Association of Independent Colleges of Art and Design

Mobility Program

Eligibility Checklist
Schools Policies Application

Academic Advising & Registration Office
Yamasaki Bldg. 1st FL.
Room #A100
313.664.7672/7401

Revised – 05/09
ELIGIBILITY FOR MOBILITY

• You must have junior or first semester senior standing

• Your college G.P.A. must be 2.70 or higher.

• Suspension and probation students are **not** eligible.

• You must have been enrolled at CCS within the past four semesters.

• You must have the written approval and recommendation of your department chairperson.

• You must read and complete the Mobility Application and Checklist attached to this packet and then schedule an appointment with the Mobility Coordinator in the Academic Advising and Registration Office. You can make an appointment by calling 313-664-7672 or coming into the office.

• You must submit your completed application to the Mobility Coordinator by the following deadline:

  **Fall Term: March 26**  **Winter Term: October 20**
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<thead>
<tr>
<th>School</th>
<th>Location</th>
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<tbody>
<tr>
<td>Alberta College of Art &amp; Design</td>
<td>Calgary, Alberta, Canada</td>
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<td>Art Academy of Cincinnati</td>
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<td>Art Institute of Boston</td>
<td>Boston, Massachusetts</td>
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<td>California College of the Arts</td>
<td>Oakland, California</td>
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<td>Cleveland Institute of Art</td>
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<td>Cooper Union School of Art</td>
<td>New York, New York</td>
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<td>Washington, DC</td>
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<td>Emily Carr Institute of Art &amp; Design</td>
<td>Vancouver, British Columbia, Canada</td>
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<td>Kansas City Art Institute</td>
<td>Kansas City, Kansas</td>
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<td>Laguna Beach, California</td>
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<td>Lyme Academy College of Fine Arts</td>
<td>Old Lyme, Connecticut</td>
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<td>Maine College of Art</td>
<td>Portland, Maine</td>
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<td>Maryland Institute College of Art</td>
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<td>Memphis College of Art</td>
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<td>Milwaukee, Wisconsin</td>
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<td>Montserrat College of Art</td>
<td>Beverly, Massachusetts</td>
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<td>Moore College of Art &amp; Design</td>
<td>Philadelphia, Pennsylvania</td>
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<td>Nova Scotia College of Art &amp; Design</td>
<td>Halifax, Nova Scotia, Canada</td>
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<td>Ontario College of Art &amp; Design</td>
<td>Toronto, Ontario, Canada</td>
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<td>Oregon College of Art &amp; Craft</td>
<td>Portland, Oregon</td>
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<tr>
<td>Otis College of Art &amp; Design</td>
<td>Los Angeles, California</td>
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<tr>
<td>Pacific Northwest College of Art</td>
<td>Portland, Oregon</td>
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<tr>
<td>Pennsylvania Academy of the Fine Arts</td>
<td>Philadelphia, Pennsylvania</td>
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<tr>
<td>Rhode Island School of Design</td>
<td>Providence, Rhode Island</td>
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<tr>
<td>Ringling School of Art &amp; Design</td>
<td>Sarasota, Florida</td>
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<tr>
<td>San Francisco Art Institute</td>
<td>San Francisco, California</td>
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<tr>
<td>School of the Art Institute of Chicago</td>
<td>Chicago, Illinois</td>
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<td>School of the Museum of Fine Arts, Boston</td>
<td>Boston, Massachusetts</td>
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<tr>
<td>University of the Arts</td>
<td>Philadelphia, Pennsylvania</td>
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Updated 5/30/09
MOBILITY CHECKLIST

☐ **Read** the entire Mobility Application and materials!

☐ **Complete** the Mobility Application – Parts A, B, C, & D. Signatures from your Department Chairperson and the Academic Dean must be included.

☐ **Complete** the TRANSFER PRE-APPROVAL FORM. All studio and academic courses to be taken at the Host Institution must be approved by the respective Department Chair (Liberal Arts courses must be signed off by the Chair of Liberal Arts, studio classes must be signed off by your Department Chair) and be placed into your CCS curriculum.

