



**CRAS**  
CONSERVATORY OF RECORDING ARTS & SCIENCES

# SCHOOL CATALOG



Tempe Campus - Main

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2300 East Broadway Rd.  
Tempe, AZ 85282  
480.858.0764  
888.562.6383

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

Gilbert Campus - Satellite

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1205 North Fiesta Blvd.  
Gilbert, AZ 85233  
480.858.9400  
800.562.6383

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

About this Catalog

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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

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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.

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### ADDENDUM A

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Student Achievement Rates  
Consumer Information Statistics  
Student Right To Know  
Retention Rates  
Financial Aid Statistics  
Cohort Default Rates  
Crime Statistics

### ADDENDUM B

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Cost of Attendance/Tuition Breakdown  
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Additional Fees  
Cost Per Individual Subject  
Cost of Attendance Breakdown  
Academic Calendar

### ADDENDUM C

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Resources

### ADDENDUM D

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Veterans





CRAS Gilbert Location

# 1. GENERAL INFORMATION

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## 1.1. Invitation from the Administrator

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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.

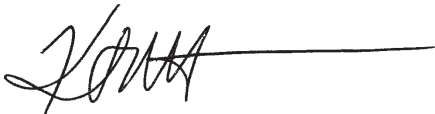
If your real fulfillment in life comes from the creation and production of music, whether it is audio recording, mixing sound for concerts, designing sounds for video games or film, there is no other type of career that will satisfy you.

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



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## 1.2. Mission Statement and Philosophy

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The mission of CRAS is to prepare 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 education) 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

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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 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)

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## 1.4. Licensing

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### State License

The Conservatory of Recording Arts & Sciences is licensed by:

Arizona State Board for Private Postsecondary Education  
1740 W. Adams, 3rd Floor  
Phoenix, Arizona 85007  
602-542-5709

### Approvals

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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

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The Conservatory and its staff or faculty are members of:

- CECU - Career Education Colleges and Universities
- Arizona Private School Association
- Society of Professional Audio Recording Studios
- Audio Engineering Society
- National Academy of Recording Arts & Sciences
- AASFSA: Arizona Association of Student Financial Aid Administrators
- ASCAP - American Society of Composers, Authors and Publishers
- BMI - Broadcast Music, Inc
- NAMM - National Association of Music Merchants
- NASFAA - National Association of Student Financial Aid Administrators

## 1.5. Accreditation

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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

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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, 3 labs, 4 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 2 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 75,000 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)

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## 1.7. Facilities and Equipment

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Both the Tempe and Gilbert locations offer their own version of studios A, B and C which respectively feature SSL4000, SSL Origin, and API Legacy Plus large format analog mixing consoles. Each of these rooms contain both analog and digital recording platforms, including Studer or Otari multitrack analog tape machines and Avid Pro Tools 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, at both the Tempe and Gilbert location, are fully equipped for surround sound recording and mixing. This studio features an Avid S6 control surface with Pro Tools HD, and an M&K 5.1.4 immersive surround sound system. Students will participate in surround recording and mixing clinics, practice modern post production techniques, and learn all about audio for video games. Each student will also use the room to complete a surround sound project which requires that they mix, encode and deliver a song in surround sound to precise specifications.

Studio E is also known as the Broadcast Center. Broadcast Audio focuses on audio workflows and technologies that are specific to live television, 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 (CMBU), a state of the art studio and production facility on wheels. When opportunity presents itself, the CMBU can be taken offsite to concerts and professional sports events, providing invited students the opportunity to practice television audio production in a real world scenario. Both Studio E and the CMBU are equipped with Studer Vista broadcast consoles, RTS communications systems, JVC high definition cameras, Blackmagic video switchers and routers. Also featured is the ability to author Dolby Atmos mixes with the Dolby DP590 processor working in conjunction with a JBL 5.1.4 immersive surround sound speaker system.

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 Mixdown 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 Gilbert location is home to a 6,000sq/ft Live Sound Venue that uses an Avid front-of-house board, Midas M-32 monitor board and L-Acoustics PA system. There's an additional 12 Midas M-32 consoles connected via the Dante audio networking protocol, providing each console the ability to accept signals from the stage, or output their mix to the PA. 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.

In addition to onsite facilities and equipment, CRAS hosts an online Learning Resource System called CRAS Connect. This moodle-based website hosts a variety of courses and materials that supplement a student's daily educational activities and needs. Students will gain preliminary access to CRAS Connect during the enrollment process, and will be granted access to additional resources on the site as they progress through the program.



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## 1.8. CRAS Staff and Faculty

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### Administrator

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Kirt R. Hamm

### Department Directors

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Robert Brock  
Campus Director  
Director of Education

Conor Lynch  
Director of Student Services

Brett Atwood  
Project Staff Director

JR Hamm  
Director of Admissions

Jason Pohlman  
Director of Student Financial Services

Jason Losett  
Director of Information Technology

Becky Fimbres  
Director of Compliance and Reporting

### Advisory Board

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Candace Stewart  
Chairman, Studio Manager - Eastwest Studios

Paula Salvatore  
Vice President of Client Relations and  
Studio Marketing - UMG

Sylvia Massy  
Owner - Studio Divine

Trent Slatton  
Owner/Engineer - Stag Street Studio

### Administration

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Kirt R. Hamm  
Administrator

Kim Johnson  
Receptionist - Tempe

Haley Kennedy  
Receptionist - Gilbert

Becky Fimbres  
Registrar  
ADA Student Support Coordinator

Jeff Harris  
Campus Technician

### Admissions

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JR Hamm  
Director of Admissions

Catina Hall  
Admissions Representative

Danielle Vaughn  
Admissions Representative - High School

Debra Armstrong  
Admissions Representative

Dutch Lawson  
Admissions Representative

Fernando Felix  
Admissions Representative - High School

Jen Court  
Admissions Representative

Jose Miranda  
Admissions Representative - High School

Kaleigh Marks  
Admissions Representative

Kendall Straley  
Admissions Representative

Rena Baker  
Admissions Representative

Sean Maldonado  
Admissions Representative

Taylor Pondy  
Admissions Representative

Rena Baker  
Student Planning Coordinator

### Student Financial Services

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Jason Pohlman  
Director of Student Financial Services and Compliance  
and Title IX Officer

Crystina Duncan  
Assistant Director of Student Financial Services

Meliza Jackson  
Student Financial Services Representative

Teri Penman  
Student Financial Services Representative  
VA Liaison

## 1. GENERAL INFORMATION (Continued)

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### Educational Services

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Robert Brock  
Campus Director  
Director of Education

Abbey Boyer  
Student Academic Coordinator  
ADA Student Advocate  
COVID Liaison

Fran Magurany  
Student Academic Coordinator

Brandon Valfre  
Student Academic Coordinator

### IT Department

---

Jason Losett  
Director of Information Technology

### Student Services

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Conor Lynch  
Director of Student Services  
Intern Coordinator

Rachel Peller  
Intern Coordinator

Eric Fleming  
Intern Coordinator

Rachel Ludeman  
Employment Coordinator

### Faculty

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Adam Rogers  
Music Production, ProTools

Benjamin Franklin  
Music Production Instructor  
ProTools Instructor

Bill Gibson  
Live Sound Instructor  
Music Production Instructor  
Multimedia Technologies Instructor

Brandon Valfre  
Music Production Instructor  
Core Technologies Instructor

Cade Crandell  
Music Production Instructor  
Core Technologies Instructor

Clifton Graham  
Core Tech instructor

Cory Patterson  
Multimedia Technologies Instructor

Dave Kalberg  
Music Production Instructor  
Multimedia Technologies Instructor

David Labounty  
Music Production Instructor

Gerald Schoenherr  
Music Production Instructor  
Core Technologies Instructor

Glen O'Hara  
Audio Business Instructor  
Multimedia Technologies Instructor

Hannah Fraley  
Live Sound, Music Production Instructor

Isai Espinoza  
Music Production Instructor  
ProTools Instructor

Jason Weiner  
Music Production Instructor  
Audio Business Instructor

James Bender  
Core Technologies Instructor  
Live Sound Instructor

Jeff Harris  
Core Technologies Instructor



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John Ellis  
Music Production Instructor

John LaRosa  
Pro Tools Instructor  
Multimedia Technologies Instructor  
Music Production Instructor

Justin Abravaya  
Teaching Assistant

Kevin Weichel  
Teaching Assistant

Mark Brisbane  
Music Production Instructor  
Pro Tools Instructor  
Core Technologies Instructor

Miguel Blasini  
Music Production Instructor

Nancy Scharlau-Murman  
Music Production Instructor

Nick Fraley  
Multimedia Tech Instructor

Oscar Romero  
Music Production Instructor

Paul Richards  
Music Production Instructor

PJ Hill  
Music Production Instructor  
ProTools Instructor

Richard Stockton  
Live Sound Instructor  
Multimedia Technologies Instructor  
Core Technologies Instructor  
Music Production Instructor

Rick Allen  
Music Production Instructor  
Pro Tools Instructor

Robert Brock  
Multimedia Technologies Instructor  
Music Production Instructor

Ryan Baker  
Live Sound Instructor  
Multimedia Technologies Instructor

Ryan Diemer  
Live Sound Instructor  
Music Production Instructor  
Core Technologies Instructor

Scott Murray  
Core Technologies Instructor  
ProTools Instructor

Stephen Nebgen  
Audio Business Instructor

Tony Nunes  
Music Production Instructor  
Manufacturer Liaison

## 2. ADMISSIONS POLICIES

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### 2.1. Requirements and Procedures

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The school will assess the applicants' qualifications in order to reasonably determine the ability to complete the training prior to the start date of classes. All submitted Enrollment Agreements and relevant documentation will be thoroughly reviewed before being considered fully enrolled.

Applicants must submit the following to be considered for admission's acceptance:

- Application for Admission—Applicants must fully and accurately complete and submit the application and supporting documentation.
- Admissions Interview—Applicants are required to complete an admissions interview in person or via telephone.
  - If provisionally accepted into the program, 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. Will not be fully accepted until all requirements are met with the Enrollment Agreement.
- CRAS requires that all applicants have a GED equivalency\*, graduated high school and achieved a final Cumulative GPA of 2.0 or higher, or be completing their senior year of high school in which case enrollment will be contingent upon graduating with a 2.0 or higher.
- CRAS defines a Standard High School Graduation using the Arizona Department of Education standards at [www.azed.gov/standards](http://www.azed.gov/standards).
- Applicants must provide documentation of GED equivalency\*, or high school graduation prior to starting the program. Students with a cumulative GPA below 2.0 must demonstrate the ability to achieve by successfully passing the Wonderlic exam with a score of 15 or higher. \*GED equivalency does not require testing using the Wonderlic exam.
- It is advisable to allow a lead time of at least 30 days for the evaluation of submitted documents. Students should be informed of any deficiencies prior to relocating to attend school. □
- Acceptable forms of documentation include: Official or unofficial high school transcripts, General Educational Development (GED) passing test scores and/or the GED diploma, other equivalent, state-approved diploma examination scores, or documentation of an earned associate or higher-level degree from an accredited postsecondary educational institution recognized by the U.S. Department of Education.
  - In rare cases should the student not be able to provide High school transcripts that confirm their cumulative GPA of 2.0 or higher due to fire or flood, inability to obtain records, or home-schooled students. They will need to complete the Wonderlic exam and achieve a score of 15 or higher at least three weeks before their assigned start date.
- Confirmation the student is at least 16 years of age (or beyond the minimum age of compulsory high school attendance) at the time of enrollment. The Master Recording Program is designed to prepare students for the employment market, therefore students must be 18 upon completion of the course work to be eligible for success on an internship. It is important to note that students under the age of 18 are required to have a parent or guardian sign the enrollment agreement to be enrolled.
- Language Proficiency—If the primary language is not English, verification of language proficiency is required. All required documentation that is not in English must be accompanied by a certified English translation.
- Domestic/United States applicants with international/foreign transcripts will need those transcripts to be translated and evaluated by a 3rd party agency at the student's expense.

