

Kansas City Art Institute
Student Handbook
2011 - 2012

PHONE DIRECTORY

Academic/Transfer Student Advisor
816-802-3379

Admissions
816-802-3300

Art Store
816-802-3349

Business Office
816-802-3500

Café Nerman
816-472-4852 Ext. 4750

Campus Technology Help Desk
816-802-3502

Career Services/CASL Coordinator
816-802-3443

Chief Information Officer/Vice President
816-802-3363

Counseling
816-802-3455

Director of Academic Resources / Registrar
816-802-3466

Director of Career Services
816-802-3357

Director of Student Affairs
816-802-3397

Director of Safety and Security
816-802-3399

Disabilities Coordinator / Tutor
816-802-3485

Financial Aid Office
816-802-3448

H & R Block Artspace
816-561-5563

International Studies Coordinator
816-802-3561

Library
816-802-3390

Living Center Cafeteria
816-802-3312

Mail Room
816-802-3484

Media Center Checkout Desk
816-472-4852 Ext. 4727

Photography Lab
816-802-3330

Registrar Technical Assistant
816-802-3444

Security
816-931-6666

Student Life Office
816-802-3423

Vice President for Academic Affairs
816-802-3438

**Vice President for Enrollment
Management and Student Achievement**
816-802-3455

Visual Resources
816-802-3396

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1 STUDENT SERVICES

1.1 ACADEMIC ADVISING

Academic advisors located in the Academic Resource Center maintain records of each student's progress through the B.F.A. program. A student may set an appointment to meet with an advisor to discuss his/her standing in the degree program, or other issues relating to academic progress and degree requirements. It is advised that every student meet with an academic advisor once a semester during their freshman year and prior to each senior semester to plan their course schedule. Advisors are provided to assist you in planning your academic program. They are not authorized to change established policy of the Kansas City Art Institute. Students are solely responsible for ensuring that their academic program complies with the policies of KCAI.

1.2 ACADEMIC RESOURCE CENTER

Location: 2nd Floor, Jannes Library

Hours:

SUMMER

Monday – Friday 8:30 AM – 5:00 PM

FALL and SPRING

SEMESTER

Monday – Friday 8:30 AM – 5:00 PM

Writing Lab on 4:30 PM – 9:30 PM
Tuesday/Wednesday

WINTER INTERSESSION 8:30 AM – 5:00 PM
Monday – Friday

All KCAI students may benefit from services provided by the Academic Resource Center, located on the second floor of the Jannes Library and Learning Center. Services provided include academic advising and guidance, personal counseling, writing assistance, international services and disabilities services. It is suggested that students consult with their academic advisor each semester about their progress in their academic degree program. A student who wishes to refine their learning or writing process may meet one on one with a tutor who is trained to guide students in their academic skill development, including providing accommodations for learning and other disabilities. Free and confidential personal counseling services can also be accessed through the Academic Resource Center. Students often seek counseling in an effort to cope more effectively with the multi-faceted demands of college. Common student concerns include homesickness, adjustment to independence, depression, anxiety, relationship problems, balancing school with other activities, and time management. Academic Resource Center staff coordinate student exchange programs, international services and ESL assistance. Staff members also help students to pursue other academic opportunities such as directed studies.

Students who wish to receive accommodations for any type of disability must provide documentation of the disability to the Disabilities Coordinator. Once appropriate documentation of a disability is received, the student may choose to provide the Disabilities Coordinator written permission to disclose the nature of their disability and necessary accommodations to their course instructors. Students are also encouraged to communicate directly with their instructors regarding their learning needs. It is the student's responsibility to ensure that the appropriate documentation is on file in the Academic Resource Center.

Registration-related services, including transcripts and enrollment verification are housed in the Academic Resource Center. Questions about these and other registration topics can be addressed by the Registrar/Director of Academic Resources and other staff members in the Academic Resource Center.

Career Services is an integral component of the Academic Resource Center. Career services available to students include individual assistance in pursuing an internship, applying to graduate school, building a resume, preparing for an interview, and networking. Student services offered by the Academic Resource Center are aimed at enhancing a student's experience throughout his or her academic career at the Kansas City Art Institute.

1.3 CAREER SERVICES

Location: 2nd Floor, Jannes Library in the Academic Resource Center

Hours:

SUMMER

Monday – Friday 8:30 AM – 5:00 PM

FALL SEMESTER

Monday - Thursday 8:30 AM – 5:00 PM

Friday 8:30 AM – 5:00 PM

WINTER

INTERSESSION

Monday – Friday 8:30 AM – 5:00 PM

SPRING SEMESTER

Monday – Thursday 8:30 AM – 5:00 PM

Friday 8:30 AM – 5:00 PM

The Career Services staff assists students in developing an organized strategy to expand their career focus in conjunction with their academic progress. Beginning in the freshman year, students are exposed to career-related information, resources and services to complement their academic experiences. The services available to students include:

1.3.1 PROFESSIONAL TRAINING

- Internships for academic credit during the fall, winter, spring or summer sessions in Kansas City or across the US provide KCAI junior and senior students with professional growth and resume building opportunities. All students are encouraged to complete at least one internship during their years at KCAI.
- The sophomore Internship Prep Workshop is designed to help students be ready to enroll in an internship immediately after their sophomore year.
- The Professional Practice Series, required for juniors and seniors, is designed to bring professionals from different fields to campus to discuss possible career paths and the business side of art, including legal issues, tax and financial matters, gallery management, grant writing, and presentation skills.
- Career Services invites alumni to campus to share valuable information regarding their professional experiences and to provide networking opportunities for students.
- Career advising allows students to improve their resume and cover letter writing, interview techniques and employment strategies.

1.3.2 RESOURCE/INFORMATION CENTER

- Internet access for job and graduate school research
- Residencies, assistantships, fellowships information
- Graduate school catalog library
- Opportunities listings on the Career Services section of the KCAI Web site

Students should feel free to visit Career Services during office hours to acquaint themselves with the resources. For an appointment, call 816-802-3371 or email careerservices@kcai.edu

1.4 **ART SUPPLY STORE**

Location: South Tower, Living Center, Lower Level

Hours:

Monday – Wednesday	7:45 AM – 7:00 PM
Thursday – Friday	7:45 AM – 5:00 PM
Saturday	11:00 AM – 5:00 PM
Sunday	11:00 AM – 5:00 PM

Visa, MasterCard, American Express, Discover Credit Cards Accepted, as well as KCAI Gift cards.

It is suggested that students attend classes before purchasing textbooks. Contact the Art Store personnel for information regarding exchanges and refunds. Students may purchase a pre-paid debit card to purchase art supplies (\$750 per semester is a general suggestion, but there is no minimum dollar amount required). Many students find this an effective way to budget money for supplies.

There is no cash back or refunds on KCAI debit cards. For security issues, record and keep your KCAI debit card's twelve digit number. If your card is lost or stolen, please call the Art Store at 816-802-3436.

Checks may be cashed for the maximum amount of \$20.00 or for \$20.00 over the amount of purchase. There is a \$5.00 service charge on all returned checks.

1.5 CENTRAL SHOP

Location: 1st floor, East Building

Hours:

Monday – Thursday	8:30 AM – 5:00 PM 6:00 PM – 10:00 PM
Friday	8:30 AM – 5:00 PM
Saturday	1:00 PM – 5:00 PM
Sunday	1:00 PM – 5:00 PM

1.5.1 TOOL CHECKOUT

The Central Shop has a large and extensive power tool inventory. These tools can be checked out for four days at a time. Fines of 50 cents per tool per day are assessed for overdue tools.

1.5.2 SHOP ORIENTATION

New students and new faculty must attend a three-hour shop orientation before being permitted to use the shop facilities. Contact the shop for times and dates. All Foundation Students are certified to use the shop in conjunction with a woodworking fundamentals class.

1.5.3 SAFETY

A knowledgeable technician is on duty at all times during established hours to supervise the safe operation of power equipment and to enforce all safety rules. It is mandatory for all shop patrons to check in with the technician on duty regardless of their purpose of being in the shop.

1.5.4 RESOURCE ASSISTANCE

The Central Shop is a place you can bring your "How do I...?" and "Where can I get...?" questions.

1.5.5 TECHNICAL ASSISTANCE

Fulltime shop personnel can teach fundamental techniques of machine use as well as specific technical advice on how to accomplish a desired end.

1.5.6 SUPPLIES

Various woodworking supplies are available for purchase.

1.5.7 DEMONSTRATIONS

These are given by shop personnel (i.e. stretcher frame making, silkscreen making, etc.).

1.6 CHECK CASHING ON CAMPUS

The KCAI Art Supply and Book Store will cash personal student checks. Personal checks can be cashed for \$20.00 over the amount of purchase. No second party checks will be accepted.

The KCAI Business Office will validate personal checks of up to \$200.00, which may then be cashed (with KCAI student I.D and State-issued ID.) at Commerce Bank, 118 W. 47th Street, (816) 234-1800. The Business Office requires a \$15.00 service charge on all returned checks. Returned checks and service charges must be paid with cash or money order. After three returned checks, a student's check-writing privileges may be rescinded.

1.7 CAMPUS COMPUTING CENTERS

Jannes Lab: Jannes Library and Learning Center (816) 802-3365

Output Center: Irving Building

CE Lab: Irving Building

Foundation Labs: Irving Building and the Student Living Center

Animation Lab: Irving Building

The campus computing labs and the output center provide cutting edge equipment for creating computer-aided art, design, digital video, 3-D modeling and animation. The labs operate under the supervision of the Campus Technology staff which provides technical and limited application assistance to students, faculty and staff. The campus network infrastructure connects all lab workstations, making it convenient for students to use both local and Internet resources. Further, a variety of platforms are available, enabling students, faculty and staff to gain experience in different computing environments. Wireless connections are also available in lab spaces, providing flexibility to users who wish to use a personal machine.

The Jannes Library lab on the third floor and the information commons on the first floor are the primary public access facilities on campus for computing. Other labs and classrooms may be reserved for students enrolled in specific classes and some are scheduled throughout the day and into the evening. Note that all software required to complete assignments is available in the Jannes Lab, with the exception of software for some upper division digital requirements.

