

# Cleveland School of Audio Recording

School Catalogue – 2023-2024



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6001 West Creek Rd  
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**INTRODUCTION**

Welcome to the Cleveland School of Audio Recording! Our 24-week *Intro to Audio Engineering* program will take you through the fundamentals of audio engineering and introduce you to some of the tactics used to create the industry's best sounding recordings. Our qualified instructors have over 45 years combined professional experience in the industry, and have worked with some of the biggest names in music today. You will work both in groups and 1-on-1 with our instructors mastering certain concepts, theories, and hands-on techniques of recording and mixing audio.

Students will be subjected to two (2) mandatory lessons per week consisting of lecture and lab time. Additional "open labs" will be available further in the program allowing you to supplement what you've learned and experiment with new techniques. You will also have the chance (and our encouragement) to sit in on real, professional recording & mixing sessions engineered by the staff at Lava Room Recording - Cleveland's premiere full-service commercial studio. Upon completion of the program you will receive a certificate of completion signifying your accomplishment and that you are now equipped with the proper knowledge and skills to begin a career in the audio industry!

This catalog will list in detail school policies and regulations, overview of the curriculum/program materials, faculty/administration detail and qualifications, school calendar, state/federal aid requirements, and other pertinent school & admission information.

**ADMISSION REQUIREMENTS**

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Cleveland School of Audio Recording requires the following for admittance into the *Intro to Audio Engineering* program:

- Potential students must submit application with \$50 processing fee
- High School Diploma or equivalent
- Minimum 2.0 cumulative high school GPA OR minimum 2.75 cumulative college GPA (transcripts must be sent by official school faculty member and submitted as part of application)

**ENROLLMENT**

Potential students may apply for an academic term no more than one hundred eighty (180) days before the term they are applying for begins. The enrollment deadline for a specific term is sixty (60) days prior to the start of said term. The 2023-2024 enrollment dates are as follows:

**WINTER 2023**

Term: January 2, 2023 - June 21, 2023

Enrollment Period: July 9, 2022 - November 2, 2022

Withdrawal Deadline: March 3, 2023

**SUMMER 2023**

Term: April 2, 2023 - September 22, 2023

Enrollment Period: October 15, 2022 - February 8, 2023

Withdrawal Deadline: June 9, 2023

**FALL 2023**

Term: October 2, 2023– March 23, 2024

Enrollment Period: April 15, 2023 – August 9, 2023

Withdrawal Deadline: December 8, 2023

**WINTER 2020**

Term: January 8, 2024 - June 19, 2024

Enrollment Period: July 8, 2023 - November 8, 2023

Withdrawal Deadline: March 8, 2024

**SUMMER 2020**

Term: April 1, 2024 - September 20, 2024

Enrollment Period: October 15, 2023 - February 7, 2024

Withdrawal Deadline: June 7, 2024

**TUITION**

Registration Fee: \$50.00

Course Materials Fee: \$2,550.00

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Lab Fee:	\$5,950.00
Tuition Fee:	\$6,450.00
TOTAL COST:	\$15,000.00

Registration/Application fee due at time of submission. Tuition cost above covers one (1) full term. All payments must be submitted at least ten (10) business days prior to student's projected start date.

**REFUND POLICY**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code Section 3332-1-10.1. There is one (1) academic term for this program that is two hundred (200) clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first day of class and after the 5-day cancellation period will be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% complete will be obligated for 25% of tuition cost and refundable fees plus the registration fee
3. A student who withdraws after the academic term is 15% complete but before the term is 25% complete will be obligated for 50% of tuition and refundable fees plus registration fee.
4. A student who withdraws after the term is 25% complete but before the term is 40% complete will be obligated for 75% of the tuition and refundable fees plus registration fee.
5. A student who starts class and withdraws after the academic term is 40% complete will not be entitled to any refund of tuition and refundable fees including registration fee.

**PROGRAM CONTENT**

*Program: Introduction to Audio Engineering - 204 CLOCK HOURS (includes labs and mandatory 8 hours per week session time)*

- I. Introduction to the Audio Industry (8 Hours)