CRAS reserves the exclusive right to determine admission acceptance and revoke or rescind prior acceptance. Meeting all stated requirements, processes, and submissions qualifies an applicant for acceptance consideration but does not ensure enrollment.

### 2.2. Orientation and Advising

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Students must attend the scheduled orientation held on their start date as well as the computer orientation class the following day, 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

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CRAS prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation/gender identity or expression, genetic information, and any other legally protected status in the provision of its admissions process, recruitment, courses, programs, services or activities.

### 2.4 Criminal Background Review

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CRAS has a commitment and responsibility to create a safe learning environment for all staff and students. Any student applicant with a history of conviction, or pleading guilty or no contest to a felony will be subject to further review by Administration before being accepted. This review may include, but is not limited to a second interview with the applicant, a request for applicant to provide a written declaration, and/or request for application to provide additional documentation.

At the submission of the application for enrollment, prospective students will be asked to disclose any felony convictions. Additionally, applicants who are accepted into the MRPII Program will consent to a criminal background check. This background check will be performed by CRAS personnel.

This policy also extends to enrolled and active students who did not disclose this information at the time of application. If Administration learns that an enrolled or active student is found to have a history of felony conviction, guilty plea or no contest, they will be submitted to the same review process as new applicants.

All criminal background reviews are treated on a case-by-case basis by the CRAS Appeals Committee [Committee]. Once the Committee has received all relevant documentation for review, a decision will be made to accept or deny the applicant for the MRPII Program. The Committee reviews each case with the focus of ensuring the safety and security of all staff and students, and ensuring that the applicant meets the necessary criteria for success in the industry.

Review decisions are final and will be submitted to the applicant in writing within 10 business days of Committee review. Enrolled students under review are subject to have their enrollment rescinded if denied by the Committee. Active students under review are subject to termination without appeal if denied by the Committee. Terminated students and rescinded applicants are entitled to the School Institutional Refund Policy.

Applicants with pending felony charges and/or awaiting trial for a felony must receive final resolution to the charges before a review will be administered by the Committee. Active students charged with a felony may be withdrawn from the program until a final resolution is found.

1: Background checks on prospective students are conducted by CRAS personnel only. No third party companies or providers assist in background checks. CRAS adheres to all Federal, State, and Local privacy laws.

2: History of felony conviction may be discovered from the consented criminal background check, from disclosure by the student themselves, from the CRAS Housing Coordinator, from a law enforcement agency or officer, or from a student complaint. All discoveries are treated equally and are subject to the same Committee review.

## 3. PROGRAM OF STUDY

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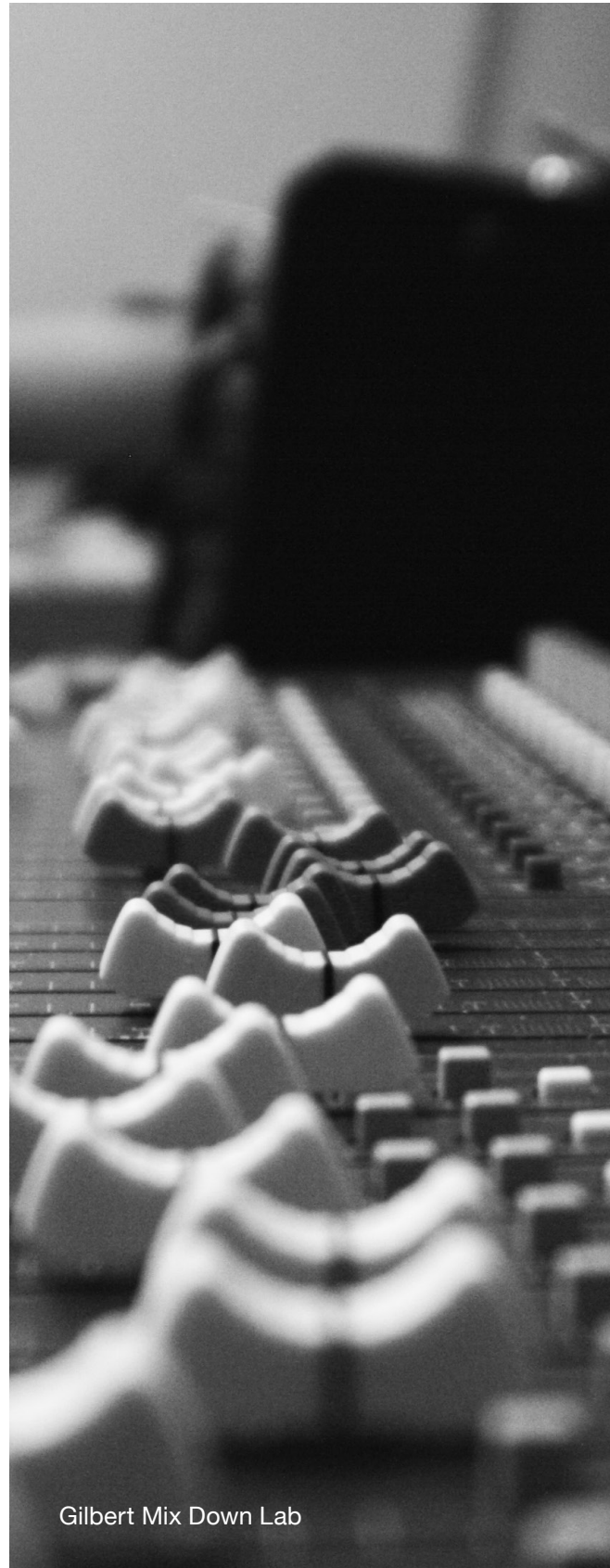
### 3.1. Master Recording Program II

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CRAS Master Recording Program II (MRP II) is a 43.50 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 prepare 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 Mix Down Lab

## 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	4.50
Pro Tools - PT100	4.50
Live Sound - LS100	1.00
Live Sound - LS200	1.50
Internship - IN100	3.00
Internship - IN200	4.00

All courses include Review and Final Examinations

Total Program Credit Hours:	43.50
Total Program Weeks:	48 weeks

### 4.2. Certifications

- Antares AutoTune
- Apple Logic Pro
- Audiokinetic Wwise
- Celemony Melodyne
- L-Acoustics Soundvision
- Pro Tools Tier 1-6
- Rational Acoustics Smaart
- Midas M-32
- TC Electronic M3000
- TC Electronic S6000

### 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.

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**Core Technologies - CT100/4.5**

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, MIDI, 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 - PT100/4.5**

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 television broadcast. 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**

Students learn digital live sound console configuration and workflows and then are provided practical application scenarios such as a band performance in the CRAS Live Sound Venue that allows the students to demonstrate their aptitude. Also introduces basic wireless transmission concepts and technologies for microphones, instruments, and in-ear monitoring. The value of preproduction is heavily emphasized as students must plan show details related to microphone selection and placement as well as cable runs and patch points. Students also use their laptop computers to pre-configure digital mixing consoles using an offline editor so that when the talent arrives, soundchecks run efficiently and performances start on time.

**Internship - IN100/3.0**

Offers students the opportunity to obtain an internship at a facility of their choosing. In preparation for internships, students will have classes and assignments focusing on resumes, interview techniques, internship etiquette, and industry networking. IN100 consists of 120 internship hours obtained through approved on campus hours, and subsequent internship hours obtained after the student's departure from campus.

**Internship - IN200/4.0**

Students on internship will apply their education to a variety of challenges ranging from facility support duties to working with clients. Students must turn in hours logged daily in an application to track internship hours. IN200 consists of the remaining 160 internship hours required for graduation.



## 4. ACADEMIC PROGRAM INFORMATION (Continued)

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

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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 and from the Student Financial Services office. The revision date is noted on the Books and Supplies list.

### 4.5. Academic Calendar

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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

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A student's schedule is visible on CRAS Connect. Upon enrollment, students are designated as AM or PM session students.

Typically AM students attend class between 9am and 1pm, while PM students attend classes between 2pm and 6pm. It is not permissible for students to attend a class time outside of their designation unless prior approval has been given by the academic department.

There may occasionally be class times that fall outside of the student's session designation. Students will be given advanced notice of when these classes occur. 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.

There are some days where students must signup for an available class time slot. These days will be clearly designated on CRAS Connect along with the online scheduler. Students designated AM are required to book slots between 9am and 1pm, while those designated as PM are required to book between 2pm and 6pm.

### 4.7. CRAS Connect/Class Materials

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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.

Daily required class materials include laptop (fully charged), headphones, paper, pens, and pencils. Some classes do require additional materials which are indicated in the daily class overviews on CRAS Connect. Arriving without required items may result in dismissal from class.

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.

### 4.8. Definition of Credit Hour

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One semester credit hour equals 45 units (and one quarter credit hour equals 30 units) comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

### 4.9. Definition of a Cycle

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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. Requisite Outside Hours

Each student is required to spend time on campus outside of regularly scheduled classes participating in activities such as review classes, extracurricular classes, bootcamps, session assisting, or (in some cases) practicing in a lab. This time is referred to as “Requisite Outside Hours”. The amount of hours required for each course varies as follows:

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	24	6	16	10	24	6

Students can view their acquired hours by using the supplemental hours calculator on CRAS Connect.

Any time a student is on campus for Requisite Outside Hours, they must check in with Project Staff and fill out a Requisite Outside Hours form. Any questions about supplemental hours can be emailed to [crasconnect.support@gmail.com](mailto:crasconnect.support@gmail.com).

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

These 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 (1) point per hour toward their final course grade for completing Requisite Outside Hours, capping at the course required total. Requisite Outside Hours are not transferable between courses.

Students will have the option to choose from various Requisite Outside Hour activities to reach their required hour totals, available on CRAS Connect.

### 4.11. Transfer of Credit/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 adjusted 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.

CRAS graduates looking to transfer credits to another institution acknowledge that the receiving school determines if their criteria is satisfied to grant credit transfer.

### 4.12. 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 canceled, students will receive a call from the front desk and an email from the IT Department.

# 5. STUDENT FINANCIAL SERVICES

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Many students need assistance in covering the cost of their education. The CRAS Student Financial Services department has a full-time staff that is available to assist students with obtaining financial aid resources. All questions regarding financial matters should be directed to the Student Financial Services department.