The output center is designed to provide a centralized location for large output printing. Watch the intranet site, <http://artnet.kcai.edu> for details.

Jannes Computer Lab

4538 Warwick, 3rd Floor of Jannes Library and Learning Center

Hours and Building Access: 816-802-3365 or <http://kcai.edu/library>

For important information regarding access to Jannes Computer Lab, please see the following section on Jannes Library and Learning Center hours.

User Guidelines for Jannes Computer Lab

- Student users of the Jannes Computer Lab will abide by the Computer User Code of Conduct as detailed in Section 8.2 of the KCAI Student Handbook.
- Students are asked to sign in at the lab's tech desk for each visit, and might be asked to show a student ID card by lab or library staff or by campus security.
- During most open hours, the Jannes lab is staffed by a student assistant. Lab assistants are able to assist users in the following areas: printing, color printing, scanning, logging in to CAS and management of CAS space, access to the wireless network, access to KCAI e-mail, access to KCAI's Artnet, and cash transactions (color printing, CD-RW sales, etc.)
- Lab assistants are not applications experts. As time allows, a lab assistant may provide basic assistance on the use of applications with which the assistant is familiar. Users should have a basic understanding of the applications they intend to use, and should not assume applications expertise on the part of the lab assistant.
- Black and white printing is available in Jannes computer lab (color printing is available on the first floor of Jannes Library). All printing in Jannes is tracked through the use of the P-counter print vending system, and each student is assigned a password-protected P-counter account. Students are advised to establish and maintain a P-counter balance by making a payment in the library (\$3.00 minimum per transaction, cash or check only) or in the KCAI Business Office (the Business Office also accepts credit card transactions). Charges for prints are deducted from your personal P-counter account; if your account balance is zero, you will be unable to print. The current charge for a black and white print is \$.10 for 8.5 x 11". Printing costs are subject to review, and could change.

1.7.1 CAMPUS TECHNOLOGY'S POLICY REGARDING RESIDENCE HALL SUPPORT:

- We will provide a wired network connection for each resident of the Student Living Center
- We will provide documentation and pictures on how to set up access to the Internet.
- We will provide you with a KCAI network account for accessing email, wireless services, and file sharing.
- We will provide technical support in accordance with the following:

The CT staff will provide diagnostic troubleshooting of network connectivity issues at no charge. However, the following fees will apply to all student-owned equipment accessing the Kansas City Art Institute's Network:

Each student who connects to the campus network in the Student Life Center with his or her personal computer will be charged a \$35.00 fee that covers:

- Network connectivity to the campus 20 Mbps link to the Internet
- Network file storage on the Campus Academic Server
- Licensing of campus standard software on all public access machines (not on personal machines)
- Configuration assistance for connecting to the network
- Information on access to campus network resources
- Scanning of machines for viruses
- –On Windows machines, student users will be granted, free of charge, a license to use AVG anti-virus software.

- This Kansas City Art Institute licensed AVG anti-virus software install is required on all Windows based student-owned equipment so that the Campus Technology staff can manage/stop viruses that could harm or bring down the Kansas City Art Institute network, servers or infrastructure.

*This fee does not include any hardware or software (other than AVG and ClamXav) installation or the required 10BaseT Ethernet network cable.

*The CT staff at its discretion will assist student users with the installation of software for an additional charge of \$25 per hour or \$25 per installed software package, whichever is greater. Such installations would not normally include installation of the base OS. Students must have a licensed copy of the software to be installed.

The AOL browser shall not be installed or configured as it causes conflicts with our Local Area Network

1.7.2 HARDWARE AND SOFTWARE RECOMMENDATIONS:

- Please see recommendations sheet
- An RJ45 network cable needs to be purchased from KCAI Art Supply Store.

1.8 COUNSELING SERVICES

KCAI students may receive free and confidential counseling on campus for any personal issue including depression, relationship issues, anxiety, problems adjusting to college life, and any other concern. Counseling may be on a one-time basis or more ongoing based on the individual's needs. To schedule an appointment or to learn more about counseling services, please contact the Vice President for Enrollment Management and Student Achievement at 816-802-3455, via email at BBurgard@kcai.edu or visit <http://www.kcai.edu/student-life/academic-resource-center/personal-counseling>.

If you prefer to seek off-campus counseling or are in need of a psychiatrist, the Vice President may assist with a referral as well.

1.9 CRISIS INTERVENTION SERVICES

If you or a friend is in crisis, it is important that you follow these steps:

1. If you are alone, contact a friend to be with you. Then call any of the numbers listed below. Also, please refer to the Hotline/Emergency numbers listed in this Directory.
2. If it is during KCAI office hours of 8:30 AM-5 PM Monday through Friday, contact the Vice President for Enrollment Management and Student Achievement at 816-802-3423 or contact the Director of Student Affairs at 816-802-3397. If it is after office hours, call Campus Security at 816-931-6666.
3. Call Research Psychiatric Center at 816-444-8161. This line is staffed 24 hours a day, 7 days a week. Free assessment services are available or
4. Call Two Rivers Psychiatric Hospital at 816-382-6300. This line is staffed 24 hours a day, 7 days a week. Free assessment services are available or
5. Call St. Luke's Hospital Emergency is also available to help. Although they do not have psychiatric services, they will help you in a crisis. Call 816-932-2171.

You may also call Commcare, a 24-hour mental health crisis line at 1-888-279-8188

1.10 CURRENT PERSPECTIVES

As an integral part of the curriculum, this program invites resident and guest artists, scholars, and curators, from across the United States and around the world to present their diverse ideas and works to the KCAI community. Many of these visitors also conduct small group student critiques during their stay on campus. It is not unusual for two or three guest artists to be on the KCAI campus during any given week. Contact the Vice President for Academic Affairs at 816-802-3438 for more information.

1.11 DISABILITY SERVICES GUIDE

Overview

KCAI students with disabilities (learning, physical, or psychiatric) receive individualized assistance in the Academic Resource Center. Students are invited to disclose any learning difficulties, disabilities, or special needs they may have, but such a disclosure is not mandatory. With documentation of a disability, students are provided reasonable accommodations to enhance their learning. This may include extended time for testing, preferential seating, note-taking assistance, and/or recording class sessions. The Disabilities Coordinator works closely with students who have disabilities and with written permission from the student, will communicate with instructors to ensure that the student's needs are being considered and met. Students with disabilities also have access to the standard services offered in the Academic Resource Center, including individualized academic skill development and personal counseling.

Disclosure of Disability

Students are invited to disclose the nature of their disability upon acceptance to KCAI. A disclosure of special needs form is completed by all KCAI students each summer. Students who have a documented disability must provide documentation to the Disabilities Coordinator in order to receive appropriate accommodations. Appropriate forms of documentation include a psychological report, a Section 504 Plan, an Individualized Educational Plan (IEP) completed within the past three years, or documentation from a medical or educational professional. These documents must include the nature of the disability and recommended accommodations. Without appropriate documentation, accommodations cannot be provided.

If a student discloses a disability directly to a faculty member and requests an accommodation, the faculty member must refer the student to the Disabilities Coordinator. A direct disclosure to a faculty member, without accompanying documentation from the Disabilities Coordinator, does not allow a student access to accommodations. Once a student provides documentation to the Disabilities Coordinator and provides written permission for disclosure of that information to faculty, the faculty members will receive a memo from the Disabilities Coordinator explaining the necessary accommodations.

Communication with Faculty and Staff

Students are encouraged to be self-advocates when communicating with their instructors regarding their learning needs. An open line of communication between faculty and student is vital to success at KCAI. The following steps are recommended to aid students in the process of notifying the appropriate individuals on campus.

The student should:

1. Send documentation of the disability to the Disabilities Coordinator in the Academic Resource Center.
2. Meet with the Disabilities Coordinator to discuss disclosure of the disability and need for accommodations to faculty.
3. Provide written permission to the Disabilities Coordinator so that a memo can be sent to faculty members, informing them of his/her accommodations.
4. Schedule times to meet individually with each faculty member.
5. Discuss with faculty members any accommodations that may be needed during the semester.
6. Before examinations or papers are due, schedule an appointment with the Disabilities Coordinator to ensure that all accommodations are arranged.
7. Practice self-advocating behavior.

1.12 EMERGENCY STUDENT LOANS

A current KCAI student who is in need of an emergency loan may apply to borrow from one of the college's loan funds. The loan must be repaid in full by the semester's end. The loan may only be used for education-related needs. It is the student's responsibility to complete the application process and obtain the appropriate signatures on the loan application and promissory note. The student will need to meet briefly with the Vice President for Enrollment Management and Student Achievement. Once the process has been completed the check will be disbursed to the student from the Business Office within 24 to 48 hours from the time the application is received by the Business Office. Application forms are available in the Financial Aid Office.

There are three loans available for which students may apply:

- Clarence and Anabel Shepard Loan Fund: Loans up to \$40.00, repayable within 15 days.
 - Uhlmann Student Loan Fund: Loans up to \$200.00 for emergencies such as food, housing, medical expenses, travel or supplies. Loan repayments are determined at the time of signing for the loan.
 - Rita and Irwin Blitt Fund: Loans up to \$1000 for emergency situations. Loan repayments must be completed by the end of the semester.
-

1.13 EXHIBITION SPACES

The formal exhibition spaces on campus are the Relay Zone (located in the Photography and Digital Filmmaking Dept.), the Printmaking Gallery (located in the East Bldg.), and the Painting Department Gallery (located in the Dodge Bldg.). Students are encouraged to visit these spaces weekly because of the frequency of new work being exhibited.

The annual B.F.A. exhibition opens in April at the H & R Block Artspace. All graduating seniors are invited to show one piece in the exhibition.

1.14 FINANCIAL AID OFFICE

Location: 3rd floor, Vanderslice Hall

Hours:

Monday – 8:30 AM – 5:00 PM

Friday

Kansas City Art Institute (KCAI) is committed to the excellence of private higher education. To make this kind of education accessible to needy and outstanding students, KCAI provides support through Kansas City Art Institute Scholarships. Over ninety-five percent (95%) of the students attending KCAI qualify for assistance from one or more financial aid sources.

