the nature of the incident.

When outside emergency responders are called to the school, they will be given precedence and CRAS Personnel will provide a support role.

#### 8.3.3. Notification of Emergency or Threat

---

In the event of a significant emergency or dangerous situation, CRAS will initiate a school wide notification system. At the time of an emergency the appropriate school officials will notify students and faculty by sending a message over the alarm system intercom. The immediate notification will issue directions to the community, such as “evacuate”, “fire”, or “shelter in place”. When applicable, subsequent notifications will be issued providing additional information about the emergency. Depending on the nature of the incident, subsequent notifications may include one or more of the following:

- Further information regarding the incident that called for a notification.
- What staff and students should do to protect themselves.
- Who to contact if you have additional information or require assistance.
- The incident resolution

---

Subsequent messages are sent to the CRAS Community via one or more of the following:

- The school's intranet system.
- Mobile push notifications.
- Remote computer message to classroom computers.
- The internal Education server.

Based on the nature of the emergency, messages may be posted to all students, or to select groups/classes (situation dependent).

Emergency Evacuation Drills will be run a minimum of 1 time per calendar year.

All Conservatory Faculty, Staff, and Students have a personal responsibility to be familiar with this plan and to know what to do in an emergency. Knowing what to do provides the best chance for personal safety. CRAS is committed to creating and maintaining a safe environment for all.



Tempe Studio A's Studer A827 Tape Machine

# 9. CAMPUS CRIME, SAFETY, & EDUCATION

---

## 9.1. Staff Training

---

New employees are required to complete a safety course during their orientation training. Existing employees must retake the course and a subsequent test a minimum of one time per calendar year. This course includes:

- Crime reporting procedures.
- Emergency evacuation procedures.
- Emergency lockdown procedures.
- Fire/evacuation routes and congregation points for each campus quadrant.
- External resources for victims of a crime, victims of harassment, registered sex offenders in the area, and crime statistics.
- Sexual harassment information and prevention.
- Campus security codes and procedures.
- General additional security policies and procedures.
- Crime prevention tips.
- Personal safety tips.

## 9.2. Student Safety Training

---

Students are required to complete a safety training course prior to starting classes on campus. This course includes:

- Crime reporting procedures.
- Emergency evacuation procedures.
- Emergency lockdown procedures.
- Fire/evacuation routes and congregation points for each campus quadrant.
- External resources for victims of a crime, victims of harassment, registered sex offenders in the area, and crime statistics.
- Sexual harassment information and prevention.
- Crime prevention tips.
- Personal safety tips.

## 9.3. Student Responsibilities

---

At CRAS, each student is expected to be familiar with the emergency procedures outlined in this document. Students are urged to be alert and aware of their surroundings at all times.

**Remember that personal safety begins with you. Consider the following:**

- As a student, be aware of who and what is around you. Try not to walk alone and avoid unlit streets or secluded pathways and alleyways.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car, and remove all packages and any valuables.
  - This includes all class materials, laptops, and supporting items.
- Do not leave books or personal property unattended in the classroom, courtyard, or studios.

# 10. SEXUAL ASSAULT POLICIES

---

CRAS is committed to creating and maintaining a community in which CRAS Community members work in an environment free from all forms of harassment, exploitation, intimidation, and violence. CRAS regards all forms of, or attempts at sexual assault or misconduct as serious offenses that may result in suspension, required withdrawal, expulsion, or termination of employment. CRAS has personal safety and sexual assault prevention programs in place and follows established procedures for reporting violations of policy and state/federal law, including contacting local law enforcement personnel and assisting alleged victims.

No employee or agent of CRAS shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under Title IX of the Education Amendments or Section 304 of the Violence Against Women Act (VAWA).

Victims are encouraged to report offenses to the Administrator and to exercise their rights, if desired, including:

- Reporting offenses to local law enforcement, campus personnel, and health officials.
- Preserving evidence.
- Receiving appropriate counseling referral information.
- Completing crime reports.
- Changing an academic situation (e.g., course schedule).
- Receiving judicial no-contact, restraining, and protective orders.

Receiving the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense is the right of both the accuser and the accused. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin upon request.

## 10.1. Definition of Sexual Misconduct

"Sexual Misconduct" includes, but is not limited to sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), sexual exploitation, rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking (in person or online).