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## 5.1. Cash Payments and Monthly Payment Plan

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Cash payments and/or a ten month payment plan may be used to pay for educational costs at CRAS. This option may be used in combination with other forms of financial assistance.

## 5.2. Scholarships

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Scholarships are a form of financial aid awarded to qualified students on the basis of academic performance, competition, particular skills, financial need or a combination of unique circumstances. Scholarships are not typically required to be paid back if academic obligations are met.

## 5.3. Grants

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Grants are a form of financial aid provided to qualified students to help pay for their education. Grants are not typically required to be paid back if academic obligations are met.

## 5.4. Federal Financial Aid

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Students must complete the FAFSA (Free Application for Federal Student Aid) to determine Federal and State financial aid eligibility. The results of the FAFSA are used to determine the amount of financial aid a student is eligible to receive.

Step One:

Create an FSA ID – visit:

<https://studentaid.gov/fsa-id/create-account/launch>

Step Two:

Complete the Free Application for Federal Student Aid -  
School Code: 030344 Go to:L

<https://studentaid.gov/h/apply-for-aid/afsa>

Federal and State Financial Aid available at CRAS is as follows:

- Federal Pell Grant
- FSEOG (Federal Supplemental Educational Opportunity Grant)
- Arizona LEAP (Leveraging Educational Assistance Partnership Program)
- Federal Direct Loans
- Subsidized Loans
- Unsubsidized Loans
- PLUS Loans for Parents

### 5.4.1. Federal Pell Grant

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Federal Pell Grants are awarded only to students who display exceptional financial need (as determined by the U.S. Department of Education) and have not earned a bachelor's or graduate degree.

### 5.4.2. FSEOG (Federal Supplemental Educational Opportunity Grant Program)

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FSEOG is awarded only to students who have exceptional financial need (as determined by the U.S. Department of Education) and have not earned a bachelor's or graduate degree. Federal Pell Grant recipients receive priority in awarding.

### 5.4.3. Arizona LEAP

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Arizona LEAP is a grant from the State of Arizona. Students must be a resident of Arizona and be eligible for a Federal Pell Grant. Availability is determined by State of Arizona allocation to the school.

### 5.4.4. Federal Direct Loans

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The U.S. Department of Education offers low-interest loans to eligible students to help cover the cost of college or career school. Students may be eligible to receive subsidized and unsubsidized loans based on their financial need.

- **Subsidized Loans**

Subsidized loans are available to students with financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while students are in school at least half-time, for the first six months after they leave school (grace period), and during a period of deferment (a postponement of loan payments).

- **Unsubsidized Loans**

Unsubsidized loans do not require a student to demonstrate financial need. The amount a student can borrow is based on cost of attendance, other financial aid received, and annual loan limits set by the U.S. Department of Education. Students are responsible for paying the interest on Direct Unsubsidized Loans. If a student chooses not to pay the interest while in school, during the grace periods, and/or deferment forbearance periods, interest will accrue and be capitalized.

PLUS Loans for Parents are federal loans that parents of dependent students can use to help pay for college or career school. PLUS loans can help pay for educational expenses not covered by other financial aid.

- The U.S. Department of Education is the lender.
- A credit check will be conducted.

- Applicant must not have an adverse credit history.
- The maximum PLUS loan amount that one can receive is the cost of attendance (determined by the school) minus any other financial aid received.

## 5.5. Private Education Loan

A student may seek to obtain a 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 a co-borrower in order to meet eligibility standards. 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. After all school charges are paid, remaining loan funds are issued to the student for living expenses.

Students may borrow their private education loan from the participating lender of their choice. Participating lenders include, but are not limited to those listed below:

- Sallie Mae

## 5.6. Veterans Education Benefits and Policies

CRAS is recognized as an Arizona Veterans Supportive Campus and works in partnership with the Veterans Administration to assist veterans and their eligible dependents with the GI Bill® Education Programs. Students receiving VA benefits must meet the same academic, attendance, conduct, and financial requirements as all other students. Failure to meet these standards will result in termination from the program.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

### 5.6.1. Veterans Attendance

All absences from scheduled instruction are recorded, regardless of reason. Class cuts are not tolerated and are charged as absences. Students that are late by no more than 20 minutes acquire a Tardy. Tardiness is defined as a student not being physically in their seat in the classroom at the specified start time. Students who leave a class not more than 20 minutes before it is dismissed acquire an Early Departure. Tardies or Early Departures are equivalent to 25% of an absence. Students that are more than 20 minutes late, or leave more than 20 minutes before the end of a class will be charged with an absence. Repeated tardiness or early departure will lead to probation or termination.

Tardiness in excess of 20 minutes gives the instructor discretion to excuse the student from class.

Repeated tardiness or early departure will lead to probation or termination.

Students that are late 20 minutes or less acquire a Tardy. Tardiness is defined as a student not being physically in their seat in the classroom at the specified start time. Students who leave a class not more than 20 minutes before it is dismissed acquire an Early Departure. Tardies or Early Departures are equivalent to 25% of an absence. Students that are more than 20 minutes late or leave more than 20 minutes before the end of a class acquire an absence.

Instructors may deny attendance to a class when a student has arrived more than 20 minutes late. Students are allowed no more than 24 tardies throughout the 36 week on-campus portion of the program. A student who acquires a 25th tardy will be terminated from the program, regardless of their overall attendance percentage.

### 5.6.2. Veterans Satisfactory Academic Progress

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

### 5.6.3. Veterans Re-enrollment

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. If attendance falls below the 90% attendance requirement, the student will be required to make up time or be subject to termination. A Master Record of Attendance is maintained for each student and is available to any authorized individual or agency so requesting.

### 5.6.4. Veterans Credit Evaluation Policy

The school will inquire about each veteran's previous education and training and request transcripts from all prior institutions, including military training, traditional college course work and vocational training. Transcripts will be evaluated and credit will be granted as appropriate. The veteran and the Veterans Administration will be notified of the results of the evaluation. \*

\*NOTE: All prior training must be evaluated.

## 5. STUDENT FINANCIAL SERVICES (Continued)

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### 5.6.5. Veterans Benefits and Transition Act of 2018

Any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-911 GI Bill® benefits is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the Conservatory of Recording Arts & Sciences (CRAS) a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veteran Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which a payment from VA is made to the CRAS.
2. 90 days after the date CRAS certified tuition and fees following the receipt of the certificate of eligibility.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

### 5.7. Satisfactory Academic Progress (SAP)

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Students must maintain Satisfactory Academic Progress to maintain 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
- Minimum of 67% of attempted hours completed
- Maximum timeframe to complete program is 1.5 times the published length

Students will be evaluated on the above criteria and receive reports of the evaluation (if not making SAP) at the end of each payment period during the program. The payment period dates are scheduled for the following points in the program:

- 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 SAP review as credits attempted and completed.

If at the time of SAP review a student has an incomplete grade in a course, the grade point average of 0 (zero) will be used in the calculation.

If a student is not making SAP they will be placed on Title IV SAP Warning. The student will be notified in writing and a copy of the notification will be maintained in the student file. The student will be on SAP Warning until the next SAP evaluation point.

If a student on SAP Warning fails to be making cumulative SAP at the next evaluation point, the student will be placed on Financial Aid Suspension. The student will be notified and a copy of the notification will be maintained in the student file. Federal Financial Aid will be placed on hold when a student is placed on Financial Aid Suspension.

A student on Financial Aid Suspension may appeal the decision in writing within three days of receiving the notification of the Suspension. The appeal request must describe why the student failed to meet the SAP requirements and what has changed to allow them to be making SAP at the next evaluation point. If the appeal is approved, the student will be placed on Financial Aid Probation and an academic plan will be implemented. A student placed on Financial Aid Probation will have Federal Financial Aid eligibility re-instated.

### 5.8. Cancellation

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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 moneys paid. No later than 30 days after 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 services are provided.
- Applicants requesting cancellation more than three business 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.

### 5.9. Return of Title IV Funds Policy

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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.

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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 amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you received more assistance than you 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 unearned funds. If CRAS is not required to return all of the unearned funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) must repay in accordance with the terms of the promissory note.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. CRAS will notify you of an overpayment due within 30 days of determining that you withdrew; you must respond within 45 days. You must either repay the amount in full to CRAS or make satisfactory payment arrangements with the Department of Education to repay the amount. If you fail to repay or make payment arrangements to repay an overpayment, you will lose eligibility to receive future federal financial aid at any institution.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to CRAS to cover unpaid institutional charges. CRAS may also charge you for any Title IV program funds that the school was required to return. If you don't already know the school's refund policy, you should ask for a copy. CRAS can also provide you with the requirements and procedures for officially withdrawing from school.

## **5.10. Refund Distribution Order for Return of Title IV Funds**

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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
- Iraq and Afghanistan Service Grant (IASG)
- Federal Supplemental Educational Opportunity Grants (FSEOG)

### **Post Withdrawal Disbursements**

A student who withdraws prior to funds disbursing may be eligible for a post withdrawal disbursement. The Return of Title IV calculation will be performed, and the undisturbed funds will be included in the calculation. If it is determined in the calculation that the student could have been disbursed funds, then the following occurs:

### **Pell grant or Federal Supplemental Opportunity Grant (FSEOG)**

If a student has satisfied all eligibility requirements, the funds will be disbursed on behalf of the student. Grant funds are disbursed within 45 days of the date of determination that the student has withdrawn. The student will be notified of the post withdrawal disbursement and refund calculations.

### **Federal loans**

If the loans have been accepted by the student/parent, all loan eligibility requirements have been met and there is an approved loan origination prior to the student withdrawing, the student/parent may be eligible for a post withdrawal disbursement. If the student is eligible for a post withdrawal disbursement, Student Financial Services will send a notification to the borrower providing information on the Return of Title IV process and guidance on post withdrawal disbursement for loans. The notification will be sent to the borrower within 30 days of the date of determination that the student has withdrawn. The borrower must respond within 14 days to be able to receive the post withdrawal loan disbursement.

### **Title IV Credit Balances**

A Title IV credit balance occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period. If a student withdraws and the student's account reflects a credit balance, the credit balance will be held until the Return to Title IV Funds calculation is performed and a final credit balance is determined. After the Return to Title IV Funds calculation is performed, if a credit balance exists, those funds will be paid to the student (or Parent, if applicable). CRAS will pay the amount of the credit balance by mailing a check as soon as possible, but no later than 14 days after the date the calculation is performed.

## **5.11. Institutional Refund Policy**

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The Institutional Refund Policy is calculated for all students. This calculation is separate from any Return of Title IV Funds calculation.

Students will be charged for all laptop, software and supplies (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



## 5. STUDENT FINANCIAL SERVICES (Continued)

The student completed by the number of weeks of instruction in the academic year. Academic year one is 33 weeks and academic year two is 15 weeks.

Students completing over 50% of the academic year will be charged for all laptop, software and supplies (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%

### 5.12. Refund Distribution Order

Refunds due under the Institutional Refund Policy will be made no later than 45 days from determination of a student's withdrawal. Refunds will be issued in the order listed below:

- Federal Unsubsidized Loans
- Federal Subsidized Loans
- Federal PLUS Loans
- Federal Pell Grants
- FSEOG
- Other

### 5.13. 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. Students who cancel before start will be charged a \$500 restock fee.