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- i. Students will be introduced to the structure, personnel, common vocabulary, etc., of the music industry with a specific focus on audio & recording
  - ii. Students will be made to understand the differences in studios and the basic 3-phase recording process.
- II. Basic Sound & Hearing (8 Hours)
- i. Discover how the inner workings of the ear as well as how and why we perceive sound, loudness, direction, and more! The basics of frequencies, amplitude, sound pressure waves, acoustic envelopes, and psychoacoustics are explained in detail.
- III. Microphones & Recording Audio (32 Hours)
- i. During the *Microphones* portion of the program, the students will begin to see the intricacies of recording sound starting at the source. They will receive a full understanding of the different types of microphones along with their uses, techniques, strategies and more.
  - ii. Students will also begin to develop an understanding of different instruments including the manner in which they emanate sound.
- IV. Analog: Past Present or Future? (8 Hours)
- i. A brief look into the past (and present) world of analog tape recording, and how it effects our approach to modern recording techniques.
  - ii. Students will deduce new, creative, and innovative ways to incorporate the 'analog sound'
- V. Introduction to Digital Audio (16 Hours)
- i. Upwards of 90% of the audio we record and consume everyday is digital. Students will learn and understand the 'Analog-to-Digital' process and the advantages to working in a primarily digital environment.
  - ii. Students will receive a brief, formal introduction to Digital Audio Workstations and begin to learn the basics.
- VI. Workstations (32 Hours)
- i. A more extensive look into DAWs, including Pro Tools, and the differences between them
  - ii. Students will learn to navigate and operate Pro Tools
  - iii. Editing skills and techniques are examined and applied
- VII. MIDI (16 Hours)
- i. The importance and functionality of Musical Instrument Digital Interfaces are examined along with how they've shaped the creation of music.
  - ii. Students will learn and understand how to set up and operate a MIDI production environment
  - iii. Groove tools - including looping, warping, arranging, quantizing, and re-wiring - are introduced as one of the saving graces of MIDI and audio editing

**PROGRAM CONTENT (cont.)**

- VIII. Multimedia, The Internet, and Streaming (8 Hours)
- i. A look into different delivery media (past & present) will help students understand the technology used to get music, movies, & television to consumers.

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- ii. Students will understand the ‘multi-tasking’ environment in which most of our electronics live.
  - iii. Students will also examine how fast technology changes, and prepare themselves for how it may affect the future of the industry
- IX. Signal Processing (32 Hours)
- i. Students will learn the differences between analog and digital signal processors
  - ii. The application and proper protocol for dynamic & time-based processing is explained in detail.
- X. Mixing & Mastering (32 Hours)
- i. Proper guidelines and techniques for proper balance of a mix are covered and practiced.
  - ii. Students will also review proper editing techniques, signal processing techniques, and delivery protocol necessary to ready a track for mastering
  - iii. The intricacies of the mastering process are explained and demonstrated
- XI. Final Project & Final Exam (22 Hours)
- i. Students are required to bring an act into the studio to record and mix one song from start to finish to demonstrate the skills and knowledge attained throughout the program. Students will have twenty (20) hours of studio time to complete the project.
  - ii. Students will take a final exam comprehensive of all course and lab material covered throughout the program.

**GRADING SCALE**

Students will be graded based on the following percentage scale:

A	95-100
B	85-94
C	75-84
D	71-74
F	70 ≥ below

All coursework including quizzes, assignments, labs, exams, and attendance will be graded on a point system. Final grades will be based on the number of points the student earns versus the number of possible points total throughout the program. The letter grade received will correspond with the percentage of earned points. Unexcused absences and tardies will affect the attendance portion of the grade. Plagiarism will result in automatic “F” for that assignment.

Interim grades will be released after week 8 and week 16 of the enrolled term. These grades are to update the student of their current standing, and allow the instructor to assess progress, strengths, and weaknesses the student may be displaying.

Students are required to maintain a C average to qualify for certification.

**ATTENDANCE**

Attendance and punctuality are of the utmost importance in the music industry, and that mindset will be enforced from the start. Students are required to be present for at least 90% of



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the 200 clock hours to fulfill their graduation requirement. The percentage of clock hours fulfilled will be the 'Attendance Grade' based on the grading scale in this catalog.

An excused absence/tardy (defined as an absence/tardy excused by faculty due to emergency, death, illness, uncontrollable event, or issue deemed excusable by faculty) will be given if student can provide official documentation pertaining to the reason for absence. These absences will not affect your 'Attendance Grade' and the student will have one week following their return to make up the clock hours they have missed. If the clock hours are not made up within one week of return, they will be deducted from the fulfilled hours needed for certification.

Any unexcused absence/tardy (an absence/tardy that does not fit the description provided above) will result in the loss of those clock hours needed for certification and lower student's 'Attendance Grade'.

**STUDENT LEAVE**

Student Leave may be granted to those needing an extended range of absence. The request for a Student Leave must be made in writing with proper 'excusable' documentation and given to your instructor no less than two weeks prior to your requested leave. If the cause for the leave is an emergency, or there was no conceivable way to provide two-weeks notice, administration will fairly assess the situation and decide whether to grant the leave.

**GRADUATION/CERTIFICATION REQUIREMENTS**

To qualify for graduation, students must have fulfilled 90% of the program's total clock hours, and maintain a final grade of C or higher.

**ACADEMIC PROBATION**

Due to the length of term and high standards required for completion, there is no academic probation.

**PREVIOUS CREDIT**

All requests for credit or advancement based on previous academic credit will be handled and decided on a case by case basis. Student should submit a credit transfer form to an Administrator to check for qualification.