## 10.2. Facts About Sexual Assault

---

Sexual assault can happen anywhere, at any time. According to the Rape, Abuse & Incest National Network (RAINN):

- Every 2 minutes, another American is sexually assaulted.
- Sexual assault is one of the most under reported crimes, with 60% still being left unreported.
- 38% of rapists are a friend or acquaintance.
- 80% of sexual assault and rape victims are under the age 30.

## 10.3. Reporting a Sexual Assault.

---

The victim of sexual violence is encouraged to:

- Dial 9-1-1.
- Report the incident to the police and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that is crucial to pursuing criminal prosecution.
- Report any incident occurring at the campus to the CRAS Administrator or Director of Education.

Reporting a sexual assault should be done as soon as possible.

## 10.4. Sex Discrimination, Harassment, and Violence (Title IX)

---

In accordance with federal law, including Title IX of the Education Amendments, CRAS does not discriminate on the basis of sex in its education programs and activities. The nature of Title IX cases warrant confidentiality due to the content of the cases and the protection of witnesses, as Title IX cases often contain sensitive information.

Individuals with questions, concerns or a complaint related to sex discrimination, sexual harassment, or sexual violence may contact the CRAS Administrator or Director.



## 10. SEXUAL ASSAULT POLICIES *(Continued)*

---

### 10.5. Preservation of Evidence of Sexual Assault

---

After a sexual assault, it is very important that the victim receive a medical examination. Trained medical personnel will conduct a physical exam of the victim, but only if the victim gives permission.

Preserving the evidence from the assault is important. Even if the victim does not wish to file a police report immediately or is certain her or she will not prosecute, preserving evidence allows the victim to change his or her mind later.

Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore the victim should not:

- Bathe or shower.
- Comb hair.
- Use the restroom.
- Clean up the crime scene.
- Change clothes.
- Move anything the offender may have touched.

### 10.6. Surviving Sexual Assault

---

CRAS urges victims of sexual assault to seek counseling promptly.

Free confidential 24-hour counseling is available by calling the RAINN Hotline Number (Rape Abuse and Incest National Network): 800-656-HOPE (4673).

Questions or comments may be sent to [info@rainn.org](mailto:info@rainn.org). RAINN's website is <http://www.rainn.org>.

### 10.7. CRAS Sanctions

---

Sexual assault or misconduct violates the standards of conduct expected of every community member. Sexual assault is a criminal act, subject to criminal and civil penalties under state and federal laws. In all cases, CRAS will cooperate with and support local, state, and federal law enforcement. CRAS disciplinary action may include suspension, expulsion or termination of employment.

### 10.8. Procedures for Campus Disciplinary Action

---

In the case of an alleged sex offense:

- If the accused is a member of the CRAS Community, the incident must be referred for disciplinary action in compliance with the CRAS policies and procedures. All allegations are reviewed by the CRAS Administrator and shall provide a prompt, fair, and impartial investigation and resolution. The Administrator may call on other members of the management team depending on the individuals involved, but the Administrator will have the final determination in all cases. Determinations of the Administrator are based on preponderance of the evidence.
- The accuser and the accused are entitled to the same opportunity to have others present while meeting with the Administrator at any time during the process.
- Both the accuser and the accused will be notified simultaneously and in writing of: the outcome of the investigation, appeal procedures, and any change to the result based on appeal before it becomes final, as well as when the result is final. CRAS will be responsible to document how each party is notified of the determination and ensure that the notification is consistent and comparable for both parties.
- Sanctions and protective measures will be applied following final determination of any crime determined within the sexual crime definition. The victim's confidentiality will be protected and records of disciplinary investigations will exclude personally identifiable information on victims.

### 10.9. Educational Programs – Sexual Assault Awareness

---

CRAS provides an online training in sexual assault awareness to each student prior to entering the institution, as well as to all employees on a yearly basis. This training focuses on sexual assault awareness and prevention.

## 10.10.Sex Offender Registry

---

CRAS is providing the links below:

- <http://www.sexoffender.com>
- <http://nsopw.gov>

Sex offenders who are required to register must provide notice to each institution of higher education in that state at which the offender is employed or is a student. This notice should be directed to:

- Administrator of CRAS
- Sheriff's Office, Tempe, Arizona

Counseling for sex offense victims is available at the following locations:

- Center Against Sexual Abuse (CASA)  
77 E. Thomas Road Suite #112  
Phoenix, AZ 85012 602-254-6400
- Sexual Assault Recovery Institute  
16042 N. 32nd St.  
Phoenix, AZ 85032 602-235-9345
- [www.casacares.org](http://www.casacares.org)

If applicable and reasonably available, CRAS will change the academic situation of a student after an alleged sex offense. If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and the accused will be informed of CRAS's final determination of any institution disciplinary proceeding and any sanction imposed against the accused.