When a laptop is surrendered upon withdrawal, it will be held in the IT Department until Student Financial Services releases the laptop 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.

### 5.14. 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.

### 5.15 Professional Judgment

When you complete the FAFSA, the government requires you to report information from two years prior. Circumstances can often change in two years which could affect your ability to pay for your education. As a result, you may be eligible for a Professional Judgment, which refers to the school's authority to make adjustments, on a case-by-case basis, to information reported on the FAFSA so that the Department of Education can recalculate the Expected Family Contribution (EFC) to reflect a family's current financial situation.

A professional judgment can be requested when a family has experienced any of the following situations:

- Reduction or loss of income
- Reduction or loss of nontaxable income
- Divorce/separation
- Death of a parent or spouse
- Exceptional medical/dental expenses
- Other unusual circumstances

If you have special or unusual circumstances that you wish for the financial aid office to consider, please contact our office so we can provide you with guidance on the next steps to follow. If a Professional Judgment is warranted, we will provide you with the appropriate forms. When submitting a Professional Judgment request, be sure to complete all required sections of the form(s) and submit all appropriate documentation as indicated.

Once a decision is made, you will be notified of the determination along with any changes that are reflected in the financial aid award for the year. In some cases, an adjustment does not affect your eligibility for grants or the total amount of aid awarded.



## 6. ADMINISTRATIVE INFORMATION/POLICIES

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### 6.1. Students with Disabilities

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The mission of the Conservatory of Recording Arts & Sciences is to train individuals for entry-level positions in the audio industry.

The Conservatory is committed to making the Master Recording II Program a non-discrimination, equal opportunity, and equal access educational program, committed to making reasonable accommodations in policies, practices, and procedures for qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act, and applicable state and local laws.

The Conservatory of Recording Arts & Sciences (CRAS) provides reasonable accommodations to qualified individuals with disabilities who request them. CRAS is committed to educational and work communities that are free from prohibited discrimination and harassment. CRAS prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation/gender identity or expression, genetic information, and any other legally protected status in the provision of its admissions process, recruitment, courses, programs, services or activities.

A qualified student with a disability must have a physical or mental impairment that substantially limits one or more major life activities; have a record of such an impairment; or be regarded as having such an impairment. The Conservatory is committed to providing that no qualified person with a disability shall on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under program or activities which receives Federal Financial assistance.

The Conservatory strives to create a learning environment that:

- Provides qualified students with disabilities equal access to institutional programs, activities and services offered.
- Provides reasonable accommodations, auxiliary aids and services, as reason able, to ensure equal access to all of the Conservatory's programs and activities.
- Have appropriate confidentiality of all information regarding their disability in line with the FERPA and Privacy Act policies.

For students with disabilities, the Conservatory makes every effort to assist them in achieving these goals. Students with disabilities have the option of requesting temporary assistance, accommodations and/or auxiliary services if necessary.

All requests will be reviewed by Student Services Coordinator, Becky Fimbres to determine if the requested accommodations can be granted and specifically what the scope of the accommodations will include.

Qualified students with disabilities also must meet the academic and technical standards for admission or participation in the Conservatory's Master Recording Program II.

If a request for accommodations is denied, students may contact the Student Services Coordinator, Becky Fimbres to discuss the decision or utilize the CRAS ADA/Section 504 grievance procedure.

### 6.2. ADA Student Accommodations

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At the postsecondary level, students are required to self-identify as a person with a disability and affirmatively make a request for an accommodation to the Conservatory. Once a request has been made, the school will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available.

A student requesting an accommodation based on a disability must have a disability as defined by law and be qualified with or without reasonable accommodation. The school is only obligated to provide reasonable accommodations, and it is not required to fundamentally alter its programs to accommodate a student. Thus, not all accommodation requests will necessarily be granted.

Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis. As such, approved accommodations may vary from person to person and from environment to environment for students with the same disability diagnosis.

Documentation of a specific disability does not translate directly into specific accommodations. During the interactive process, appropriate school officials may be consulted to determine the appropriateness of requested accommodations and how best to implement certain accommodations.

Temporary accommodations may be available while the school engages in the interactive process to determine whether ongoing accommodations is appropriate and, if so, what reasonable accommodations are needed. However, temporary accommodations do not reflect a determination that ongoing accommodation will be granted and/or what reasonable accommodations are appropriate, nor do they create an obligation on the part of the Conservatory to continue accommodating the student.

The Conservatory will not retaliate, intimidate, threaten, coerce, or interfere with any individual in the exercise or enjoyment of any right protected by Section 504 and its implementing regulations.

## 6. ADMINISTRATIVE INFORMATION/POLICIES (Continued)

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### 6.3. Requesting Accommodations and Documentation

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Students should complete the CRAS Accommodation Request form to make a request for accommodations. After doing so, the Student Support Coordinator will contact the student regarding the submission and the accommodation process will begin.

Students should not make accommodation requests directly to faculty members; if this occurs, faculty members will refer students to the Student Services Department. Similarly, faculty members or other Conservatory employees should not provide accommodations to students that have not been approved by the Student Services Department through this policy. All faculty members and other Conservatory employees are required to implement approved accommodations.

The Conservatory encourages the timely request of accommodations prior to the start of the Master Recording II Program because the documentation and determination process may take some time. However, accommodation requests can be made and will be considered at any time. Do note, though, that granted accommodations are not effective retroactively so that students will not be able to re-do assignments or re-take exams with accommodations that they originally took before they asked for and received accommodations.

Some common accommodation requests include: testing services (including extended time on exams and/or reduced distraction rooms), reader, recording lectures, note taker, magnified text, and specific classroom seating. This list is not exhaustive and students should feel free to request other accommodations for consideration by the school.

Appropriate supporting documentation will be requested. This may vary depending on the circumstances but could include (1) a description of the qualified professional's credentials, (2) a description of disability-related impairments as they relate to the student's ability to learn and participate in the academic program, (3) a description of any tests, assessments, facts, observations, records, other materials, and/or evaluations that the professional relied on in arriving at their specific diagnosis, and (4) a list of accommodations which the professional believes would allow the student to fully and equally participate in their educational program and how the professional expects the suggested accommodations to help the student.

Note that specific accommodations being recommended by a professional do not guarantee that those accommodations will be granted and the Conservatory may provide alternative accommodations instead.

While documentation of past accommodation history is important and will be considered, it is not decisive as to what accommodations will be granted by the Conservatory.

The Conservatory reserves the right to request additional documentation if the initial documentation does not provide sufficient information.

#### 6.3.1. Implementation of Approved Accommodations

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Once the accommodations have been approved, the student will meet with the Student Support Coordinator to receive an Accommodation Plan.

- This plan will be assembled to outline the approved accommodations and will be signed by both the student and coordinator.
- This plan will be emailed to the faculty and the student.
- The signed document will be placed in the student's permanent file.
- Copies of the accommodation plan will be given to the student.
- At the beginning of each new class (either new class/course or new Instructor) students will be required to show the accommodation plan to their Instructor. This ensures that each Instructor has been fully informed of all specific accommodations accepted.

#### 6.3.2. Student Responsibilities

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It is the student's responsibility to provide the Accommodation Plan to each instructor.

It is the student's responsibility to discuss the approved accommodations with the faculty member in each course for which the student wants the accommodations to be implemented.

A student who believes that an approved accommodation is not being appropriately implemented, or is otherwise having difficulty with a faculty member related to accommodations, should review the grievance policy, below, for guidance in handling the situation.

#### Modifications, and Additional Accommodations

It is the student's responsibility to contact and engage the Student Support Coordinator in a discussion when the need arises to discuss the implementation of the student's accommodations, identify any issues of concern, discuss the student's upcoming class schedule, consider whether any additional accommodations are necessary or if current accommodations need to be modified, etc. The coordinator will presume the approved accommodations are being implemented effectively unless they hear otherwise.

It is recommended that students contact the Student Support Coordinator with any identified needs prior to their start date or beginning of a new cycle. However, students who have been granted accommodations may request additional accommodations and/or modifications to their already granted accommodations at any time by contacting the Student Services Office.

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### **Grievance Procedures Related to Disability Accommodations**

The Conservatory maintains a specific policy for addressing grievances and/or concerns related to this policy. If a student believes they were wrongfully denied accommodation(s), believes the final accommodation(s) provided are not reasonable, believes that the approved reasonable accommodation(s) were not provided, or if the student believes for any other reason that unlawful discrimination, harassment or a violation of rights under the ADA and/or Section 504 have occurred, they should follow the process set forth in the school's ADA and Section 504 Grievance Policy for Students.

#### **6.3.3. ADA and Section 504 Grievance Policy for Students**

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The Conservatory is committed to non-discrimination, equal opportunity, and equal access. In accordance with the American with Disabilities Act of 1990, as amended, ("ADA") Section 504 of the Rehabilitation Act of 1973, as amended, ("Section 504"), applicable state and local law, and the CRAS Student with Disabilities Accommodation Policy. For students with disabilities, the Conservatory makes every effort to assist them in achieving these goals. Students with disabilities have the option of requesting temporary assistance, accommodations and/or auxiliary services if necessary.

The Conservatory will not retaliate, intimidate, threaten, coerce, or interfere with any individual in the exercise or enjoyment of any right protected by Section 504 and its implementing regulations.

Students seeking accommodations are encouraged to contact the Student Support Coordinator during the enrollment process, or otherwise as soon as possible, to begin the reasonable accommodation process.

Any Conservatory student who believes he or she has been subject to discrimination and/or harassment, intimidation, threats, or coercion on the basis of disability, has been retaliated against, believes he or she has been wrongfully denied reasonable accommodation(s) by the Conservatory, believes the Conservatory failed to provide approved reasonable accommodation(s), or has other disability or accommodation related concerns should follow the steps set forth in this policy.

The Conservatory will undertake efforts to keep confidential information obtained during the grievance process set forth in this policy, however the sharing of some information internally at the Conservatory with individuals involved who need to know may be necessary to fully investigate a particular grievance. The Conservatory prohibits intimidation, threats, coercion, and retaliation against individuals who utilize this policy, who participate in the investigative process, or who oppose a discriminatory practice or policy.

#### **6.3.4. Grievance Policy**

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If a student believes he or she was wrongfully denied accommodation(s), believes the final accommodation(s) provided are not reasonable, believes that the approved reasonable accommodation(s) was not provided, or if the student believes for any other reason that unlawful discrimination, harassment intimidation, threats, coercion, or retaliation on the basis of disability has occurred, should follow the process set forth below. Other individuals may also submit a concern to the Conservatory on behalf of a student pursuant to this policy; however, because of privacy considerations the Conservatory may not be able to divulge all information regarding the concern, investigation or outcome to these individuals. During the grievance process set forth below, any accommodations or services that have already been implemented will continue uninterrupted.

The Conservatory will endeavor to complete the investigative process as expeditiously as possible and typically in no longer than thirty (30) days; however, the individual circumstances of each situation will dictate the timing of the entire process. The Conservatory will update the student regarding the status of the process. Students seeking an accommodation for this policy and process should contact the Student Support Coordinator as soon as possible.