☐ The portfolio you intend to send to the Host Institution for acceptance to their school must include 6-10 labeled slides or documents placed on a CD-ROM. It is a good idea to go over your portfolio with your Department Chair prior to mailing.

☐ You must include one Letter of Recommendation from your Department Chair OR a CCS faculty instructor.

☐ You must include a Statement of Purpose. Be sure that all words are spelled correctly and all sentences are grammatically correct. The Director of the Student Success Center can assist you. Call 313-664-7680 to schedule an appointment.

☐ Include a padded, self-addressed, stamped envelope for the return of your slides or CD. You may purchase envelopes from our mailroom. They can print the return postage on the envelope for you (include the slides/CD in the envelope prior to weighing). You are responsible for the cost.

☐ **Official** transcripts must be included. Request them from the Registration Office. There is no cost if you are requesting them for the Mobility Program. Please allow at least one week for processing.

☐ Make an appointment with the Mobility Coordinator in the Academic Advising and Registration Office at least one week prior to CCS Mobility Application Deadline.
   (Fall: March 26   Winter: October 20)

☐ When you have been accepted to the Host Institution, you agree to:

   ☐ Make the initial tuition payment at CCS.

   ☐ Register for Mobility at CCS. Course code is (Dept. Code) 505. The number of credits is the number you will be taking at the Host Institution.

       Contact the Host Mobility Coordinator for Registration, Advising and Student Life issues.

       Have your transcripts sent to CCS from the Host Institution upon completion of the mobility semester.

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TO BE CHECKED OFF BY THE MOBILITY COORDINATOR:

☐ Completed Application

☐ Letter from Mobility Coordinator is included

☐ Official transcripts are included

☐ Envelope is addressed with label

☐ Transfer Course Approval Form distributed.

☐ Three copies of Mobility Packet and materials are on file
Introduction. This Program provides an opportunity for students from AICAD schools in the United States and Canada to study for one semester at another AICAD school. It offers the experience and benefit of studying at a different school and living in a different geographic area.

Eligibility. The AICAD Mobility Program is open primarily to full-time students in their junior year, who are in good standing and who otherwise meet eligibility requirements of their specific program. Students choose which school they wish to attend in the Mobility Program. However, the Host School retains sole discretion to accept or decline an application or selection of courses.

Application Deadlines. Applications must be received by the Host School no later than:

- Fall term: April 10
- Spring term: November 1

Application Procedure. The Mobility student is solely responsible for the timely submission of the application materials to the Mobility Coordinator of their Home School. This includes:

- The completed AICAD Application Form, along with required signatures, proposed program of study, and Statement of Purpose;

- Official transcripts of all college-level work completed at the Home School to date (available from the Home School Registrar's Office); and

- 6 to 10 slides of work, including work in the proposed area of study, labeled with name of student, title of the work, medium, and dimensions. Note: If an applicant requests that slides be returned, a self-addressed stamped envelope suitable for mailing must be included. The Host School cannot be responsible for loss or damage; do not to send your only set of slides.

Tuition and Fees. Tuition is payable to the student's Home School. A voucher indicating that tuition has been paid is issued by the Home School to the student and must be presented to the Host School at registration. If a student has made the required payment to the Home School but has not received a voucher, she/he must contact the Home School Mobility Coordinator immediately. The student will receive the regular financial aid award, if any, to which they are entitled.

Laboratory fees, student service fees and other fees may be charged to the student by the Host School. These are billed by and payable directly to the Host School, and must be paid before registration. These fees vary by institution and program, so students should contact the Mobility Coordinator of the Host School to determine which fees will be required at registration.

Grades. Grades received from the Host School during Mobility study will become a part of the student's official record at their Home School, in accordance with the Home School's policies for such study. Host Schools should not count mobility students in their registration statistics.

Over........
While at the Host School, the student will be governed by the academic regulations of the Host School and will not be eligible for student aid or employment from the Host School. The Host School is responsible for notifying the Home School of any deficiencies during the semester.