KCAI is committed to a policy of non-discrimination on the basis of race, sex, national origin, ancestry, disability, age, religion, color, creed, sexual orientation, veteran status, marital or parental status in administration of its Financial Aid programs as required by applicable laws and regulations.

FINANCIAL AID POLICIES AND GUIDELINES

- A student needs to re-apply each year for financial aid by completing the Free Application for Federal Student Aid (FAFSA). KCAI looks first to the financial

contribution of the parents and/or student. That contribution is determined from evaluation of the data submitted to the college on the FAFSA. In addition to KCAI scholarships, other sources of aid are: Federal Pell Grants, Access Missouri Grants (for qualifying Missouri residents), Federal Supplemental Educational Opportunities Grant, Federal Work Study, Federal Perkins Loans, Federal Direct Stafford Loans and Federal Direct PLUS Loans for parents. It is recommended that students mail the FAFSA by March 15 to receive consideration for all forms of assistance, including KCAI scholarships. Assistance completing the FAFSA is available from the Financial Aid Office.

- All required documents to complete your financial aid file should be received in the Financial Aid Office prior to July 15.
- Students are encouraged to seek outside scholarships to assist with educational expenses. It is required that students notify the financial aid office when receiving outside financial assistance.
- Renewal of scholarships is based on academic achievement. Complete details are available in the Financial Aid Office.
- To continue eligibility to receive Federal Financial Aid, a student must maintain Satisfactory Academic Progress as established by KCAI.

The Executive Director of Financial Aid Compliance will notify the student in writing if financial aid eligibility is terminated.

1.15 EMPLOYMENT ON CAMPUS

About 30% of the student body works on campus in a variety of jobs. Most of these employment opportunities are funded through the Federal Work-Study programs and are available on a first come, first served basis. The amount of the maximum earnings is set by the Financial Aid Office and cannot be exceeded without their approval. Student employment on campus is coordinated through the Financial Aid Office.

During the month of August, students will receive a letter and instructions on how to obtain student employment. The student must complete both state and federal W4 forms and an I-9, as well as have his/her work-study supervisor complete a referral form prior to beginning work. Upon completion of appropriate paperwork and submission to the Financial Aid Office, the student will be issued his/her first time sheet, and will be eligible to start work.

Time sheets must be submitted each month for the time worked with no exceptions. Completed and signed time sheets must be in the Financial Aid Office by noon on the 17th of each month in order to receive a pay check on the 27th of that month. Time sheets are to be completed accurately. **If time sheets are not in the Financial Aid Office on time, the student will not receive payment until the end of the following month.**

Student employment is a privilege and responsibility. A work-study award is not a guarantee of employment, nor does it waive the employee's obligation to perform satisfactorily. For some students, it is a first work experience; for others it builds skills in areas relevant to career goals. A work-study experience can become an important item on a resume, and work-study supervisors can become future job references. To that end, a work-study job should be treated as any other position of responsibility.

1.16 DINING AT KCAI

Location: Living Center Cafeteria

Hours: (subject to change):

Monday – Friday

Breakfast	7:15 AM – 9:00 AM
Lunch	11:00 AM – 1:15 PM
Dinner	4:45 PM – 6:15 PM

Saturday – Sunday

Brunch	11:00 AM – 1:00 PM
Dinner	4:45 PM – 6:15 PM

Students not living in the KCAI Living Center can purchase a 5, 10, or 19 meal (per week) plan for on-campus cafeteria service. Living Center residents have a 19 meal (per week) board plan as part of their Living Center contract. Meal plans may be purchased in the Business Office.

Location: Café Nerman

Phone: 816-472-4852, ext. 4750

Café Nerman, located on the first floor of Vanderslice Hall, features a variety of coffee beverages, bottled drinks, sandwiches, bagels, pastries and light snack food. Please note that service hours are subject to change based on community needs.

1.17 HEALTH INSURANCE/STUDENT ASSURANCE

Kansas City Art Institute students enrolled for nine or more credit hours are covered under a student group Basic Benefits accident and sickness plan that protects the student 24 hours a day while enrolled at KCAI. The policy is generally a supplemental policy to insurance carried by the parents on behalf of the student. For more information contact Student Assurance Services at 800-520-9909 or 785-748-0870.

1.18 HEALTH SERVICES

KCAI does not provide on-campus health services to students. However, students may receive health services in the community from various sources. See listings of health departments and physicians in the Community Resources section of the handbook. Also, Take Care Health Center (TCHC) provides services to KCAI students. Located in Walgreen's, TCHC provides basic health care services and is staffed by a certified nurse practitioner, with support from a network of local medical providers. TCHC accepts most insurance plans and KCAI's student insurance (Student Assurance Services).

If you have a medical emergency, you may need to visit St. Luke's Hospital's emergency room. Contact the Student Life Office at 816-802-3423, Campus Security at 816-931-6666 or the Director of Student Affairs at 816-802-3397.

1.19 ID CARDS

Photo ID/access cards will be issued to students during orientation. Lost ID cards should be reported to security immediately since they are access cards to enter buildings. There is a \$50.00 charge to replace your ID card. Students should carry their ID at all times. Campus security may need to see your identification for admittance to campus events. The ID card is your access control card for many campus buildings, including the Living Center.

1.20 INSTALLATION OF ARTWORK IN PUBLIC AREAS

Students may put their work on view in public areas on campus. To propose an installation, students are required to complete an Art on Campus installation request form, available in the Student Life Office. The completed form should include a description of the work, medium, proposed location, dates and a signature from your department chair. The requesting student will be responsible for installation, de-installation, and maintenance of the work while on view, safety of viewers, and reclamation of the site.

Forms must be submitted to the Director of Facilities and the Vice President for Academic Affairs for final approval and at least three business days in advance of the proposed installation dates.

1.21 LIBRARY

Hours and 816-802-3390 or <http://kcai.edu/library>
Building
Access:

Hours – Fall and Spring Semesters

Monday – Thursday 8:30 am – Midnight (exception: close at 10 pm, first 3 weeks of fall semester)

Friday 8:30 am – 5:00 pm

Saturday 1:00 pm – 5:00 pm

Sunday 2:00 pm – Midnight (exception: close at 10 pm, first 3 weeks of fall semester)

- **Building Access:** Always take your student ID with you to the Jannes Library and Learning Center. You'll need your ID to enter the building after 9 p.m. and on Saturdays, and to gain access to the third floor computer lab when the library is closed. The Jannes front door is unlocked during open hours until 9 pm; the back door of Jannes opens by ID-swipe when the building is open for business.
- **Holidays and Breaks:** Hours are curtailed during semester breaks, through the summer and on holidays. Phone 816-802-3390 for detailed information on summer hours, holidays and breaks, or check <http://kcai.edu/library>
- **Inclement weather:** Jannes Library and Jannes Computer Lab usually conform to the campus schedule in effect during inclement weather. If classes are cancelled, the library is most likely closed. Announcement of class cancellation

due to inclement weather is made on the KCAI web site **home page**. Also check the library circulation desk phone at 816-802-3390.

1.21.1 RESOURCES

The Library supports the information, research and visual resource needs of KCAI students, faculty and staff. The Library collections are developed specifically to support the college's academic programs, with the majority of materials selected by faculty. Our collections house 30,000 volumes, including circulating books, periodicals, reference resources, special collections, rare books, and electronic books. The Library subscribes to approximately 100 periodicals in print and to several research databases online, including Art Full Text, Art Index Retrospective, ARTstor, Academic Search Elite, Oxford English Dictionary, AskArt, and JSTOR's Arts & Sciences 3 collection. The library's online resources are available to students 24/7, via any internet-connected computer. Jannes Library offers wireless access throughout the building, nine computer workstations and grayscale and color printer/copiers on the first floor, and a multiple-workstation computer lab on the third floor.

1.21.2 CIRCULATION POLICIES – JANNES LIBRARY

Students who borrow items from Jannes Library are responsible for understanding and abiding by the library's loan regulations, including payment of fines for overdue items and replacement fees for damaged or lost items. A document detailing Jannes Library's loan and fines policies is available at the Circulation Desk. Library staff members will be happy to supply you with a copy upon request. A summary of library policies follows.

A current student ID card is required in order to check out materials from the library. Up to 12 items can be checked out at a time. Books are loaned for a period of three weeks. Books may be renewed on or before the due date, if the library has received no other requests for the material. Books must be returned to the Circulation Desk or after hours at the book drop box located behind the library (west side of building.) Reference books, magazines, artist files, and special collections items do not leave the library. Students are responsible for returning all materials on time and in good condition and for returning recalled items within one week. The overdue fine for books is \$.20 per item per day. Borrowing privileges are suspended while there are outstanding obligations (fines, overdue items, etc.) on the student's library account. Lost or damaged books are billed to the student at \$55.00 plus a \$20.00 processing fee (\$75.00 total) per unreturned item.

All borrowed books must be returned and fines must be paid by the end of each semester, at the latest. Failure to clear the record will result in encumbrance of the student's academic records. This may result in delays in the enrollment or graduation process or in withholding of transcripts and loss of subsequent library privileges. The library may possibly use a collection agency to recover books or replacement fees; in this event, the borrower will be responsible for any collection costs incurred.

1.21.3 MOBIUS LIBRARIES

KCAI belongs to MOBIUS, a consortium of over 50 colleges and universities in Missouri which have agreed to share library resources. Through MOBIUS, KCAI students are able to borrow books from most college and university libraries in the Kansas City area and across Missouri. MOBIUS borrowing privileges are suspended while a student has outstanding obligations to Jannes Library (overdue books, fines owed, or lost book charges). Students who choose to borrow items from other MOBIUS libraries are responsible for understanding and abiding by the loan regulations of the lending library, including return of recalled books, payment of fines for overdue items and replacement fees for damaged or lost items. The student will be billed a standard replacement fee of \$120.00 per unreturned or damaged book borrowed through Mobius; payment of lost item charges may not restore the lost MOBIUS borrowing privileges.

1.21.4 SERVICES OFFERED

Library staff members are available to assist students individually with orientation to the library, instruction in research methods, and to help students with electronic information resources.