##### **Step 1**

A student with a concern covered by this policy (described above) may first attempt to resolve it at the informal level. This is accomplished by the student discussing the concern with the individual with whom the concern arose or with the supervisor of the individual with whom the concern arose, in the event the student is not comfortable discussing it directly with the individual. The student should also simultaneously inform the Conservatory's Student Support Coordinator, Becky Fimbres of the concern. Many concerns can arise from misunderstandings and can be amicably resolved at this informal level. Students are not required to engage in this informal resolution and may proceed directly to Step 2 below at any time.

##### **Step 2**

A student with a concern covered by this policy (described above), who does not wish the attempt to resolve the concern at the informal level, or who has attempted unsuccessfully to informally resolve a concern, should contact the Conservatory's Student Support Coordinator, Becky Fimbres by phone at 480-858-0764 or via email at [becky@cras.org](mailto:becky@cras.org) to schedule a meeting to discuss the student's concern as soon as possible after the concern arises. This is an opportunity for the student to provide all information to the Conservatory's Student Support Coordinator that he or she would like considered related to his or her concern. The student shall provide this information in written form and include his or her desired resolution and outcome.

## 6. ADMINISTRATIVE INFORMATION/POLICIES (Continued)

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The Conservatory's Student Support Coordinator, or designee, will then undertake an investigation into the student's concern. During the investigation, all parties will have the opportunity to identify witnesses and provide evidence, documents, and information for consideration and review. Investigations will be handled discreetly, with information shared only with those individuals who need to know the information in order for there to be a full and fair investigation.

At the conclusion of the investigation, the Conservatory's Student Support Coordinator will communicate the determination of the investigation via written notification to the student and the other party (if applicable). The written notice will include a summary of allegations, findings of fact, and a determination as to whether or not the alleged wrongdoing occurred.

### Step 3

If a student is dissatisfied with the determination of the Conservatory's Student Support Coordinator, the student may appeal this determination to the Administrator. Appeals may only be based on the following: (1) there is a substantial likelihood that newly discovered information, not available at the time information was provided during the investigation, would result in a different decision; (2) there was a procedural error significant enough to call the outcome into question; (3) there was a clear error in factual findings; or (4) improper bias or prejudice influenced the outcome of the investigation.

Appeals must be received in writing by the Administrator within ten (10) business days of the date the Student Support Coordinator its determination. Appeals may be submitted via email to [hamm@cras.org](mailto:hamm@cras.org). Appeals must contain, at a minimum, an explanation of why the determination is improper and a detailed statement of the basis for the appeal, including the specific facts, circumstances, and arguments in support of the appeal.

The Administrator will review the (1) information provided by the student for the appeal; (2) investigation and determination of the Conservatory's Student Accessibility Resources Office; and (3) any other additional information that may be relevant to evaluating the matter and reaching a decision.

The Administrator will resolve the appeal and reach a decision within ten (10) business days of receiving the appeal and may take any actions determined to be in the interest of a fair and just decision. The decision of the Administrator is final and not appealable. The Administrator shall issue a written notice of the resolution of the appeal to the student and the other party (if applicable), including changes, if any, made to the investigation determination.

### 6.4. Class Size

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Classes are limited in size to give each student the most individual attention possible. Lab and lecture classes are generally limited to 24 students or less. Session classes are generally limited to 12 students or less.

### 6.5. Laptop Policy

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#### 6.5.1. Issuing

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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

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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.



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

#### **6.5.3. Upgrades/Expansions**

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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**

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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**

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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**

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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, Audio

or Video Streaming Services, etc.). 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 CRAS Administration.

#### **6.5.7. Laptop Confiscation Policy**

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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/Attendance 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 out 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. ADMINISTRATIVE INFORMATION/POLICIES (Continued)

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### 6.5.8. Network Security Monitoring

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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

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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

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

- External Hard Drives, 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 this equipment 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

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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

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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.



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The laptop protection plan will not cover any laptop damaged by neglect, abuse, disassembly, water damage, mysterious disappearance, laptop theft from a vehicle, 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.

#### **6.5.13. Theft/Loss**

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 Lock Policy**

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

- Student has failed to meet academic directives given by an Academic Coordinator or Director of Education.
- Student has been absent for 3 or more consecutive days of required attendance.
- Student has violated any condition of the Student Laptop Agreement.
- Students on Internship are subject to laptop lockdowns if any of the following conditions occur:
- Student has failed to stay in positive standing and/or communication with Student Financial Services.
- Student has failed to stay in positive standing and/or communication with their Internship site manager.
- Student has failed to stay in positive standing and/or communication with their CRAS Internship representative.

#### **6.5.15. Laptop Return Upon Withdrawal**

See Books and Supplies Refund Policy

## 6. ADMINISTRATIVE INFORMATION/POLICIES (Continued)

### 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. In place of dismissal it may be determined that a student may continue in the program after being placed on Misconduct Probation. Students placed on Misconduct Probation are informed that any future issues of misconduct will result in termination from the program. Cause shall be unsatisfactory conduct, including but not limited to:

**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.

**Defamation:** Making slanderous or unprivileged statements about an individual that may harm or damage the reputation of that individual.

**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.

**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.

**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 (e.g. laptops, cell phones, headphones, etc.).
- Sleeping during class or other school sanctioned activity.
- Cursing, aggressive language.
- Aggressive behavior, or indecent behavior.
- Egregious arguing or combativeness with other students or staff members.
- Actions or behaviors that create a negative, hostile, or dangerous environment.
- Offensive clothing.
- Personal hygiene that falls outside the scope of propriety and good taste.
- Electronic devices may never be used in class unless it is directly related to the purposes of that class and permission has been given by the instructor.

**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. Online Video Conferencing

There may be some classes, review sessions, advisor meetings, or special events that are attended remotely via online video conferencing. There is an expectation of professionalism while attending any online CRAS function, so the following considerations should be taken when preparing to attend:

- Consider time online like being in a CRAS classroom. All regular student conduct guidelines apply while online, including those related to attire, profanity etc.
- Minimize visual or audible distractions from the environment. The student's room should be designated as a classroom for that time that understanding should be shared with anyone that may be in the surrounding area.
- Ensure that the microphone, camera and speakers are in working order.
- Microphone should be muted when not speaking.
- Refrain from talking to others in your personal environment while others are speaking, even if when your mic is muted
- Leave your camera on during the event.
- Practice professional online etiquette.
- Don't eat
- Don't vape or smoke
- Choose an appropriate physical or virtual background
- Use online chat appropriately. Keep the chat area free of discussion that isn't related to the class so that the important questions or additional information is easy to find.

## 6.8. Attendance Policies and Procedures

CRAS places the utmost importance on attendance. Regular class attendance and participation are two of the most significant factors which promote both student and professional success. Students are expected to attend their regularly scheduled class unless prevented by illness or emergency.

### 6.8.1. Absences

Regardless of reason, students are required to call the registrar when unable to attend class.

In order to satisfactorily complete the program, students must attend 90% of their classes. If attendance falls below the 90% limit, the student will be required to make up classes as class makeup policies permit or be subject to termination.

Students in the on-campus portion of the program (cycles 1 through 12) will be terminated from CRAS after six consecutive absences. While on internship, a student will be terminated if they have 14 consecutive days with no academic activity.

### 6.8.2. Tardiness/Early Departure

Repeated tardiness or early departure will lead to probation or termination.

Students who reach 10 tardies will be placed on a Tardy Warning Level 1 and when they reach 20 tardies, students will be placed on a Tardy Warning Level 2. A student who acquires a 25th tardy will be terminated from the program, regardless of their overall attendance percentage.

Students that are late 20 minutes or less acquire a Tardy. Tardiness is defined as a student not being physically in their seat in the classroom at the specified start time. Students who leave a class not more than 20 minutes before it is dismissed acquire an Early Departure. Tardies or Early Departures are equivalent to 25% of an absence. Students that are more than 20 minutes late or leave more than 20 minutes before the end of a class acquire an absence.

Instructors may deny attendance to a class when a student has arrived more than 20 minutes late.

Students are allowed no more than 24 tardies throughout the 36 week on-campus portion of the program.

## 6. ADMINISTRATIVE INFORMATION/POLICIES (Continued)

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### 6.8.3 Excused/Unexcused Absences

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All absences are designated as excused or unexcused, which impacts how makeup work is resolved. Regardless of designation, any absence will impact a student's attendance percentage and must be made up in order to improve that percentage. See section 6.8.4 Makeup Work for information on how excused/unexcused designations affect makeup work.

By default, absences are designated as unexcused. For an absence to be considered excused, one of the following must apply:

The student notifies the registrar prior to a scheduled class that they are not attending due to illness. Any non-illness related absences for things like work conflicts and leisure travel are considered to be unexcused, even with advanced notice; the student received prior permission from the Director of Education for an unexcused absence; the student provides official documentation from the appropriate agency or authority for the date on which the absence occurred.

Documentation may include but is not limited to, a doctor's note, obituary, police report, or summons for jury duty. Submissions are evaluated on a case-by-case basis and must be approved by the Director of Education for an absence to be excused.

Students are required to attend classes that fall within their designated AM or PM session. It is not permissible for AM students to attend PM classes, or vice versa unless an exception has been approved by the Academic Department. A student who attends a class in the wrong session without prior approval will earn attendance credit as an unexcused makeup. There is a maximum limit of 3 session changes for the entirety of the 36 weeks on campus. Instructors can dismiss any student who has not received prior approval to attend class in the wrong session.

Students are expected to arrive at class prepared for the day. Preparation for class may include completing prerequisite work or having specified equipment. Showing up unprepared to a class detracts from everyone's experience. Students that are unprepared for a class may be asked to leave, in which case they will accrue an unexcused absence for the day.

If a student has an unexcused absence on a given day, they also forfeit access to campus after hours until 9AM the following day. Exceptions will be given for scheduled events such as proficiencies or projects that count towards academic or attendance credit.

### 6.8.4. Makeup Work

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Should a student miss a class, they are expected to make up the missed class and any related work in order to maintain satisfactory academic progress in the class. The student is also 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 a Student Academic Coordinator. Unless an exception is granted, makeup work must be submitted within three weeks.

Excused absences and related academic work can be made up for 100% academic and attendance credit. Unexcused absences and any related academic work can be made up for 75% credit. There is a maximum 5 unexcused absences (20 hours) that can be made up for attendance. If a student has already made up 5 unexcused absences, classes may be made up by the student for the purpose of gaining the missed information and academic credit that may have been associated with the class, but no further attendance credit will be awarded. An excused absence can be made up within 2 cycles of the missed class, after that the student will receive 75%. Makeup attendance for unexcused absences does not factor towards attendance requirements for Director's List accolades.

## 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

### 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 Course Failure

It is a graduation requirement that students pass all courses offered in the program (see 4.1 Master Recording Program II). Withdrawal or repetition of a course is not permissible.

CRAS does not use a designation of incomplete for assignments or overall course grade. If for any reason a graded assignment is not turned in by its due date, or a test/proficiency is not taken at its normally scheduled time,

a score of 0 is posted and will immediately factor into that courses GPA.