**Medical Insurance.** Nearly every AICAD college requires students to obtain or furnish proof of medical insurance. Check with your Host School to determine its policies. If you have no insurance you will most likely be expected to purchase it from the Host School. If you have insurance, be sure to obtain proof of insurance from your Home School before you depart.

**Housing.** Housing is the responsibility of each student. Host Schools have no obligation to provide housing and their dorms are often full. A student wishing to live in a Host School's dorm should make this known at the time of application. Fees for Room and Board are billed by and payable directly to the Host School. If dorms are full, off-campus housing information may be obtained from the student services or housing office of the Host School. Students should plan ahead and investigate all housing options at the time of application.

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**Responsibilities of the various participants in the AICAD Mobility Program**

**Students** are responsible for:

- Completing the application process in a timely manner so as to meet deadlines;
- Obtaining all required signatures and approvals at their Home School;
- Registering at their Home School as required for the Mobility semester;
- Making their own housing arrangements for the Mobility semester; and
- Being aware of all fees and other requirements at the Host School, including insurance.

**Mobility Coordinators** at the **Home Schools** are responsible for:

- Providing students with AICAD Mobility Program information and applications;
- Verifying the eligibility of students from their school applying to the Mobility Program;
- Forwarding completed application materials to the intended Host School;
- Providing verification that all financial obligations are met for the Mobility semester; and
- Providing verification of student medical insurance if obtained through the Home School.

**Mobility Coordinators** at the **Host Schools** are responsible for:

- Informing the applicant and Home School Coordinator of the decision on the application;
- Informing accepted students of registration dates and related fees;
- Informing accepted students of any other special Mobility requirements; and
- Sending completed student transcripts to the Home School as soon as possible.

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**Application Deadlines.** Applications must be received by the Host School no later than:

- **Fall term:** April 10
- **Spring term:** November 1
AICAD MOBILITY APPLICATION

TO BE COMPLETED BY THE APPLICANT AND RETURNED TO YOUR HOME SCHOOL MOBILITY COORDINATOR. PLEASE PRINT CLEARLY OR TYPE.

PART A

Name of applicant:
______________________________________________________________

I attend (Home School):
______________________________________________________________

I wish to attend (Host School):
______________________________________________________________

I am applying to the Host School for Mobility for the following semester:
Fall 200__  (deadline April 10)  Spring 200__  (deadline November 1)

Major area of study: __________________________  Year Level: __________

Local address : _________________________________________________________________

Local telephone: ___________________________  Local Email: __________________________________

Local address valid until: ________________  Permanent Email: _________________________

Permanent address (if different from above):  _________________________________________

Social Security Number: _____________________________

PART B

PROPOSED PROGRAM AT HOST SCHOOL: Consult the Host School catalog for information about course offerings and content. Each student is responsible for fulfilling all the course requirements of their Home School. It is imperative that you discuss in advance with your academic advisor or department chair, as appropriate, all courses that will be taken on Mobility. Host Schools retain the right to cancel, substitute, limit or otherwise alter courses offered in a given semester and to set pre-requisites or conditions for registration in all courses.

The courses I plan to take while on Mobility at the Host School are:

Over.......
PART C

STATEMENT OF PURPOSE: Please write a Statement of Purpose and submit it with this Application. Although the Statement should be concise, it should be a thoughtful consideration of your goals and reasons for seeking Mobility. It should discuss how the proposed study at the Host School relates to your education and career goals. Attach an additional sheet as necessary.

PART D

TO THE APPLICANT: I have read and I accept the terms of the AICAD Mobility Program as described in this Application. I understand it is my responsibility to meet the terms of eligibility and that the Host School has sole discretion in determining acceptance as an Mobility student. The AICAD Mobility Program provides students the opportunity for short term study at another institution. In this spirit, students may not apply for permanent transfer to the Host School while participating in the Mobility Program. I request that upon completion of my study at the Host School a transcript of my completed courses and grades be sent to my Home School and be included in my permanent record. Acceptance as a Mobility student at the Host School is conditional on my being in academic good standing at the completion of the most recent semester of study prior to the Mobility semester and meeting all financial obligations at the Home School.