- **Library Orientation and Research Assistance**

Librarians offer one-to-one instruction in the use of electronic and print information resources. Instruction in how to use the Web for research and how to evaluate web-based information resources is available.

If a student's information needs go beyond the holdings and scope of the KCAI Library, other MOBIUS libraries will be utilized. Materials not available through Jannes or MOBIUS can be requested through Interlibrary Loan (a slower process). Students are encouraged to do library research well in advance of the due-date of a project, so that they have time to take advantage of the wealth of resources available from other libraries.

- **Interlibrary Loan (ILL)**

ILL service is available for materials not found within Jannes or MOBIUS. ILL service is available to students who do not have any overdue materials and who do not owe fines. The KCAI Library can request books, photocopies of articles, and other materials from a nationwide network of academic, research and public libraries. Interlibrary-loaned materials are mailed to the KCAI Library for the requesting student, usually arriving within seven to ten days of the date requested.

- **Reserve Materials**

Faculty members may place materials (articles, books, videos, etc.) for course assignments in the Library "on Reserve". Reserve materials are available upon request at the Circulation Desk. In general, materials on reserve are checked out to students for a 2-hour period for in-library use only, although some items may circulate overnight. A student ID card is required to check out reserve items. Overdue reserve materials are fined at a rate of \$.50 per hour per item.

- **Online Resources and Research Assistance**

Links to the library's online catalog and other online resources are available on Artnet, the KCAI intranet. These resources are licensed by KCAI for the educational use of KCAI students, faculty and staff;

students are not to divulge information (user ID's, passwords) on accessing licensed resources with others. Access Artnet at <https://artnet.kcai.edu> . Clicking on "Research Databases" (just below the masthead banner) will produce a prompt for your KCAI user ID and password. A detailed instruction sheet is available at the library; just ask for the "Electronic Information Resources" tip sheet. Library staff are available to assist students with research from 8:30 am – 9:00 pm, Mondays - Thursdays, and Sundays from 2:00 – 9:00 pm.

- **Printing and Photocopying at Jannes Library**

Gray scale and color printing and photocopying are available in Jannes Library. Photocopying is on a cash basis. Printing is tracked through the use of the P-counter print vending system, and each student is assigned a password-protected P-counter account. Students are advised to make a deposit into their P-counter accounts, and to maintain a balance at all times. P-counter deposits are accepted in the library (\$3.00 minimum per transaction, cash or check only) or in the KCAI Business Office (the Business Office also accepts credit card transactions). Charges for prints are automatically deducted from your personal P-counter account as printing occurs; if your account balance is zero, you will be unable to print. Charges for prints and photocopies alike are: 8.5 x 11" = \$.10 for black and white and \$.50 for color. See library staff for information on charges for printing larger sizes. Printing costs are subject to review, and could change.

1.22 MAIL ROOM

Location: Lower Level Living Center, South Tower

The campus Mail Room is open 8:30 AM – 5:00 PM, Monday – Friday. There are no mail deliveries over the weekend. Students may have mail metered or may purchase books of stamps at the counter in the Art Store. Students may also utilize UPS services at the Art Store counter.

Messages for faculty and staff can be dropped into the mail slot located by the faculty/staff boxes.

Living Center residents have a keyed mailbox in the mailroom located on the lower level of the Living Center. Off-campus residents can arrange to have packages sent to the mailroom by first notifying the mailroom staff.

1.23 MEDIA CENTER

Location: 2nd floor, East Building

Hours:

Monday – Thursday

8:00 AM – 7:00 PM

Friday

8:00 AM – 5:00 PM

Saturday

12:00 PM – 5:00 PM

Sunday

12:00 PM – 5:00 PM

1.23.1 SERVICES OFFERED

The Media Center is KCAI's centralized audio/visual checkout facility serving the needs of all students, faculty and staff. Equipment is generally available for checkout on a 24-hour basis. Advance reservation is required for most facilities and equipment. Fines are levied and in some cases a loss of checkout privileges will occur for late or damaged equipment.

The facility maintains a varying inventory of audio/visual equipment to support classroom instruction and student installations. The Media Center operates an on-site full-service photo studio that can be reserved for photographic projects requiring a light-controlled environment. In addition, cameras, tripods, lighting kits and other photographic equipment are also available for off-premises checkout.

Other available equipment includes: digital video cameras, medium and high-resolution digital still cameras, stereo microphones, slide, overhead and opaque projectors, projection screens, audio and video cables and adaptors, extension cords etc. In addition, the Media Center also keeps some older technologies in storage (16mm film projectors for example). Contact the Director for information on availability.

1.24 NOTARY SERVICES

Notary services are available at no charge in the Business Office and the Student Life Office in Vanderslice Hall.

1.25 PARKING SERVICES

Vehicles must be properly registered with the college and must have a valid and properly displayed parking sticker, without a sticker your vehicle may be subject to immediate towing and impoundment, at the owner's expense, by the KCMO Police Department and/or KCAI. **Living Center students pay for a limited number of spaces on campus; other permits are available from the Security Department free of charge.**

1.25.1 LIVING CENTER PARKING PERMIT

Parking permits for the Living Center parking lot are \$200 for the academic year (fall and spring semesters). Permits are sold to Living Center residents and will allow residents who purchase the permits to park in the Living Center parking lot and in no other spaces on campus. Living Center parking permits may only be reserved on a first come first serve basis and full payment is due to reserve a permit. Freshmen living in the Living Center who do not purchase one of the 56 Living Center reserved parking permits may own a car that they wish to bring to Kansas City. However, the college does not recommend this given that without a parking permit, the only option for parking is very limited street-parking.

1.25.2 OTHER PARKING AREAS AND PERMITS

Parking space is limited at KCAI and is on a first come/first serve basis unless otherwise reserved or designated on the campus and on the surrounding city streets. Visitor parking is reserved for visitors only.

Faculty, staff and students are welcome to park in short-term spaces for the maximum limit indicated. No vehicles are authorized to park in the following: areas designated as fire lanes; where parking will obstruct the free-flow of traffic; along yellow curbs; blocking dumpsters; handicap spaces; reserved (marked) spaces and in areas not designated as parking areas.

From 5:00 PM through 7:30 AM on weekdays and on weekends and holidays (non-business hours and days), any vehicle may park in any parking space (except spaces reserved for the disabled and fire lanes) on a first come/first serve basis without being ticketed.

KCAI from time to time may designate any area, reserved or unassigned, as restricted parking to accommodate special meetings or events. KCAI also reserves the right to take any action it deems appropriate at any time concerning parking violations on the campus. **VEHICLES NOT PARKED IN ACCORDANCE WITH THIS POLICY WILL BE SUBJECT TO TICKETING AND FINE BY KCAI AND/OR KCMO POLICE. REPEATED VIOLATIONS WILL BE SUBJECT TO FURTHER CORRECTIVE ACTION.** However, violations will normally be treated as follows:

1.25.3 FINES

KCAI tickets will carry a \$30.00 fine payable at the Business Office (Vanderslice Hall, 2nd Floor) within 10 business days of the ticket date. Kansas City Missouri Police Department fines are payable according to the ticket.

1.25.4 FINES NOT PAID

After 10 business days an administrative fee of an additional \$20.00 will be charged for a total due of \$50.00 on any one ticket. KCAI fines will be considered a financial obligation to the college.

1.25.5 MORE THAN THREE TICKETS

Further corrective action may be taken by KCAI and/or KCMO Police including but not limited to restriction from parking on campus, and towing and impoundment at the owner's expense. Appeals may be addressed to the Director of Security within 3 business days of the date of the ticket.

The Parking Lot parallel to the Living Center is dedicated for use by Living Center residents. Unless you reside in the Living Center and have purchased a Living Center parking permit, you may not park in this lot.

1.26 PHOTOGRAPHY LAB

<u>Location:</u>	East Building
<u>Hours:</u>	
Monday – Thursday	10:00 AM – 7:00 PM
Friday	10:00 AM – 5:00 PM
Saturday – Sunday	12:00 PM – 5:00 PM

The black and white photography lab is a photo processing facility. Equipment may be checked out at the Media Center desk located on the second floor of the East Building. Black and white film processing and black and white print processing equipment is available to all currently enrolled KCAI students, staff and faculty and is available during open hours on a first come/first serve basis. Please observe and respect closing times by stopping your work 45 minutes before closing and returning checked out items 30 minutes before closing. There is a 30-minute grace period for returning reserved equipment. Late fines start at \$5.00.

1.27 RESIDENCE LIFE OFFICE

Location: 1ST Floor, Living Center

Phone: 816-802-3397

KCAI offers an excellent residential life experience on campus. Each room is equipped with its own furnishings and carpet.

The Director of Student Affairs schedules events and activities that support personal growth and the educational mission of the college and oversees the Living Center operations along with a live-in Head Resident Assistant and a part-time Campus Activities Coordinator. Each floor of the Living Center is staffed by trained Resident Assistants who are current KCAI students.

Available to upper division students, the off-campus Chequers Apartments is located two blocks from the KCAI main campus. One and two bedroom apartments are available. Call the Student Life Office at 816-802-3423 for more information about this residential option.

1.28 SECURITY DIRECTOR

The Kansas City Art Institute's Department of Safety and Security provides uniformed, unarmed protection 24 hours a day, 365 days a year. This is a roving patrol operation that can be contacted through two-way radio and phone communications. Even though the Living Center has access control; officers assigned to the Living Center monitor those persons entering the building and may request identification of students, faculty, staff and others.

1.28.1 WHAT DO THE KCAI SECURITY OFFICERS DO?

1. Patrol the campus grounds and buildings, checking for both security and safety hazards, including suspicious persons or activity.
2. Prepare written reports on all dispatched or self-initiated activities, ranging from minor reports of safety hazards to reports of criminal activity.
3. Provide escorts for students within a three block radius of the campus and parking areas 24/7.
4. Access control on buildings, checking them to make sure they are secure as well as locking and unlocking them per designated schedules or community request.
5. Enforcement of Institute Rules and Regulations for students, faculty and staff.