Additional sanctions may be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses by the Tempe or Gilbert Police Departments.



Gilbert Studio C API Legacy Plus Console

## This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

# ADDENDUM A



## Consumer Information Statistics

In order to provide students with information related to attending CRAS, the following reports, policies and general information are available to students at the indicated website, or by requesting a printed copy from the respective office.

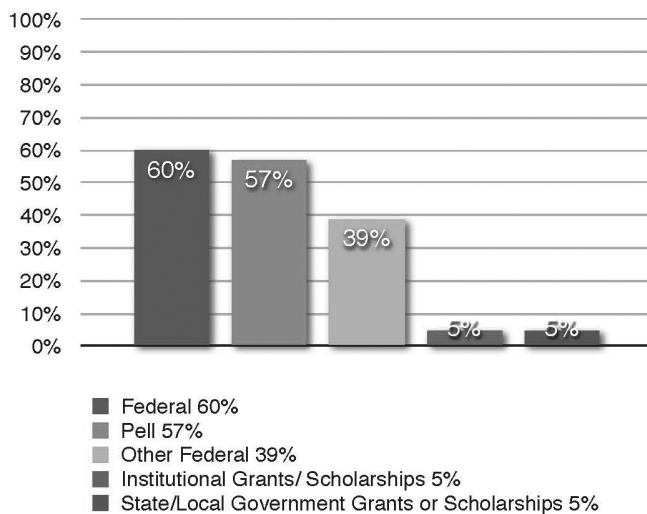
### Financial Aid 2013-14 - Undergraduate Students

Total Grant Aid received by all undergraduate students \$4,133,320

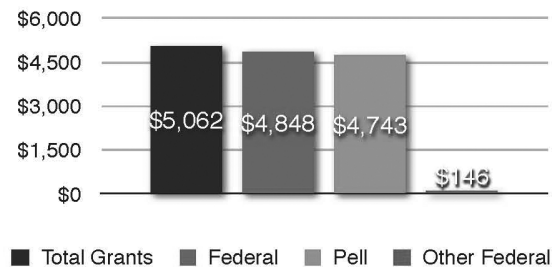
Number of undergraduate students who received a Pell Grant 625

*(Total grant aid includes dollars received from the federal government, a state or local government, the institution, and other sources.)*

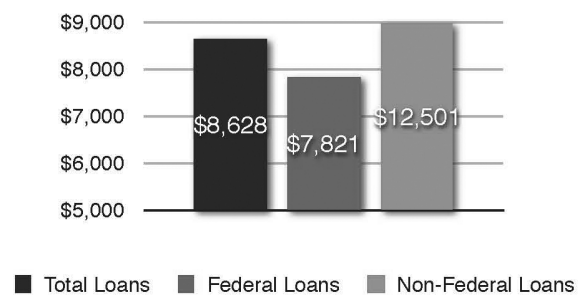
Percentage of Students Receiving Grant Aid by Type



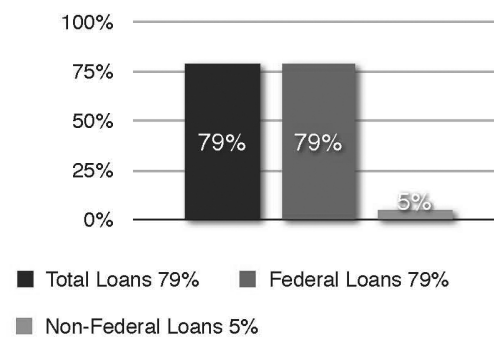
Average Amount of Grant Aid Received by Type



Average Amount of Loans by Type



Percentage of Students Receiving Loans by Type



## ADDENDUM A *(Continued)*

### Default Rates

#### Three Year Official Cohort Default Rates

Fiscal Year	2012	2011	2010
Default rate	14.9%	16.8%	16.7%
Number in default	85	88	80
Number in repayment	567	522	478

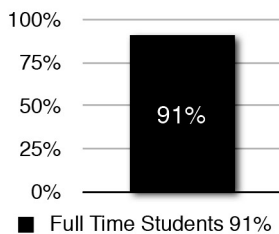
For further information on default rates please visit the Cohort Default Rate Home Page at:  
<http://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html>  
 The CRAS six-digit OPE ID is 030344.