Applicant Signature                    Date

APPLICANT: After completing this form, you must obtain the following approvals from your Home School. The Mobility Coordinator's signature is required. Please consult with your Mobility Coordinator to determine which other signatures are required by your Home School. Be sure to keep a copy of this form for your own records!

1. Advisor or Dept. Chair Signature    Name & Title    Date

2. Dept. Chair or Dean Signature      Name & Title    Date

3. Home Mobility Coordinator Signature Name & Title    Date

Coordinator's Email                  Phone #
COLLEGE FOR CREATIVE STUDIES
TRANSFER STUDIO CREDIT APPROVAL FORM

YOU MUST HAVE THE DEPARTMENT CHAIR SIGN THIS FORM

DATE: ____________________________

STUDENT NAME: ____________________________  SS# or ID#: ____________________________

THE COLLEGE/UNIVERSITY YOU PLAN TO ATTEND: ____________________________

THE SEMESTER YOU PLAN TO REGISTER FOR: ____________________________

**NOTE - INCLUDE COURSE DESCRIPTION FROM COLLEGE CATALOG WITH THIS FORM.

LIST THE COURSES YOU PLAN TO REGISTER FOR:

OTHER INSTITUTION COURSE CODE - COURSE TITLE - NO# OF CREDITS

[1] ____________________________
[2] ____________________________
[3] ____________________________
[4] ____________________________
[5] ____________________________
[6] ____________________________

OFFICE USE ONLY

TO BE FILLED OUT BY THE DEPARTMENT CHAIR, OR MOBILITY COORDINATOR

COLLEGE FOR CREATIVE STUDIES COURSE PLACEMENT OF THE ABOVE COURSES:

CCS COURSE CODE - COURSE TITLE - NO# OF CREDITS

[1] ____________________________
[2] ____________________________
[3] ____________________________
[4] ____________________________
[5] ____________________________
[6] ____________________________

DEPARTMENT CHAIR’S SIGNATURE  DATE MOBILITY COORDINATOR’S SIGNATURE  DATE

**Note - For Studio Courses or Particular Liberal Arts Courses this form goes to the Department Chair.
For Mobility Courses this form goes to Mobility Coordinator.

***Note - You must complete course with a 2.0 or better in order to transfer.
COLLEGE FOR CREATIVE STUDIES
TRANSFER LIBERAL ARTS CREDIT APPROVAL FORM
YOU MUST HAVE THE DEPARTMENT CHAIR SIGN THIS FORM

| DATE: | |
|------------------|
| STUDENT NAME: | SS# or ID#: |

THE COLLEGE/UNIVERSITY YOU PLAN TO ATTEND: 

THE SEMESTER YOU PLAN TO REGISTER FOR: 

**NOTE-INCLUDE COURSE DESCRIPTION FROM COLLEGE CATALOG WITH THIS FORM.**

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DEPARTMENT CHAIR’S SIGNATURE     DATE    MOBILITY COORDINATOR’S SIGNATURE     DATE

**Note -** For Studio Courses or Particular Liberal Arts Courses this form goes to the Department Chair.
For Mobility Courses this form goes to Mobility Coordinator.

***Note -** You must complete course with a 2.0 or better in order to transfer.
COLLEGE FOR CREATIVE STUDIES
TRANSCRIPT REQUEST

Name ___________________________________________ Social Security #_____________________

Current Address _______________________________________________________________________

Home Phone ____________________________ Work Phone ____________________________

Other Name(s) Academic Records Could Be Under ___________________________________________

Address while Attending CCS

____________________________________________________________________________________

Dates Attended CCS ______________________ Date of Graduation (If Any) _________________

Department/Major (If Any)

____________________________________________________________________________________

Please release my transcripts to the Person/Institution named below. I understand that there is a charge
per copy due at the time of the request. I further understand that it is my responsibility to provide CCS
with the complete and accurate address of the recipient of the transcript.

Student’s Signature/Date ________________________________

Send to:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Registration Office Use

☐ Holds ___________ Date Received ___________

FEE WAIVED FOR
MOBILITY