6. Act as a source of campus information for guests and visitors to the institute.
7. Investigate criminal activity on campus and as requested by the administration.
8. Enforce parking rules and regulations.
9. Security gathers safety and security information including statistics for the Student Right to Know and Campus Security Act of 1990.

1.28.2 HOW TO CONTACT SECURITY

Crimes and safety issues that occur on campus should be reported to your Campus Safety and Security Department as soon as possible. The phone numbers for the KCAI Safety and Security Department is 816-931-6666.

1.29 SECURITY OFFICER'S OFFICE

Location: 3rd floor of Vanderslice Hall
Phone: 816-931-6666

Communication is enhanced with four exterior red phones located in a gray call box found around the campus at key locations. These call-boxed phones provide a 24-hour direct link to on-duty Security Officers through two-way radio/phone communications between officers and the caller. All you need to do is pick up the receiver and the phone automatically dials the officer on patrol. Tell them who you are and what you need. An officer will then respond to your location. Phones are located at the following locations:

- East Side of Foundation Building
- West Side of Living Center
- West Side of Irving Building
- South Side of Dodge Paint Building

1.29.1 WHEN TO CONTACT SECURITY

1. Whenever you need security service, i.e., escort, motorist assist (jump start or unlock), campus information, or any other service. The phones are for any security service, not just emergencies.
2. To report suspicious persons or activity or actual crimes that are occurring or have already occurred.
3. Call anytime; if we don't have an answer for your question, we will try

to find it for you, or refer you to another resource.

4. Crimes that occur on campus should be reported to your Campus Safety and Security Department as soon as possible.
5. Reporting crime to campus authorities is very important to your college and your fellow students. It not only helps colleges and local authorities apprehend those responsible, but also helps provide an accurate picture of the amount of crime on campus so it can be determined what additional steps may need to be taken.

1.29.2 SECURITY AND THE CAMPUS COMMUNITY

For any security effort to be successful, it requires that all members of the campus community, students, faculty and staff participate in these efforts. Some suggestions:

1. Attend all presentations made to members of the campus community about personal safety, crime prevention and overall security.
2. Request programs for your group; the security department has materials, and can do presentations, on many different safety and security-related topics.
3. Retain and read all materials on safety and security distributed by KCAI.
4. Cooperate with security by leaving the studios at the 1:00 AM closing time, or have a valid late permit readily available for verification by security personnel.

NOTE: Access card control is used for all buildings on campus that are not open to the public. Your ID/access control card should be with you at all times. **If your card is lost report it immediately to security at 931-6666 so it can be deactivated.**

At 1:00 AM all students must leave the buildings. This is a necessary safety and security measure for the protection of all. With prior arrangements a student may receive, in writing, approval through the VP of Academic Affairs office to be in the studio after 1:00 AM. This must be readily available for verification by security personnel.

Never prop doors open or unlock locked areas as this invites unauthorized entry.

5. Always carry your student identification card (which is your access door control card) with you. You might be asked to display it to security. Not having it in your possession may result in disciplinary action.
6. If you are in serious danger or detect a fire, use the security phone

system and stay on the line to give the officer all the pertinent details.

7. If you are a resident of the Living Center, follow all rules and regulations of the Center and the directives given by the Director of Student Affairs, the Head Resident Assistant, or the Resident Assistants. They are trained to help in many different situations, including those involving safety and security.
8. All of us need to take personal responsibility for our safety. We also need to watch out for each other, just as members of any responsible community must do.
9. Students who do not cooperate with security efforts at KCAI or with members of the security staff may be subject to disciplinary action.
10. If you have a complaint about an officer's actions please contact the Director of Security by calling 816-802-3399.

NOTE: KCAI and its security department are in no way liable for loss, theft, or damage to a student's personal property.

1.30 MISSING PERSONS

Students living on-campus

A suspected missing student should be reported to campus security immediately. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, KCAI is required to contact a parent or guardian. If a student is over the age of 18, KCAI is required to contact the emergency contact identified by the student to the college.

Students living off-campus

A suspected missing student should be reported to campus security immediately. If after investigation the student is determined to be a missing person, the appropriate law enforcement agencies will be contacted within 24 hours.

1.31 STUDENT ACHIEVEMENT

Many student services at KCAI are aimed at heightening student success. One activity within the Student Achievement and Academic Affairs units at KCAI is the assessment of student learning. KCAI values assessment of student achievement and academic progress. Faculty members in each department have established expected learning outcomes for each academic program. Student academic progress is measured in ongoing critique and portfolio review, and students receive written feedback at mid-semester and at the end of each semester. It is important that students understand their progress, strengths, and areas for growth so that they are empowered to take ownership of their professional development. Also important is the feedback loop created through assessment in which faculty members can understand how the curriculum is meeting students' needs and make necessary adjustments to improve the quality of the

student experience in the studio or classroom. All activities are aimed at student learning, and assessment of learning outcomes enables faculty members to improve the curriculum and teaching methods to enhance students' artistic development. Assessment is an ongoing activity at KCAI both in the studio and in liberal arts. All students are required to take 45 credit hours of liberal art, and these courses in the humanities provide students with a broad base of knowledge that informs their creative work in the studio. The School of Liberal Arts has established three expected learning outcomes. The student: demonstrates the ability to express thoughts clearly and effectively; has the ability to analyze and critically assess issues; and has the capacity to address art, artistry, and aesthetics from a position of cultural, historical, political and philosophical awareness and understanding. Students become better informed about their strengths and talents, and the curriculum is improved through systematic assessment methods.

In addition to assessment of student learning outcomes, institutional assessment is becoming critical. Colleges and universities need to understand how all of their programs and activities support student learning and whether or not they are effective in meeting their intended outcomes. For example, KCAI now participates in the AICAD assessment consortium with eight other colleges of art and design. Some of the topics being assessed include student overall satisfaction, the residence life experience, and student engagement. It is important that we understand the effectiveness of student services, such as academic advising and career services as well as programs for external constituents like continuing education and the visiting artist program. All activities of the college should be assessed so that ongoing improvements can be sought and effective planning for how to continually support student achievement can occur for the future.

Many programs at KCAI are supportive of the student academic experience. Academic advising, personal counseling, and learning assistance are services provided so that students can experience greater academic success, even when obstacles do arise. Other programs at KCAI are linked directly to professional development. For example, the professional practice lecture series provides students information about how to be successful as an artist following graduation and necessary life skills like doing taxes or pricing artwork. The professional internship program allows students to gain a professional experience in a work setting before leaving their undergraduate education. Often, internships lead to employment or poise students for job leads. The opportunity to study at another art school in the US or in another country for a semester gives students a broader experience during their undergraduate training. The Community Arts and Service Learning (CASL) program promotes the meaningfulness of giving back to one's community in a service role. More and more students are seeking these opportunities, so the education at KCAI is becoming more expansive and more focused on educating the whole person to be a citizen of the world. Curricular and co-curricular programs support this goal, and planning efforts emphasize the importance of students becoming lifelong learners.

1.32 STUDENT ACTIVITIES

Location: Living Center Office, 1st Floor

Phone: 816-802-3397

Hours: 7:30 AM - 4:00 PM

Dances, film series, student orientation, readings, visiting artists, tickets (sometimes free) to off-campus events, local and regional field trips, picnics, etc. are part of the activities offered at KCAI. Student involvement in planning these events is vital to their success. For more information contact the Director of Student Affairs or Campus Activities Coordinator.

1.33 NO SMOKING POLICY

Smoking is prohibited in all KCAI buildings. Smoking is also prohibited where it may impede entrance to or exit from a building. **For health and safety reasons, one should not smoke within 25 feet of a building entrance or exit.**

1.34 SWINNEY RECREATION CENTER

KCAI and the University of Missouri-Kansas City (UMKC) have an agreement for full-time KCAI students to join the Swinney Recreation Center on the UMKC campus at a reduced rate per semester. Students must submit completed application forms to the Student Life Office. The membership rate is subject to change annually. Visit the Student Life Office or call the Swinney Recreation Center at 816-235-1556 for more information.

1.35 VISUAL RESOURCES

Location: 1st Floor, Baty House (Liberal Arts Building)
Hours: Monday – Friday 8:30 AM – 5:00 PM

The Visual Resources department continues to build KCAI's collection of digital images. The collection is utilized mainly by faculty members in classroom and studio teaching, but is also available to students for research and use in papers and presentations. Through a hosting agreement with ARTstor (www.artstor.org), 7200 of KCAI's digital images are available online for students to search and download. Artstor offers its own collection of over one million images licensed for use in teaching and research. Any search of the Artstor site will search both Artstor's and KCAI's collections simultaneously.

Visual Resources has over 100,000 glass mounted 35mm slides available. The collection contains slides of painting, sculpture, prints, photographs, architecture, fiber work, ceramics, furniture, video, performance and design. Slides may be checked out or can be digitized in-house for the user upon request.

The slide collection covers the history of art from Pre-historic times to the latest contemporary work. A short orientation to the collection is given to all new patrons and individual assistance is provided by Visual Resources staff members. An artist index, alphabetically listing all artists represented in the collection, is available. Full-time students, faculty and staff are welcome to use Visual Resources.

Fines are \$10.00 for each slide not returned or returned damaged and 50 cents per checkout per day for late charges. Please visit us and let us help you find the images you need.

2 SCHOOL FOR CONTINUING AND PROFESSIONAL STUDIES

2.1 CONTINUING EDUCATION

Location: Mineral Hall

Hours:
Monday - Friday 8:30 AM - 6:30 PM
Saturday 9:00 AM – 1:30 PM

Continuing education courses at Kansas City Art Institute enable degree and non-degree students to learn in a community dedicated to the study of fine and applied arts. Courses and workshops are offered in a variety of formats to permit students to tailor their educational experiences to fit their busy schedules.

A few continuing education classes are offered for credit. KCAI's regular full-time degree students may take these classes and apply them to their program with the approval of their academic advisor and their school director. Students will be responsible for all class costs, tuition and fees, etc., as stated in the continuing education catalog. Continuing education classes are not eligible for financial aid through KCAI.

Classes are offered in traditional areas of studio arts as well as in the liberal arts. To ensure integrity and high educational standards, KCAI faculty monitors course subjects and faculty. Classes are offered during the fall and spring academic semesters, a winter intersession, and two sessions in the summer.