**STUDENT CODE OF CONDUCT**

Student understands and agrees to not violate the following code of conduct required by Cleveland School of Audio Recording. Engaging in any or all of the following is a direct violation and is subject to review and potential disciplinary action by administration:

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1. Interrupting or disrupting an authorized CSAR activity (function, event, class, lab, etc.) by impeding in any way, shape or form, the normal continuation of that activity.
2. Impeding right of any CSAR or Lava Room Recording staff member to perform normal functions and duties.
3. Impeding the movement of any CSAR or Lava Room Recording guest, client, or visitor, or interfering with the rights of those to enter, use, or leave the facility or activity
4. Infliction, attempted infliction, use, or threat of use of physical force including, but not limited to:
  - a. Bodily harm upon any person
  - b. Any action taken with the purpose or intent of inflicting bodily harm upon any person
  - c. Involuntarily inflicting bodily harm by acting without regard to harm of others
  - d. Threaten to use force or inflict bodily harm upon any person
1. Any act of harassment (defined as the act of systematic and/or continued unwanted actions of one party or a group, including threats and demands) whether on the basis of gender, sexual orientation, race, or other.
2. Any act of sexual violence, exploitation, or harassment towards others whether such conduct occurs on or off premises.
3. Taking or threatening any action that endangers the safety, physical or mental health, or life of any person.
4. Creating the reasonable fear of Violation 7 in addition to, but not limited by, stalking, violence, domestic violence.
5. Theft or attempted theft of any CSAR or Lava Room Recording property, or the property of any person or other entity, including the possession or use of stolen property.
6. Unauthorized entry into the facility whether attempted, or forcible.
7. Failure to vacate premises when asked by faculty, Lava Room Recording employee, or at closing time, unless prior approval by faculty to remain on the premises has been obtained
8. Creating a fire hazard, or other safety hazard, including setting or attempting to set fires, or improper use or possession of inflammable or hazardous substances, or endangering the safety of persons or property.
9. Any intentional false report of a bomb, fire, or any other emergency by activating any anti-emergency equipment
10. Furnishing false or misleading information or identification to a CSAR faculty or administration member regardless of means or motive.
11. Plagiarizing any work(s) regardless of means or motive
12. Furnishing false testimony, or impeding investigations or proceedings
13. Defacing, damaging, destroying, tampering, abusing, misusing, or the attempt to do so, of any property of CSAR, Lava Room Recording, or any other person or entity.
14. Bribery of offering money, items, or services to other students, administrators, or faculty members for the purpose of receiving property and/or services for one's self or another or to gain an advantage or special treatment for one's self or for another.
15. Accessing or attempting to gain access to CSAR or Lava Room Recording records with authorization.
16. Unauthorized use of CSAR or Lava Room Recording computers including but not limited to unauthorized:
  - a. Use of computer
  - b. Access to computer systems
  - c. Possession of computer software or data
  - d. Copying or use of computer software or data

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- e. Use of computer accounts
  - f. Use of computer-related equipment
  - g. Any use of the computer deemed to be unprofessional or not safe for work
21. Failure to follow reasonable directions of any school official, made in the performance of his or her duties, which are necessary for the proper conduct of authorized school activities.
22. Use of school's name or logo without express authorization of the school except to identify institutional affiliation in the authorized manner.

Faculty retains the right to remove any student violating the code of conduct from a lesson or lab by asking them to leave. Disciplinary action for violating the Student Code of Conduct may consist of temporary suspension or expulsion from the program. Full investigations will be carefully conducted by administration for violations of the Code of Conduct.

**SUSPENSIONS & EXPULSIONS**

Suspension or expulsion from the program may occur if a student violates the code of conduct. Not all violations may result in immediate suspension or expulsion, and some may be more severe than others depending on the violation. There will be no suspensions or expulsions based on academics. Students have the right to appeal any suspension or expulsion in writing within 15 days of the letter of notice received by the student. Administration will review the appeal and respond within 30 days of appeal.

If a student is suspended, and has not made an appeal or the appeal has been rejected, the clock hours missed during the suspension will be deemed unexcused absences as defined in the absences section of the catalog. If the appeal has been accepted, clock hours missed will be deemed excused absences as defined by the absences section of the catalog. All suspended students may resume classes once their suspension period ends.

If expelled, students are no longer permitted to participate in the program, lose all eligibility for completion regardless of student's status or progress at time of expulsion, and may not re-apply to the program. If student is expelled, then student is obligated for 100% of tuition and fees including registration fee. CSAR will NOT refund expelled students.

**FACULTY & ADMINISTRATION**Chief Academic Provost/ Program Instructor

Mike Brown

*Bachelor of Arts: Music Production & Engineering [1997]*

*Berklee College of Music*

Chief Operations Provost

Arthur Grice

*BA Business Leadership with Minor in Organizational Development 2015*

*Specialization in Conflict Management; Summa Cum Laude*

*Ashford University*

*Psychology and Education Pathway 1996-1997*

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*John Carroll University*

*NACE CIP Certified Inspector  
Level II (ID#17872)*

Administrative Faculty

Kate Brown

*Associate of Arts: Liberal Arts [2012]*

*Cuyahoga Community College*

Program Instructor

Chris Ebbert

*Bachelor of Science: Entertainment Business [2009]*

*Associate of Science: Recording Arts [2008]*

*Full Sail University*