#### Aid Programs

- Federal Family Education Loan (FFEL)
- Federal Direct Loan (Direct Loan)

### Retention Rates

#### First - To - Second Year Retention Rates Fall 2014



#### Completion Rates for First Time Full Time Students *(revised Oct 2014)*

Cohort	9-1-11 through 8-31-12
# of Students in Cohort	300
Total Completers	273
Completion Rate	91%

*Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.*

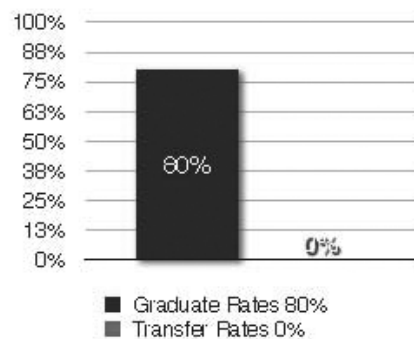
### Student Right to Know

The overall graduation rate is also known as the “Student Right to Know” or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of “normal time” for completing the program in which they are enrolled.

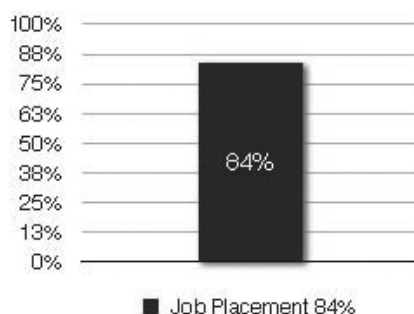
Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

### Graduate / Transfer Rates



### Graduate / Transfer Rates





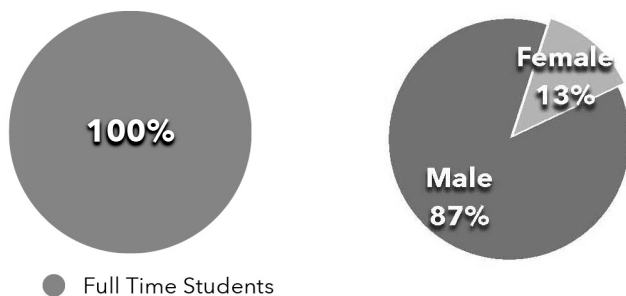
## ADDENDUM A *(Continued)*

### Student Demographics

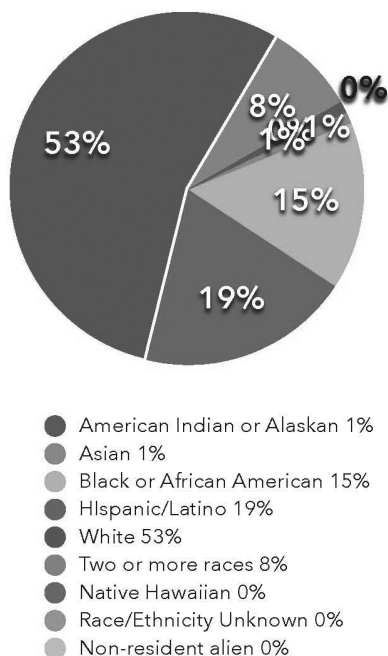
#### Fall 2014 Total Enrollment

Total Enrollment – All undergraduate	673
Undergraduate Transfer-in Enrollment	0

#### Attendance Status



### Student Race & Ethnicity



### Crime Statistics

In compliance with Public Law 102-26, the following information on campus crimes is reported for your review. The following criminal offenses were reported to the Administrator or local police agencies as having occurred on campus or in or on non- campus property.

- The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.
- These data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the Campus; (b) took place on a non-campus building or property owned or controlled by a student organization that is officially recognized by the institution; or (c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see <http://ope.ed.gov/security>.