If a student is in danger of failing a course, opportunities to bring scores to a passing grades may be available by contacting a Student Academic Coordinator (see 6.12 Academic Assistance).

### 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/Attendance Review Policy

CRAS will perform an Academic/Attendance Review at the beginning of Cycle 2, and again at the beginning of each cycle thereafter. The Academic/Attendance Review will include all current grades and attendance for both completed courses and courses still in progress and identifies students that are not meeting minimum graduation requirements based on the following criteria:

- Minimum cumulative grade point average of 2.0
- Passing all completed classes
- Minimum 90% attendance percentage

If at the time of review a student is not meeting any of the above criteria, they will be informed of Level 1 Academic/Attendance Probation. The student acknowledges their status by signing a physical or digital notification of Academic/Attendance Probation. Student Academic Coordinators will provide a Plan of Action (POA) to repair failing grades or missing attendance hours. Once the student has been advised of academic/attendance probation, they will remain on probationary status until they have completed the 36 week on-campus portion of the program.

If a student's GPA/Attendance percentage falls below the threshold a second time, either at the next cycle's review point or at a review point later in the program, they will be placed on Level 2 Academic/Attendance Probation. The student will be advised of their Level 2 Probation, which they will acknowledge by signing a physical or digital notification of the probation. Student Academic



## 6. ADMINISTRATIVE INFORMATION/POLICIES (Continued)

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Coordinators will provide a POA to repair the failing grades or attendance. Once the student has been advised of Level 2 Academic/Attendance probation, they will remain on probationary status until they have completed the 36-week on-campus portion of the program.

The student is given one cycle to repair their academic/attendance standing, at which point the student's progress is reevaluated. If a student is below the GPA or attendance threshold for a 3rd time at any review point (consecutively or non-consecutively), they will be terminated from the program.

Students will also meet with a Student Academic Coordinator if they are tardy 10 or more times during the program, and again if they are tardy 20 or more times. The purpose of the meeting is to advise the student about the importance of punctuality in the professional audio industry and to warn them that they will be terminated from the program if they reach a 25th tardy regardless of their overall attendance percentage.

### 6.11. Appeals

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#### 6.11.1. Appealing Termination

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Students who wish to appeal their termination for failure to meet the standards of Academic Review or due to misconduct must do so in writing by completing an appeal of termination form that can be obtained from a Student Academic Coordinator. The appeal form must be completed within 3 business days of termination. The appeal form should describe any circumstances they feel deserve further consideration. If an appeal of termination is approved, the student will be given a POA designed to bring GPA and attendance numbers above the minimum thresholds through the end of the program. Failure to complete the POA or any subsequent breach of the CRAS code of conduct will be cause for immediate termination without appeal.

#### 6.11.2. Appeal for Re-entry

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Withdrawn students that wish to return to the program are eligible to submit an appeal for re-entry application between 90 and 130 days after termination. The option for early appeal (before 90 days) may be granted only by the Director of Education for special circumstances. Appeals must be done in writing by completing the appeal form that can be obtained from a Student Academic Coordinator. The appeal form should describe the circumstances that led to their withdrawal and why re-entry into the program should be considered.

Appeals are reviewed by the Appeals Committee on a case-by-case basis. The Appeals Committee has the option to request additional information if a student's

responses are found to be inadequate for a fair judgment to be made. Based on the appeal responses, the Appeals Committee may require a specified amount of time that the student be placed on hold before re-entry. This is to ensure students have taken sufficient time to resolve any issues that may impede their success upon program re-entry.

All appeal decisions are final. The decision will be sent to the withdrawn student via email. In the event the appeal is approved, the student must set an appointment with a Student Academic Coordinator to start the re-entry process (see 6.14.1. Provisional Re-Entry). Withdrawn students will return on a probationary status. Failure to meet and maintain the minimum GPA and Attendance requirements or any subsequent breach of the CRAS code of conduct will be cause for immediate termination without appeal.

### 6.12. Academic Assistance

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Academic Assistance is provided to students at no additional cost. Students will meet with a Student Academic Coordinator at scheduled intervals throughout the program to discuss their grades and attendance, and to ensure they are on the best path for academic success.

In addition to scheduled meetings, a Student Academic Coordinator is responsible for contacting students who have failing grades in any subject and providing them with the necessary resources to correct the grade(s). CRAS is committed to helping each student retain comprehension of their in-class studies. To assist with this, online lessons have been devised to work in conjunction with daily class activities. Students are afforded the opportunity to retake most exams at CRAS, but in order to qualify for a retake they must first complete the relevant online lesson. Once completed, students can attempt a retest of the exam. If after completing the online lesson and associated exam the student feels additional help is necessary, they may request tutoring on that subject. Each request is evaluated on a case-by-case basis.

### 6.13. Repeat of a Cycle

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Upon approval from the Director of Education, students may repeat a 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 for an Academic Review.

Students must complete the program within the maximum time frame of no longer than 1.5 times the published program length.

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## 6.14. Re-entry Students

Re-entry students will be charged the current tuition amount at the time of re-entry plus an additional re-entry processing fee. Credit will be given for funds received during the first period of attendance. All re-entries must be approved by the Director of Education and the Director of Student Financial Services.

### 6.14.1. Provisional Re-Entry

Students who have had their initial appeal to re-enter the program approved may be required to complete a provisional enrollment. Provisional enrollment is typically one cycle in length where the student is required to complete a personalized Plan of Action (POA) designed to validate a student's readiness to successfully complete the entirety of the CRAS program. Provisional POAs are prepared by a Student Academic Coordinator and acknowledged by the student.

Students that complete the POA will be placed on Level 2 Academic/Attendance probation. The student will be allowed to continue in the program as long as they continue to meet attendance and academic requirements at each academic review point. Failure to satisfy all of the conditions on the provisional POA results in the student being terminated from the program, even if the student's academic performance has exceeded the normal 2.0GPA / 90% attendance requirement during the provisional period.

## 6.15. Graduation Requirements

To qualify for the awarding of a diploma, a student must successfully complete the 36 week on-site portion of the program by passing all courses with a final CGPA of 2.0 or better, have at least 90% attendance with no more than 24 tardies, complete 280 hours of the required internship, and have fulfilled all financial responsibilities.

To qualify for the required internship, a student must meet the minimum required academic and attendance numbers for graduation by Cycle 12, Week 3 Thursday of the program. A student who does not meet this requirement at that time will immediately be terminated from the program without being awarded a diploma.

## 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 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 who decide to withdraw from CRAS should communicate to the school Administrator no later than five business days after their last date of attendance. Students must provide the school with a reason at the time of withdrawal, the school may ask for additional clarification or documentation to substantiate the reason.

### 6.19.1. Determination Of Last Day Of Attendance

The student's 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 14 days after the last day of attendance.

## 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.)

## 6. ADMINISTRATIVE INFORMATION/POLICIES (Continued)

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### 6.21. Weapons, Drugs, and Alcohol Policy

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#### 6.21.1. Campus Crime and Security

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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.

#### 6.21.2. Weapons

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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.).

#### 6.21.3. Drugs and Alcohol

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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.

#### 6.21.4. Resources

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National resources are available for anyone dealing with substance abuse issues. For a complete list of resources, see Addendum C.

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.

Drugs	Physical Dependence	Psychological Dependence	Possible Effects
Opium	High	High	
Morphine	High	High	• Euphoria
Heroin	High	High	• Drowsiness
HydroMorphine	High	High	• Depression
Meperidine/	High	High	• Constricted pupils
Pethidine	Moderate	Moderate	• Nausea
Codeine	High	High-Low	
Methadone	High	High-Low	
Other Narcotics			
Chloral Hydrate	Moderate	Moderate	• Slurred speech
Other			• Disorientation
Depressants	High-Mod	High-Mod	• Drunken behavior without odor of alcohol
Barbiturates	Low	Low	
Benzodiazepines	High	High	
Methaqualone			
Glutethimide			
Cocaine/Crack	Possible	High	• Increased alertness
Amphetamines	Possible	High	• Increased pulse rate
Phenmetrazine	Possible	High	• & blood pressure
Methylphenidate	Possible	High	• Insomnia
Other Stimulants	Possible	High	• Loss of appetite
LSD	None	Unknown	
Mescaline	None	Unknown	• Illusions & hallucinations
Peyote	None	Unknown	
Other	None	Unknown	• Poor perception of time and distance
Hallucinogens	Unknown	High	
Phencyclidine	Unknown	Unknown	
Phencyclidine			
Analogues			
Marijuana	Unknown	Moderate	• Euphoria
Hashish Oil	Unknown	Moderate	• Relaxed inhibitions
Tetrahydrocannabis	Unknown	Moderate	• Disoriented behaviors
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

### 6.21.5. 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.

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

### 6.21.6. 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, III, IV, and V (except Marijuana)

##### For the substances/schedules and amounts:

- Cocaine (Schedule II) : 500-4999 g mixture
- Cocaine Base (Schedule II) : 28-279 g mixture
- Fentanyl (Schedule IV) : 40-399 g mixture
- Fentanyl Analogue (Schedule I) : 10-99 g mixture
- Heroin (Schedule I) : 100-999 g mixture
- LSD (Schedule I) : 1-9 g mixture
- Methamphetamine (Schedule II) : 5-49 g pure or 50-499 g mixture
- PCP (Schedule II) : 10-99 g pure or 100-999 gm mixture

##### The penalties are:

- **First Offense:** Not less than 5 years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.
- **Second Offense:** Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.

##### For the substances/schedules and larger amounts:

- Cocaine (Schedule II) : 5 kgs or more mixture
- Cocaine Base (Schedule II) : 280 g or more mixture
- Fentanyl (Schedule IV) : 400 g or more mixture
- Fentanyl Analogue (Schedule I) : 100 g or more mixture
- Heroin (Schedule I) : 1 kg or more mixture
- LSD (Schedule I) : 10 g or more mixture
- Methamphetamine (Schedule II) : 50 g more pure or 500 g or more mixture
- PCP (Schedule II) : 100 g or more pure or 1 kg or more mixture

##### The penalties are:

- **First Offense:** Not less than 10 years, and not more than life. If death or serious injury, not less than 20 years, or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual
- **Second Offense:** Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
- **2 or More Prior Offenses:** Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

##### For the substances/schedules and amounts:

- Other Schedule I and II Substances (and any substance product containing Gamma Hydroxybutyric Acid): any amount
- Flunitrazepam (Schedule I) : 1 g

##### The penalties are:

- **First Offense :** Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine \$1million if an individual, \$5 million if not an individual.
- **Second Offense :** Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.

##### For Other Schedule III Substances in any amount, the penalties are:

- **First Offense :** Not more than 10 years. If death or serious bodily injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.
- **Second Offense :** Not more than 20 years. If death or serious bodily injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.

##### For Other Schedule IV Substances (except for 1 g or more of Flunitrazepam) in any amount, the penalties are:

- **First Offense :** Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
- **Second Offense :** Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.

##### For All Schedule V Substances in any amount, the penalties are:

- **First Offense :** Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.
- **Second Offense :** Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.