Classes are scheduled in various formats to meet the needs of our degree program students, as well as alternative scheduling to offer programming for children six years old through adults. KCAI can also offer special training tailored to the needs of the corporate community in the areas of computer applications and skills as well as creativity enhancing, and team building workshops.

Also offered are Certificate Programs. The department offers a 12 credit program in Digital Desktop Publishing, a 13 credit program in Multimedia Studies and a Fine Arts Certificate where you can focus on Mixed Media, Drawing or Painting. All classes are held in the evenings or weekends.

The office often hires KCAI degree students to teach the children's classes in the fall, spring and summer. If a KCAI student has some experience with children and/or an interest in teaching, they should inquire in our offices for excellent employment opportunities.

The KCAI Northland campus opened in February 2009 and is focused on continuing and community education classes serving the Northland community of Kansas City. Employment opportunities are also available at this location for students who are interested in working with children.

3 SPECIAL LEARNING OPPORTUNITIES

3.1 STUDENT EXCHANGE PROGRAMS

KCAI's student exchange programs are designed to broaden the educational resources available to KCAI students by allowing students the opportunity to study for one semester at an affiliated institution. Exchange and study abroad opportunities are coordinated by KCAI's International Studies Coordinator in the Academic Resource Center.

3.1.1 AICAD EXCHANGE

KCAI is a member of the Association of Independent Colleges of Art and Design (AICAD). Eligible students can apply for a semester of mobility exchange to one of the participating AICAD schools.

3.1.2 FOREIGN EXCHANGE

KCAI has established exchange agreements with colleges and universities around the world. This program is designed to broaden the educational resources available to students.

- **Eligibility for AICAD and Foreign Exchange**

To be eligible for exchange, you must be a full-time KCAI student with a cumulative GPA of at least 3.0. The proposed exchange semester should be in your junior year, or the second semester of your sophomore year at the earliest. You need two recommendations and an official transcript. A statement of purpose addressing how the proposed exchange will help your development as an individual and artist must be written to accompany your application. You should be prepared to present a portfolio of work for review composed of 10-20 images or comparable documentation. Before leaving you will be required to sign and notarize a release form and a student exchange agreement. The host school might also request other documentation. At the beginning of the next academic year, all exchange students are required to participate in a show and participate in an exchange information meeting.

- **Who Will Be Selected**

Students will be approved for exchange based on the materials presented in their exchange application (application packet is obtained from the International Studies Coordinator in the Academic Resource Center), GPA, the appropriateness of the proposed program, and their personal maturity and ability to handle new situations. The number of students who may participate in exchange is dictated by our agreements with those schools. Acceptance of applications for exchange is the decision of the VPAA, based on application information including recommendation letters. **The student must then be accepted by the exchange host school.**

- **Academic Credit**

In most cases a student will not earn quite as much academic credit during the exchange semester as they would if they were taking 18 credit hours at KCAI. Students need to take this into consideration as they plan, and should speak with an academic advisor about how they may make up those credits.

- **Deadlines**

Students need to plan and apply for the exchange well in advance of the semester in which they plan to go. Deadlines are October 1 for spring exchange and March 1 for fall exchange.

- **Expenses**

The costs of participating in the foreign exchange program will vary somewhat, depending on the particular institution the student plans to attend. In all cases, the KCAI tuition must be paid before departure for the exchange semester or by the regular tuition deadline (whichever is earliest). Verification of payment to KCAI may be required by the host school upon arrival. In some cases, the studio fees and health fees will also be paid to KCAI, and in some cases they will be paid to the host institution. The student should consider the cost of transportation as they plan their budget, as

well as the higher cost of living in most cities. Housing is the responsibility of the student. The International Studies Coordinator will try to provide contacts at the host institution.

- Students currently receiving financial aid will probably be eligible to receive financial aid for exchange programs. Those receiving government benefits such as Veterans Administration, Voc Rehab or Social Security should check with the Financial Aid office to see if off-campus programs are covered. Students who plan ahead and work with the Financial Aid office have a much better chance of receiving financial help if it is necessary.

Travel Abroad Courses in Winter and Summer Intersessions

Expand your art, your world and your horizons through short term travel abroad opportunities over winter intersession and summer sessions each year. Faculty-led courses have included such recent destinations as **ITALY, HUNGARY, MEXICO, VIETNAM, FRANCE AND SOUTH AMERICA.**

These courses can be taken for credit or non-credit and are open to anyone 18 years of age or older. Course enrollments are limited, however, and require an extensive application process for students, so make your plans early to include one or two of these courses while enrolled at KCAI. Preference will be given first to current KCAI students, then to KCAI alumni.

Check the campus' website: www.kcai.edu/spce for current listings and all the details. Questions can be directed to the International Studies Coordinator in the Academic Resource Center.

3.1.3 WILLIAM JEWELL COLLEGE EXCHANGE PROGRAM

This exchange program allows full-time KCAI students to take one class per semester at William Jewell College in Liberty, Missouri, without additional tuition payment. Laboratory and special course fees may be required. Students should contact the Academic Resource Center for additional information.

3.1.4 KCASE (KANSAS CITY AREA SCHOOL EXCHANGE)

With permission from an academic advisor, students may receive credit for completing classes offered from other area colleges that are not offered at Kansas City Art Institute (such as a foreign language). Students should contact the Academic Resource Center for additional information including a list of participating schools.

3.1.5 FULBRIGHT FELLOWSHIP

The Fulbright Fellowships are among the most sought-after and prestigious fellowships offered to students in the United States. A Fulbright Fellowship is a nine-month study abroad program, with funding typically large enough to cover most expenses, including tuition at the foreign university, food, and lodging. Students apply during their senior year for a fellowship experience after graduation. For more information contact the Registrar/Director of Academic Resources.

3.1.6 COMMUNITY ARTS AND SERVICE LEARNING (CASL)

The Kansas City Art Institute believes that community arts and service learning are essential parts of developing excellence in the next generation of artists and designers. We believe that art is simultaneously a private activity and public action – that art and artists/designers are meant to engage a broad population and have an impact on social dialogue. To better facilitate the entrance of artists into this dialogue, the Kansas City Art Institute has initiated the Community Arts and Service Learning Program (CASL) to train young artists and designers in community and public art concepts, processes and practice.

Students are required to commit to three studio classes, one liberal arts class and an internship to complete a Community Arts/Service Learning certificate program, which they may begin in their sophomore year. Some pre-requisites apply to the studio courses and the internship. Core classes explore the many roles an artist can play in society and use collaborative art practices to initiate projects with community partners. A required service learning internship provides for a more individual relationship to organizations, while electives located throughout the different departments at KCAI, offer the experience of making public art in a community context, and of working professionally with a community as a client.

For more information contact the Director of Career Services and CASL at 816-802-3357.

4 INTERNSHIPS

KCAI strongly supports student internships during the course of study for the B.F.A. degree. Internships for all campus majors are coordinated, and in many instances generated, in the Career Services Office. Internships generally occur in the junior or senior year. KCAI maintains a listing of possible internship opportunities in various regions of the country; in some instances it is possible for a student to complete an internship while at home on summer break. Students should see Career Services for more information.

5 ACADEMIC POLICIES

Information contained within this handbook is valid at the time of web posting. Policies, requirements and procedures are subject to change, and this handbook does not constitute a contract with the student. With prior notice KCAI may change programs, regulations, and fees noted in this publication.

5.1 CLASS LEVEL

Students have both a class level and a studio level. Class level is the determinant used for financial aid, scholarships, etc. Class level is determined by the total number of credit hours completed. Studio level is determined by where a student is in their major studio requirements.

5.1.1 CLASS LEVEL = YEAR IN SCHOOL

Freshman	0 – 24	Total Completed Credits
Sophomore	25 – 57	Total Completed Credits
Junior	58 – 90	Total Completed Credits
Senior	91 – Grad.	Total Completed Credits

5.2 STUDIO LEVEL

	A
Foundation	B
	1
First Year in	2
Dept.	
	3
Second Year	4
in Dept.	
	5
Third Year in	6
Dept.	

5.3 CREDIT HOUR LOAD

Full-time status is 12 to 18 credit hours each semester. The normal freshman-year load is 15 credit hours each semester. Students may take an excess of 18 credits only if they have a cumulative grade point average of 3.0 and a petition approved by the Academic Standard's Committee. Full-time tuition covers 12 to 18 credit hours.

A six (6)-credit load during either summer session is considered maximum load. A student may earn up to 12 credits during the summer by taking 6 credits each for Summer Session I and II.

A three (3)-credit load during winter session is considered maximum load.

5.4 TRANSFERRING CREDITS

- **Transfer students who wish to pursue a B.F.A. degree at KCAI may enter at the freshman, sophomore, or junior level. Entering acceptance and placement levels are determined through the admissions process, which includes specific departmental portfolio reviews and a transcript analysis. It is important for an applicant to understand that the number of transferable studio credit hours and the level of competence as indicated by the departmental portfolio review are used to determine studio level placement. A transfer student must complete at least two full years (four semesters) at KCAI to be granted a B.F.A. degree.**
- Students enrolling at KCAI with 12 or more liberal arts transfer credits must complete all remaining liberal arts credits at KCAI. Students enrolling with fewer than 12 liberal arts transfer credits may transfer in up to a total of 12 liberal arts credit hours to be applied toward liberal arts requirements. The last 30 credit hours of degree requirements must be completed at KCAI.

KCAI will consider transferring a maximum of 63 credits in liberal arts and/or studio that meet KCAI's requirements, with a grade of "C" or better from colleges accredited by any of the regional accrediting associations or by the National Association of Schools of Art and Design. Credits earned at non-accredited institutions or with other types of accreditation will not be accepted. Grades for transferred credit will not be calculated in the KCAI cumulative grade point average.