### Criminal Offenses - Tempe Campus

Criminal Offenses	Total Occurrences On Campus			Total Occurrences Public Property		
	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

### Arrests - Tempe Campus

Law Violation	Number of Arrests On Campus			Number of Arrests Public Property		
	2012	2013	2014	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

### Disciplinary Actions - Tempe Campus

Law Violation	Number of Disciplinary Actions On Campus			Number of Disciplinary Actions Public Property		
	2012	2013	2014	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0





# ADDENDUM A *(Continued)*

## Criminal Offenses - Gilbert Satellite

Criminal Offenses	Total Occurences On Campus			Total Occurences Public Property		
	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

## Arrests - Gilbert Satellite

Law Violation	Number of Arrests On Campus			Number of Arrests Public Property		
	2012	2013	2014	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0

## Disciplinary Actions - Gilbert Satellite

Law Violation	Number of Disciplinary Actions On Campus			Number of Disciplinary Actions Public Property		
	2012	2013	2014	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0



# ADDENDUM B



## Cost Per Individual Subject

Individual Subjects	Credit Hours	Cost Per Subject
AB100 - Audio Business	1.0	\$441
AB200 - Audio Business	1.0	\$441
CT100 - Core Technologies	3.5	\$1,542
LS100 - Live Sound	1.0	\$441
LS200 - Live Sound	1.5	\$661
MP100 - Music Production	8.5	\$3,746
MP200 - Music Production	9.0	\$3,966
MP300 - Music Production	1.5	\$661
MT100 - Multimedia Technologies	4.0	\$1,763
PT100 - Pro Tools	4.0	\$1,763
IN100 - Internship	7.0	\$3,084

## Academic Calendar

MRPII	18th Week	36th Week	48th
Week			
Start Date	Campus Switch	Class Complete	PGD
6/12/15	10/23/15	3/4/16	5/27/16
7/3/15	11/13/15	3/25/16	6/17/16
7/24/15	12/4/15	4/15/16	7/8/16
8/14/15	1/8/16	5/6/16	7/29/16
9/4/15	1/29/16	5/27/16	8/19/16
9/25/15	2/19/16	6/17/16	9/9/16
10/16/15	3/11/16	7/8/16	9/30/16
11/6/15	4/1/16	7/29/16	10/21/16
11/27/15	4/22/16	8/19/16	11/11/16
1/1/16	5/13/16	9/9/16	12/2/16
1/22/16	6/3/16	9/30/16	1/6/17
2/12/16	6/24/16	10/21/16	1/27/17
3/4/16	7/15/16	11/11/16	2/17/17
3/25/16	8/5/16	12/2/16	3/10/17
4/15/16	8/26/16	1/6/17	3/31/17

## Tuition Breakdown: Cost of Attendance

Credit Hours	42.00
Deposit*	\$350.00
Registration Fee	\$150.00
Supplies & Fees	\$2,681.00
Tuition	\$18,509.00
Total Price	\$21,340.00

*\*An additional fee that is not part of the tuition payment could be charged for changing anticipated Enrollment date.*

## Books & Supplies Breakdown

<b>Laptop &amp; Hardware Package</b>	<b>\$1,519.00</b>
MacBook Pro	\$1,199.00
Native Instruments Komplete Audio 6 <small>(UPC: 4042477210731)</small>	\$199.00
Audio Technica ATH-MX20 Headphones <small>(UPC: T4961310125400)</small>	\$56.00
Audio Technica ATM410 Microphone <small>(UPC: 042005144693)</small>	\$65.00
<b>Software Package</b>	<b>\$687.00</b>
Apple Compressor <small>(Mac App Store download only) <a href="https://itunes.apple.com/us/app/compressor/id424390742?mt=12">https://itunes.apple.com/us/app/compressor/id424390742?mt=12</a></small>	\$50.00
Logic Pro <small>(Mac App Store download only) <a href="http://www.apple.com/logicpro/">http://www.apple.com/logicpro/</a></small>	\$169.00
Waves Certification Program	\$150.00
Isotope Plug-in Bundle <small>Insight (UPC: 094922392817) Ozone (UPC: 094922469519) RX4 (UPC: 094922471864)</small>	\$250.00
Pro Tools 11 <small>UPC: 9900-65459-00</small>	\$269.00
Undercover Theft Software	\$49.00
<b>Textbooks</b>	<b>\$150.00</b>
CRAS Pro Tools Coursework 100	\$100.00
CRAS Post Production Coursework	\$50.00
<b>Supplies</b>	<b>\$74.00</b>
Laptop Protection Plan	\$50.00
Laptop Bag	\$24.00
<b>Total For Each Program:</b>	<b>\$2,681.00</b>

*This revision of the books and supplies list is accurate as of February, 2015.*



[illegible]



### **Tempe Campus - Main**

2300 East Broadway Rd.  
Tempe, AZ 85282  
480.858.0764  
888.562.6383

### **Gilbert Campus - Satellite**

1205 North Fiesta Blvd.  
Gilbert, AZ 85233  
480.858.9400  
800.562.6383

**CRAS.edu**