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

**Marijuana (enormous amount) 1,000 kg or more mixture; 1,000 or more plants, the penalties are:**

- **First Offense:** Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, 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 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$20 million if an individual. \$75 million if other than an individual.

**Marijuana (large amount) 100-999 kg mixture; 100-999 plants, the penalties are:**

- **First Offense:** Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.
- **Second Offense:** Not less than 20 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$8 million if an individual, \$50 million if other than an individual.

**Marijuana (medium amount) 50-99 kg mixture or 50-99 plants, the penalties are:**

- **First Offense:** Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million if an individual, \$5 million if other than an individual.
- **Second Offense:** Not more than 30 years. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than an individual.

**Marijuana (small amount) Less than 50 kg mixture; 1-49 plants (does not include 50 or more marijuana plants regardless of weight), the penalties are:**

- **First Offense:** Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million other than an individual.
- **Second Offense:** Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than an individual.

**Hashish, More than 10 kg, the penalties are:**

- **First Offense:** Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million if an individual. \$5 million if other than an individual.
- **Second Offense:** Not more than 30 years. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than an individual.

**Hashish (small amount) 10 kg or less, the penalties are:**

- **First Offense:** Not more than 5 years
- **Second Offense:** Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than an individual.

**Hashish Oil, More than 1 kg, the penalties are:**

- **First Offense:** Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million if an individual. \$5 million if other than an individual.
- **Second Offense:** Not more than 30 years. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than an individual.

**Hashish Oil (small amount), 1 kg or less, the penalties are:**

- **First Offense:** Not more than 5 years
- **Second Offense:** Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than an individual.

# 7. STUDENT SERVICES

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## 7.1. Advising

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Students with questions or problems regarding academics may schedule an appointment with the Director of Education or a Student Academic Coordinator. Appointments can be scheduled by contacting them directly. Appointment requests may also be submitted via CRAS Connect on their schedulers if available.

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

Students who have questions or problems regarding internships should see the Student Services Department at the Tempe location. Appointments are not necessary, they are available between the hours of 8:30 AM - 5:30 PM, Monday through Friday - open door policy applies.

Students who have questions regarding financial aid should see Student Financial Services. Students may request to see Student Financial Services by speaking to the front desk at the Gilbert location.

If a student is unsure of who to contact about a question, they should email [cras.studenthelp@gmail.com](mailto:cras.studenthelp@gmail.com) with their question and it will be forwarded to the staff member who can best help.

## 7.2. Bulletin Boards

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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.

Additionally the Gilbert location has a bulletin board and resource area specific for Veterans Resources.

## 7.3. Career Placement Assistance

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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. Cell Phone Use

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The use of cell phones for communication and/or recording is prohibited in class at all times unless explicit authorization has been given by the instructor. Unauthorized cell phone use will result in student being excused from class for the day.

## 7.5. Copyright Laws

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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.

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)

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## 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.

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## 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.

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## 7.8. Housing

Housing is affordable and plentiful, within reasonable distance between both locations. Most apartment complexes offer pools, spas, tennis courts, and other amenities. Students may work with a third party apartment locator, at no charge, to assist them in finding the living accommodations that will suit their needs. Questions about housing should be addressed to the Admissions Department.

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## 7.9. 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.

Information regarding Wellness Resources can be found in Addendum C of this catalog.

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## 7.10. Safety and Well Being

CRAS is committed to student success as well as personal safety and well being. Safety information and training is available to students on CRAS Connect as well as Section 8 of this catalog. For a list of mental health and wellness resources, see Addendum C.

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## 7.11. 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.

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## 7.12. Internship Assistance

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

The IN100 portion of the program is comprised of 3 credit hours/120 clock hours. Internship assignments begin while students are on campus. Internship hours are comprised of approved on campus hours and subsequent hours obtained from an internship facility after a student's departure from campus. The student must arrive in their destination city for internship in a timely manner as planned with the Internship Coordinator. The Internship Coordinator will then begin to help arrange interviews with the student and a facility supervisor according to a plan set between the student and Internship Coordinator.

The IN200 portion of the program is comprised of 4 credits/160 clock hours. All IN200 hours are obtained after a student's departure from campus. The student logs hours daily using the required application during their internship. These hours include their daily duties. Hours are supervised by Intern Coordinators for correctness and will be monitored by the student's internship supervisor.

Students must complete the Final evaluation upon completion of the final 160 hours, as well as a Supervisor Evaluation completed by their Internship Supervisor. Students final grade is an evaluation of communication and timely completion of the internship by the Internship Coordinator.

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## 7.13. IT Help Desk

A full time IT Technician is available to CRAS students 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.

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## 7.14. 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. STUDENT SERVICES (Continued)

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### 7.15. Media Release

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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.

### 7.16. Parking

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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.

### 7.17. Privacy of Student Records/FERPA

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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).

### 7.18. Testing and Tutoring

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Testing occurs each cycle for students. Students are afforded the opportunity to retake most exams at CRAS, but in order to qualify for a retake they must first complete the relevant online lesson.

CRAS offers mentoring to all students in need of tutoring at no cost. The CRAS Mentor Program is available to students with an unwavering commitment to excellence in their academics, attendance, and overall character. Mentors are connected with other students who are struggling in earlier aspects of the program. CRAS Mentors advise and assist these students in their studies, as well as their life skills.

### 7.19. Smoking

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The use of tobacco products, including electronic and vapor devices is prohibited in studios, labs and classrooms, courtyards, and common areas. In compliance with state and local law, smoking is only allowed in designated smoking areas.

### 7.20. Speed Limit on Campus

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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.

### 7.21. Student ID Cards

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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. A replacement fee will be charged for any lost IDs. Forgery of a student ID is grounds for termination.

Students will receive a digital copy of their Student ID Card via email upon completion of Orientation. Digital ID Cards can be presented on a phone or laptop and will provide equivalent access as the physical ID Card to campus and facilities. Digital IDs cannot be used to check out equipment or studios.

### 7.22. Student Personal Identification Number (SPIN)

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In an effort to secure the identities of students and comply with Identity Theft laws, all students will be issued a Student Personal Identification Number (SPIN). 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 under the Help Menu on CRAS Connect.

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## 7.23. Student Organizations

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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.
- WOA - Women of Audio  
Student organization established to help support, guide and promote women at CRAS and beyond. More Information on can be found on CRAS Connect.

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## 7.24. Student Right to Know

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Student Right to Know includes statistics on job placement and gainful employment rates. This information can be found in Addendum A, and on the school's bulletin boards at each campus.

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## 7.25. Student Complaint/Grievance Procedure

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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**  
1740 W. Adams, 3rd Floor  
Phoenix, AZ 85007  
Phone #: (602) 542-5709  
<https://ppse.az.gov/>

### STUDENT COMPLAINT PROCEDURE

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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

**Accrediting Commission of  
Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

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## 7.26. Transportation

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Students have direct access by private or public transportation; however personal motorized vehicle transportation is strongly recommended.

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## 7.27. Visitors

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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 6:00pm to 1:00am.<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 CRIME, SAFETY, & EDUCATION

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### 8.1. Campus Crime Statistics

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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

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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

#### **8.2.1. Confidential Reporting**

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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.

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## 8.3. Emergency Response and Timely Warning

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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

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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

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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

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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.

## 8. CAMPUS CRIME, SAFETY, & EDUCATION (Continued)

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### 8.4 Safety Training

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#### 8.4.1. Staff Training

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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.

#### 8.4.2. 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.

#### 8.4.3. Student Responsibilities

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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.

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## 8.5 Sexual Assault Policies

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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 Title IX Officer 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.

### 8.5.1. Definition of Sexual Misconduct

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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).

### 8.5.2. Facts About Sexual Assault

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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.

### 8.5.3. Reporting a Sexual Assault.

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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 Title IX Officer Jason Pohlman, Director of Student Financial Services

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

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

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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 Title IX Officer Jason Pohlman, Director of Student Financial Services

## 8. CAMPUS CRIME, SAFETY, & EDUCATION (Continued)

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### 8.5.5. Preservation of Evidence of Sexual Assault

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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.

### 8.5.6. Surviving Sexual Assault

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CRAS urges victims of sexual assault to seek counseling promptly.

Free confidential 24-hour counseling is available by calling the RAINN Hot line 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>.

### 8.5.7. CRAS Sanctions

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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.

### 8.5.8. Procedures for Campus Disciplinary Action

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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 Title IX Officer 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 Title IX Officer will have the final determination in all cases. Determinations of the Title IX Officer 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.

### 8.5.9. Educational Programs – Sexual Assault Awareness

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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.



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#### 8.5.10. Sex Offender Registry

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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

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.

#### 8.5.11. Resources

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Resources on counseling for sex offense victims are available in Addendum C.



Gilbert Studio C API Legacy Plus Console

[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**

# ADDENDUM A

Several regulatory agencies require the school to disclose data regarding program completion, graduation, and employment rates. Each agency requires the school to use different cohorts of students and date ranges.

## ACCSC | ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

### Student Achievement Rates - as reported to ACCSC Annual Report 10/2024

Cohort Dates: 12/1/2021 through 11/31/2022	Total Number of Students in Cohort: 515
<u>Graduation Rates:</u> 414 students graduated from MRPII Program 81% Graduation Rate	<u>Employment Rates:</u> 324 students out of 414 are employed in the field of Audio Production 79% Employment Rate

## DEPARTMENT OF EDUCATION

### 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.

### Student Demographics Fall Enrollment 2023

<u>Total Fall Enrollment:</u> 637	<u>Attendance Status:</u> 100% Full Time Students	<u>Gender:</u> 86% Male 14% Female
<u>Ethnicity &amp; Race</u> 2% American Indian or Alaskan 24% Hispanic/Latino 7% Two or more races	2% Asian 0% Native Hawaiian 0% Race/Ethnicity Unknown	12% Black or African American 53% White 0% Non-Resident Alien

### 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 post-secondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

<u>Retention Rates</u> Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.	<u>Graduation Rates</u> Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program
Retention Rates For First Time Students 90%	Graduation Rates For First Time - Full Time Students 65%

### Graduation Rates By Time To Completion

Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time			
Graduation Rates For Students Who Began Their Program In 2019-20	50%	Graduation Rates For Students Who Began Their Program In 2020-21	65%



# ADDENDUM A CONTINUED

## DEPARTMENT OF EDUCATION CONTINUED

### Financial Aid 2022-2023

#### Financial Aid Statistics

Total Grant Aid Received \$1,280,947  
By All Undergraduate Students

Number Of Undergraduate Student Who Received A Pell Grant 340

#### Percentage of Students Receiving Grant Aid by Type

36% - Federal  
36% - Pell  
35% - Other Federal  
0% - Institutional Grants & Scholarships  
1% - State/Local Government Grants or Scholarships

#### Percentage of Students Receiving Loans by Type

59% - Total Loans  
58% - Federal  
5% - Non-Federal

#### Average Amount of Grant Aid Received by Type

\$3,679.00 - Total Grants  
\$3,747.00 - Federal  
\$3,698.00 - Pell  
\$118.00 - Other Federal

#### Average Amount of Loans by Type

\$6,073.00 - Total Loans  
\$ 5,121.00 - Federal  
\$12,935.00 - Non-Federal

### Cohort Default Rates

#### Three Year Official Cohort Default Rates

Fiscal Year	2021	2020	2019
Default rate	0%	0%	2.6%
# In Default	0	0	9
# In Repayment	332	376	334