5.5 B.F.A. DEGREE REQUIREMENTS

A minimum of 129 credit hours, including transfer credits if applicable, is required to earn the Bachelor of Fine Arts (B.F.A.) degree. These hours consist of 81 studio hours (including 18 credit hours of Foundation courses), 45 hours of Liberal Arts courses (see below), as well as a 3 credit hour open elective. Specific requirements for the B.F.A. are as follows:

5.6 GRADUATION REQUIREMENTS

Common to all majors at the college is a series of general education required courses; it is the responsibility of the student, in consultation with their academic advisor, to make certain that all requirements for the B.F.A. are fulfilled.

In order to graduate with the Bachelor of Fine Arts degree, a student must fulfill the following requirements:

1. A final semester grade point average of at least 2.0.
2. A cumulative GPA of at least 2.0.
3. A cumulative GPA of at least 2.0 in the studio major.
4. Completion of course credit requirements.
5. A minimum of four semesters enrolled full-time on the Kansas City Art Institute campus including the senior year (the final 30 credit hours).

The faculty reviews all degree candidates and may withhold degrees from unqualified candidates. Seniors who have not completed all degree requirements will not be allowed to graduate until the next graduation date after requirements have been fulfilled.

Seniors who are potential graduates must submit the "Application for B.F.A. Degree Form #1" to their academic advisor before the deadline stated on the Application for B.F.A. Degree Form #1. The form should be submitted during the 2nd semester of the junior year to insure all degree requirements will be met. While the academic advisor acts as a facilitator to students throughout their KCAI careers in scheduling appropriate classes and meeting graduation requirements, it is the student's responsibility to be sure that all requirements are completed by the projected graduation date.

Before a student can graduate and receive a diploma, it will be necessary to complete the "Application for B.F.A. Degree Form #2" and return it to their academic advisor before the deadline stated on the Application for B.F.A. Degree Form #2. Students are required to obtain three signatures on form #2: Director of Financial Aid (signed after exit interview where necessary), Business Office (showing

payment of graduation fee and completion of Perkins exit interview where applicable), and an academic advisor.

Degrees are issued in May, August, December and January. KCAI has one formal graduation ceremony each year in May for all graduates from the preceding year. Students who have not completed all graduation requirements at the conclusion of the spring semester may participate in May commencement provided they have twelve or fewer credit hours to complete in the summer session immediately following graduation, and they have pre-registered for those courses in that summer session.

Students with a double major in Art History or Critical Writing can participate in the May ceremony if all studio major requirements are completed and they are returning in summer and/or fall to complete their second major.

5.7 GRADING SYSTEM

The grade point system is as follows:

A	Superior	4.0	Grade Points
A-		3.7	
B+		3.3	
B	Above Average	3.0	
B-		2.7	
C+		2.3	
C	Average	2.0	
C-		1.7	
D+		1.3	
D	Below Average	1.0	
F	Failure	0.0	
AU	Audit		
*D	Forgiven	0.0	
*F	Forgiven	0.0	
I	Incomplete Work	None	
NC	Non-Credit		
NS	Not Submitted		
W	Withdrawal	None	
W/F	Withdraw Failing		
W/P	Withdraw Passing		

An “F” indicates failure to accomplish minimum course requirements. A failed course must be repeated if it is a required course. The 0.0 grades negatively affect the grade point average, and degree credit is not granted for a failed course. At the discretion of the VPAA, in consultation with the chair/ school director, a student may take a subsequent course for which the initial course is a prerequisite.

Any course in which a student has earned a grade of “F” must be repeated if it is a B.F.A. requirement. At the discretion of the VPAA, in consultation with the chair/school director, a student may be required to repeat a course in which a grade of “D” was earned before the student may take a subsequent course for which the initial course was a prerequisite. In some cases, the exact course may not be offered. In

cases such as these, a course that satisfies the requirement may be substituted with approval from the VPAA, in consultation with the chair/school director.

A student who plans to graduate but fails a course requirement for the B.F.A. must repeat and pass that course, or enroll in and pass another course that satisfies that specific B.F.A. requirement.

A student who plans to graduate but does not earn a final semester grade point average of at least 2.0 must return to KCAI and enroll in at least one three credit hour course and earn at least a grade of C. The course can be completed in the summer, fall, or spring semester, or in the winter intersession.

A student must have a cumulative grade point average of at least 2.0 to graduate. In addition, a final semester grade point average of at least 2.0 must be earned.

Grades will generally be available for students to view two weeks after the last day of classes. Students may view their grades by logging in to WebReg and using their ID and pin at www.mykcai.kcai.edu.

Incomplete Grades

An Incomplete (“I”) may be given at the discretion of an instructor only in exceptional documented cases such as illness, family emergency or other extenuating circumstances.

The faculty will assign a grade of “I” on the grade roster if the following process for granting an incomplete has been followed.

The student must complete the work and the incomplete grade must be reconciled within six weeks after the end of the semester or prior to the beginning of the next regular semester (whichever is earlier). If the Incomplete is not cleared within the specified period, the grade will automatically default to a failure (F).

To be eligible for an Incomplete, a student must otherwise be passing the course at the time his/her semester is impacted by the extenuating circumstances.

Students who are on Academic Probation or Special Continued Probation are not eligible for Incompletes.

Procedure:

1. The student discusses the possibility of an Incomplete with both his/her instructor(s) and an advisor/counselor in the ARC prior to the end of the semester.
2. The student provides documentation to the ARC in support of the extenuating circumstances that necessitated the application for the Incomplete.
3. The advisor/counselor in the ARC will give the student the Incomplete Form and a document verifying that documentation is on file.
4. The instructor fills out the Incomplete Form including an outline of what work needs to be submitted by the student to fulfill course requirements. The instructor and student sign and date the Incomplete Form.
5. All paperwork is due into the ARC by 4:00 on the business day following the last day of classes.

6. The student will complete required work by the completion date.
7. The faculty member submits a new grade once the missed work has been completed.
8. At the end of the time allowed for completion, the ARC will change the incomplete (I) grade to the new grade submitted by the faculty member, or, if the work has not been completed, will change the grade to a fail (F).

It is the student's responsibility to insure that the work is completed within the prescribed time and given to the instructor, who then submits a grade to the ARC.

5.8 ACADEMIC FORGIVENESS POLICY

If a student successfully repeats a class with a grade of "C" or better, the student may petition to have the class in which he or she earned a grade of "D" or "F" forgiven if they have not been awarded a degree. Upper level students may petition for forgiveness up to a total of twelve (12) credit hours the total time at KCAI. Freshman students may only petition for forgiveness for liberal arts courses up to six (6) hours.

Courses in which a student has earned a grade of "F" must be repeated if it is a B.F.A. requirement. To qualify for forgiveness of the original course, the student must earn a minimum grade of "C" or better. Only repeated courses with an earned grade of "C" may be used to petition for academic forgiveness. At the discretion of the school director, a student may be required to repeat a course in which a grade of "D" was earned before the student may take a subsequent course for which the initial course was a prerequisite. Again, the student must earn a minimum grade of "C" or better for the repeated course. In cases in which the exact course to be repeated is not offered, a course which otherwise satisfies the requirement may be substituted with approval of the appropriate school director.

Only the repeated grade will be used in determining the grade point average. However, the original course grade remains a part of the permanent record without being computed in the grade point average.

5.9 ACADEMIC ADVISING AND PRE-REGISTRATION

Advising and course reservation for currently enrolled and returning students occurs from late October through late November for the upcoming spring semester and late March through late April for the upcoming fall semester. An academic advisor assists students in planning the next semester's course work and the completion of all requirements for graduation. Academic advisors are available to advise students about curriculum choices, transfer credit, KCASE, exchange, directed study and internships.

Course pre-registration provides the students with the opportunity to reserve classes early for the next semester. To make pre-registration easier and faster, students should make an appointment with an academic advisor. Students pre-register for classes in class level order: seniors, then juniors, then sophomores and then freshmen. Students should keep in mind that by pre-registering on time, they have a better choice in class selection. Pre-registration also gives the student time to anticipate and to resolve any problems that may arise. Students may not pre-register any earlier than their scheduled time.

Students are to pre-register for courses on-line using web registration at www.mykcai.kcai.edu. To do so, students must have their student ID and pin numbers. The date students can begin pre-registering is based on the number of credit hours they have completed prior to the current semester.

Before the start of each semester, pre-registered students must pay tuition and resolve any outstanding holds in order to have completed the registration process and have their status changed from “Pre-Registered” to “Current” by the Business Office. This will also activate the student ID card as a campus building access card. If a student has not taken the necessary steps to have a “Current” status by the first day of class, a \$200 late fee is assessed.

Information about advising and pre-registration dates is emailed to students at their KCAI email addresses.

5.10 WAIT LISTING

Wait listing can only be done in *My KCAI* (www.mykcai.kcai.edu) during pre-registration. To wait list for a course, click on the course number then try enrolling in the class. Follow the prompts to waitlist the class. The waitlisted class will show up on your schedule as wait listed – you are not enrolled in the class. Wait lists are continually processed through the end of the add/drop period. If a spot opens in the class, the next person on the wait list will automatically be put into the class. It is very important that students understand that it is their responsibility to check their schedule to see if they have gotten into a class from a wait list and make any desired changes to their schedule, i.e., dropping a class. **These changes can be made on the web.**

5.11 CHANGE OF COURSES (ADD/DROP, WITHDRAWING FROM CLASSES)

Students may drop and/or add classes using WebReg at www.mykcai.kcai.edu with their student ID and PIN numbers during the first 6 days of classes in the fall and spring semester. During the winter and summer sessions, students may add or drop classes during the first day of classes. You may not change courses simply by telling your instructor(s) or by attending or not attending a class.

Students can withdraw from courses through the 11th week (or last third of the semester) of classes. The course will be noted on the transcript and a “W” will appear instead of a grade, but it will not affect the grade point average. The transaction must take place in the Academic Resource Center. To simply stop attending a class or just telling the instructor that one is withdrawing does not constitute official withdrawal, and the student will be responsible for the course content and the grade, which would be an “F” for nonattendance. After the 11th week of classes, there will be no withdrawal of classes, you are responsible for the course requirements, and are graded accordingly.

Be sure to check the academic calendar for deadline dates.

5.12 CHANGE OF MAJOR

The student initiates a change of major after consultation with an academic advisor. The academic advisor will review the student’s progress and standing in their current major and the impact of changing their major. They will also discuss the student’s goals to ensure the change of major will facilitate the accomplishment of those goals.