# ADDENDUM A CONTINUED

## 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

<u>Criminal Offense:</u>	<u>Total Occurrences on Campus</u>			<u>Total Occurrences Public Property</u>		
	2021	2022	2023	2021	2022	2023
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 - Nonforcible	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

### CRIMINAL OFFENSES - GILBERT SATELLITE

<u>Criminal Offense:</u>	<u>Total Occurrences on Campus</u>			<u>Total Occurrences Public Property</u>		
	2021	2022	2023	2021	2022	2023
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 - Nonforcible	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

<u>Law Violation</u>	<u># of Arrests on Campus</u>			<u># of Arrests Public Property</u>		
	2021	2022	2023	2021	2022	2023
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

### ARRESTS - GILBERT SATELLITE

<u>Law Violation</u>	<u># of Arrests on Campus</u>			<u># of Arrests Public Property</u>		
	2021	2022	2023	2021	2022	2023
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

<u>Law Violation</u>	<u># of Arrests on Campus</u>			<u># of Arrests Public Property</u>		
	2021	2022	2023	2021	2022	2023
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

<u>Law Violation</u>	<u># of Arrests on Campus</u>			<u># of Arrests Public Property</u>		
	2021	2022	2023	2021	2022	2023
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

### VAWA OFFENSES - TEMPE CAMPUS

<u>Crime</u>	<u># of Arrests on Campus</u>			<u># of Arrests Public Property</u>		
	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

### VAWA OFFENSES - GILBERT SATELLITE

<u>Crime</u>	<u># of Arrests on Campus</u>			<u># of Arrests Public Property</u>		
	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

# ADDENDUM A CONTINUED

## Crime Statistics continued

### HATE CRIMES - TEMPE CAMPUS 2023

<u>Criminal Offense:</u>	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin	
<u>Occurrences Of Hate Crimes on Campus</u>								<u>Occurrences Of Hate Crimes Public Property</u>						
Murder/ Non-negligent manslaughter	0	0	0	0	0	0		Murder/ Non-negligent manslaughter	0	0	0	0	0	0
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 - Forcible	0	0	0	0	0	0
Sex offenses - Nonforcible	0	0	0	0	0	0		Sex offenses - Nonforcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0		Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0		Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0		Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0		Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0		Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0		Simple assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0		Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0		Intimidation	0	0	0	0	0	0
Destruction/damage/ property vandalism	0	0	0	0	0	0		Destruction/damage/ property vandalism	0	0	0	0	0	0

### HATE CRIMES - GILBERT CAMPUS 2023

<u>Criminal Offense:</u>	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin	
<u>Occurences Of Hate Crimes on Campus</u>								<u>Occurences Of Hate Crimes Public Property</u>						
Murder/ Non-negligent manslaughter	0	0	0	0	0	0		Murder/ Non-negligent manslaughter	0	0	0	0	0	0
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 - Forcible	0	0	0	0	0	0
Sex offenses - Nonforcible	0	0	0	0	0	0		Sex offenses - Nonforcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0		Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0		Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0		Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0		Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0		Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0		Simple assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0		Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0		Intimidation	0	0	0	0	0	0
Destruction/damage/ property vandalism	0	0	0	0	0	0		Destruction/damage/ property vandalism	0	0	0	0	0	0

### UNFOUNDED CRIMES

<u>Total Unfounded Crimes</u>	2021	2022	2023
	0	0	0

# ADDENDUM B

## MASTER RECORDING PROGRAM II TUITION

### Cost of Attendance

#### Tuition Breakdown

**Credit Hours** 43.50 hours

Registration Fee	\$150.00
Supplies & Fees*	\$3,700.00
<u>Tuition</u>	<u>\$21,250.00</u>
<b>TOTAL PRICE</b>	<b>\$25,100.00</b>

\*Fees that are not part of the tuition payment could be charged for the below changes to your enrollment. 3% fee will be added to all Credit Card Payments.

### Books & Supplies Breakdown

<b>Laptop Recording Package</b>		<b>Software Package</b>	
<b>\$2,388.00</b>		<b>\$1,072.00</b>	
Apple Macbook Pro with accompanied 1TB USB 3.2 external hard drive and USB HUB	\$1,842.00	Apple Pro Apps for Education BMGE2Z/A	\$199.00
UA Volt476 Audio Interface UPC 1993700322	\$198.00	iZotope Plug-in Bundle Includes Insight   Ozone   RX Ozone Standard EDU -OZ9STD RX Standard EDU - RX9STD Insight 2 EDU - 90-IN2	\$355.00
WA-47 JR Microphone UPC 713541493124	\$179.00	Pro Tools 3 year UPC 90OZ9STD90RX9STD90IN2	\$299.00
Warm Audio Pro XLR Cable	\$20.00	Sonarworks Software	\$40.00
Warm Headroom Headphones UPC 850031640191	\$149.00	UA Producer's Plugin Bundle	\$179.00
<b>Textbooks</b>		<b>Supplies</b>	
<b>\$130.00</b>		<b>\$110.00</b>	
CRAS Pro Tools Coursework 100	\$50.00	Laptop Protection Plan	\$50.00
CRAS Post Production Coursework	\$50.00	Laptop Bag	\$25.00
Entertainment Law: Music ISBN 979-8-9868756-3-7	\$30.00	Mobile Device Management Fee	\$35.00
<b>TOTAL FOR PROGRAM:</b>	<b>\$3,700.00</b>		

*This revision of the books and supplies list is accurate as of January 2024*

### Additional Fees

<b>Enrollment Fees:</b>	<b>Fee:</b>
Enrollment Date Change	\$100.00
Re-Cycle	\$1,000.00
Re-Entry	\$1,000.00
Equipment Restocking Fee	\$500.00

### Cost Per Individual Subject

#### Individual Subjects

<u>Course Name</u>	<u>Credit Hours</u>	<u>Cost Per Subject</u>	<u>Course Name</u>	<u>Credit Hours</u>	<u>Cost Per Subject</u>
AB100 - Audio Business	1.0	\$488.00	AB200 - Audio Business	1.0	\$488.00
CT100 - Core Technologies	4.5	\$2,199.00	LS200 - Live Sound	1.5	\$733.00
LS100 - Live Sound	1.0	\$488.00	MP200 - Music Production	9.0	\$4,396.00
MP100 - Music Production	8.5	\$4,153.00	MP300 - Music Production	1.5	\$733.00
MT100 - Multimedia Technologies	4.0	\$1,954.00	IN100 - Internship	3.0	\$1,466.00
PT100 - Pro Tools	4.5	\$2,199.00	IN200 - Internship	4.0	\$1,953.00

# ADDENDUM B CONTINUED

## Cost of Attendance 2024/2025

Cost of attendance (COA) is a college's total estimated expenses including tuition and fees, books and course materials, supplies and equipment, food and housing, transportation, loan fees, and miscellaneous expenses. A school's cost of attendance is used to determine each student's eligibility for financial aid such as grants and loans. The estimated COA for CRAS is as follows:

### Students **NOT** Living with Parents

Tuition	\$20,409.00	Food and Housing	\$12,540.00
Fees	\$150.00	Transportation	\$3,740.00
Books, Course Materials, Supplies, and Equipment	\$3,700.00	Miscellaneous Personal Expenses	\$3,938.00
<b>Total Cost of Program</b>	<b>\$24,259.00</b>	<b>Estimated Cost of Attendance</b>	<b>\$44,477.00</b>

### Students Living with Parents

Tuition	\$20,409.00	Food and Housing	\$6,281.00
Fees	\$150.00	Transportation	\$3,740.00
Books, Course Materials, Supplies, and Equipment	\$3,700.00	Miscellaneous Personal Expenses	\$3,938.00
<b>Total Cost of Program</b>	<b>\$24,259.00</b>	<b>Estimated Cost of Attendance</b>	<b>\$37,855.00</b>

## ACADEMIC CALENDAR MRPII

Start Date	Campus Switch 18th Week	Class Complete 36th Week	Graduation 48th Week
07/18/2025	11/24/2025	04/10/2026	07/03/2026
08/08/2025	12/15/2025	05/01/2026	07/24/2026
08/29/2025	01/19/2026	05/22/2026	08/14/2026
09/19/2025	02/09/2026	06/12/2026	09/04/2026
10/10/2025	03/02/2026	07/03/2026	09/25/2026
10/31/2025	03/23/2026	07/24/2026	10/16/2026
11/21/2025	04/13/2026	08/14/2026	11/06/2026
12/12/2025	05/04/2026	09/04/2026	11/27/2026
01/16/2026	05/25/2026	09/25/2026	12/18/2026
02/06/2026	06/15/2026	10/16/2026	01/22/2027
02/27/2026	07/06/2026	11/06/2026	02/12/2027
03/20/2026	07/27/2026	11/27/2026	03/05/2027
04/10/2026	08/17/2026	12/18/2026	03/26/2027
05/01/2026	09/07/2026	01/22/2027	04/16/2027
05/22/2026	09/28/2026	02/12/2027	05/07/2027
06/12/2026	10/19/2026	03/05/2027	05/28/2027



# ADDENDUM C

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## Resources

### Student Resources

#### **6.21.4 DRUG & ALCOHOL RESOURCES**

addendum to page 38 revised 2/21/19

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)
National Cocaine Hotline	(800)COCAINE (262-2463)
National Council on Alcoholism & Drug Dependence, Inc.	(800)622-2255

Alcoholics Anonymous contact information can be found in local telephone directories.

#### **7.10 WELLNESS RESOURCES**

addendum to page 43 revised 2/21/19

National Suicide Prevention Lifeline Call	988
Crisis Text Line Text HOME to 741741	
Chat with a trained Crisis Counselor 24/7	
National Alliance on Mental Illness	(800)273-TALK (8255)
Veterans Crisis Line	(800)950-NAMI (6264)
National Domestic Violence Hotline	(800)273-8255 #1. Text: 838255 (800)799-SAFE (7233)
National Sex Assault Hotline	(800)656-HOPE (4673)

#### **8.5.11 SEXUAL OFFENSE RESOURCES**

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

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

# ADDENDUM D VETERANS

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## Program Credit | Clock Hour Breakdown

Master Recording Program II	Credit	Clock*
Music Production – MP100	8.5	194
Music Production – MP200	9.0	205.5
Music Production – MP300	1.5	34.5
Multimedia Technologies – MT100	4.0	96.5
Audio Business – AB100	1.0	24
Audio Business – AB200	1.0	24
Core Technologies – CT100	4.5	107
Pro Tools – PT100	4.5	100
Live Sound – LS100	1.0	30.5
Live Sound – LS200	1.5	42
Internship – IN100	3.0	120
Internship – IN200	4.0	160

All courses include Review and Final Examinations

Total Program Credit Hours:	43.50
Total Program Clock Hours:	1,138
Total Program Weeks:	48 weeks

\* DEFINITION OF A CLOCK HOUR – A clock (or contact) hour is defined as a minimum of fifty (50) minutes of supervised or directed instruction in a sixty (60) minute period.