A student should make the decision to change majors after discussing their options with an academic advisor, the chair of the new department, and their current department chair.

If the student wants to pursue the change of major after consulting with an advisor and the department chairs, the student should:

- prepare a statement of educational goals
- prepare a portfolio
- prepare documentation of related work/experience
- obtain Change of Major Application from an academic advisor
- print out an unofficial transcript from WebReg
- obtain signature of current department chair
- schedule a portfolio review with new department chair and submit application and supporting documentation
- Since classes cannot be added after the add/drop deadline, a change of major cannot happen after that date. Students may initiate the change after that date to be effective the following semester.

The “Change of Major Studio Request” form needs to be approved by the student’s current department chair, the new department chair and program head/school director if applicable, and the VPAA. Any of the above may add comments/stipulations as to which classes the student should take or at which level the student needs to be in the new department.

5.13 GRADE APPEALS

The assignment of grades is the domain of the individual faculty member. Any student who feels he or she has received an incorrect or unfair grade should meet with the faculty member who assigned the grade before a formal grade-appeal process is initiated. If the student still feels he or she has been unfairly graded, he or she has the right to appeal, within one month after the grade is issued, using the following steps:

1. The student must submit a written statement to the faculty member detailing why the issued grade is incorrect. The burden of proof lies with the student. The faculty member will notify the student in writing of his or her decision on the appeal within two weeks.
2. If the matter is not resolved between the faculty member and the student, the student may submit a written statement to the Vice President for Academic Affairs including correspondence with the faculty member. The decision of the VPAA is final. The VPAA will notify the student, in writing, of the decision.

If a grade change is approved, the instructor or the VPAA will complete a change of grade form with the Registrar/Director of Academic Resources. The Registrar/Director of Academic Resources will send the student a copy of the change of grade form.

5.14 MID-SEMESTER PROGRESS REPORTS (DOWNGRADES)

The Academic Resource Center notifies all students of deficiencies in academic performance at mid-semester. Notices are emailed to the student via their KCAI email account if a deficiency for that student has been received by the Registrar/Director of Academic Resources from an instructor. (A deficiency is any grade below a C) Following this notification, the student is required to contact the instructor who issued the deficient grade and make an appointment with the Disabilities Coordinator/Tutor in the Academic

Resource Center. All students are responsible for maintaining satisfactory academic progress regardless of notification by KCAI.

5.15 ACADEMIC PROGRESS AND STANDARDS

Students must have a minimum semester and cumulative GPA of 2.0 to be in good academic standing.

If a student does not meet the minimum semester and cumulative GPA of 2.0, he/she will be placed on academic probation for one semester. If upon the completion of the probationary period the student does not meet the minimum requirements he/she may be academically dismissed.

All financial aid may be suspended indefinitely if a student does not meet the minimum GPA requirements and/or does not complete the BFA degree within a six-year time frame. For transfer students, the length of financial aid eligibility at KCAI may be less than six years, depending upon the number of transfer credits.

Merit and Competitive Scholarship recipients are required to meet the minimum GPA requirements for scholarship renewal, as indicated by the Financial Aid Office.

Students are placed on academic probation when their semester or cumulative GPA is below 2.0. A second consecutive semester with a semester or cumulative GPA below 2.0 will result in dismissal from the college. A student may appeal the academic dismissal by submitting a written appeal to the Academic Standards Committee (ASC). This must be sent to the VPAA, stating why they believe they should be allowed to return for another semester and how they plan to improve their performance. Students must address issues they believe kept them from success and indicate what they can do to be more successful. Although not required, students are highly encouraged to present their appeal before the Academic Standards Committee in person in addition to the written appeal so they have the opportunity to present their situation effectively. The committee will make recommendations to the VPAA for final action.

The decision of the VPAA is final. Students will receive a decision via letter from the VPAA, which may include conditions for readmission. For more information on the appeal process, contact the Registrar/Director of Academic Resources in the Academic Resource Center.

5.16 TRANSCRIPTS

Transcripts are complete records of students' studio and academic grades at KCAI. They show course numbers, course titles, credit hours, grade points, grades, semester grade point averages, and total number of points and hours completed both on a semester and cumulative basis.

Official transcripts are those that show the school seal and are mailed directly to another school, agency, or institution. Student unofficial transcripts can be accessed via WebReg. www.mykcai.kcai.edu The cost of transcripts is \$5 per official copy. The student must request transcripts online at www.kcai.edu. Payment must also be received by the Business Office prior to a transcript request being processed. Transcripts are usually processed within 3-5 days, unless a student has a hold (i.e., owes money to KCAI, delinquent on Perkins loans).

5.17 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

FERPA gives students (and their parents, if the student is less than 18 years of age) certain rights with respect to their education records. More specifically:

- Students have the right to inspect and review education records maintained by the school.
- Students have the right to request that KCAI correct records which they believe to be inaccurate or misleading.
- Generally, KCAI must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

5.18 MINIMUM STANDARDS OF PROGRESS FOR VETERANS

The Veterans Administration requires that all veterans receiving VA benefits at Kansas City Art Institute comply with the Veterans Administration minimum standards of progress. These standards require that a veteran must be making satisfactory progress toward a degree while attending KCAI. Students receiving benefits are subject to the academic and probation policies of KCAI, which have been approved by the Veterans Administration as minimum standards of progress. Notice of these standards is given to

each student receiving VA benefits every year, and a complete set is available in the Academic Resource Center.

Programs of educational benefits to veterans and war orphans are coordinated in the Academic Resource Center. Veterans are assisted in obtaining benefits for their selected programs and in providing certifications to the Veterans Administration. KCAI is approved for veterans training by the state's Veterans Commission. In order to qualify for full payment benefits, an undergraduate veteran or war orphan must carry a minimum of 12 hours of credit per semester.

5.19 DEAN'S LIST

Students who maintain a full-time credit load (12 to 18 hours) and earn a semester grade point average of 3.8 or better are placed on the Dean's List issued each semester by the VPAA. Those students who earn a semester grade point average between 3.600 and 3.799 are placed on the Honorable Mention List.

5.20 WITHDRAWAL FROM COLLEGE

Students may find it necessary to withdraw from the college before the completion of the semester. To do so, students must complete a Change in Enrollment Form and follow the procedures outlined below. The student must meet with each area in the order listed below, and a signature must be obtained.

1. Consult with the Academic Resource Center (located in Jannes Library and Learning Center) and obtain the Change in Enrollment Form in the Academic Resource Center.
2. Consult with the Department Chair.
3. Consult with the Financial Aid Representative (located in the Admissions Annex).
4. Consult with the Business Office Representative (located in Vanderslice).
5. Return the signed form to the Academic Resource Center within 2 business days (located in Jannes Library and Learning Center).

If a student withdraws from the 6th day of class to the 11th week of classes, the student's transcript will be marked with "Ws" for withdrawal for the semester. After the 11th week of classes, students are responsible for all course requirements.

To withdraw from all courses in which the student is enrolled, the student must follow the proper steps to ensure that the withdrawal is official, and therefore he or she is no longer responsible for the course work of the current semester.

A withdrawal from all course work is a withdrawal from KCAI. The student no longer has student status or access to facilities and activities. A student who withdraws from all course work during a currently enrolled semester but wishes to return to the college within four semesters may do so if they have completed the appropriate leave of absence paperwork. This option allows students who have withdrawn from the college to return to KCAI within four semesters.

5.21 ACADEMIC PROBATION

The VPAA may place a student on academic probation if the student's semester or cumulative GPA is below 2.0. A senior may not be on probation his or her last semester and graduate. Both a minimum

cumulative and semester GPA of 2.0 is required in the final semester of graduation. Probationary status is removed at the end of the next semester if the GPA has been raised above the probation level.

5.22 ACADEMIC DISMISSAL

A student is subject to academic dismissal from KCAI if a sufficient GPA is not achieved to remove a student from probation by the end of the probationary semester. Students who are dismissed may apply for conditional readmission. For more information, contact the Registrar/Director or Academic Resources or the VPAA.

5.23 ACADEMIC DISHONESTY

Academic Dishonesty is defined as follows:

- A. The copying of another student's work or the use of unauthorized notes and materials during examinations,
- B. Plagiarism, or the presentation of either the written or visual work of others (including that of other students), as one's own.

Plagiarism is a serious offense in the academy, as well as illegal in the context of our nation's copyright law. As such, it is important to know what plagiarism is in both one's studio-and liberal arts work. According to the Modern Language Associate, plagiarism is "the wrongful act of taking the product of another person's mind, and presenting it as one's own." In other words, plagiarism is the use of not just words but ideas borrowed from someone else without crediting the source. Students are required to learn the arts-standard, Chicago Manual of Style guidelines for citing sources referenced in their own work, and must follow them carefully in their research and writing projects.

Students are also expected to be honest in their studio practices, particularly since the practice of appropriation is such an important strategy in art history. Though they might appear to be similar, plagiarism and appropriation are actually two very different practices. While it is true that appropriation involves taking possession of something often without permission-which for the visual artist usually means taking an image- it is also true that an appropriated image isn't passed off as the original production of the appropriating artist. Indeed, the appropriation artist wants the viewer to recognize that an image has been utilized and referenced. (An artist who appropriates an image inevitably wishes to comment upon the original source in some way, usually as a critique, parody, or homage-all of which happen to fall under the realm of "fair use" in copyright law.) As such, appropriation is actually more like citing a source than plagiarism it.

All academic dishonesty is taken as an offense against the Institute and will result in sanctions.

5.24 KCAI ACADEMIC DISHONESTY PROCEDURES

In the event academic dishonesty is suspected by the instructor of the course, the faculty member is responsible for sending a Notice of Alleged Dishonesty to the student, departmental chair, Vice President for Enrollment Management and Student Achievement, and Vice President for Academic Affairs. This letter must include the following information:

- A. Student's Name
- B. Instructor's name and name of the course
- C. Short description of the original assignment
- D. Alleged dishonesty
- E. Date of alleged dishonesty
- F. Time, date, and location of the meeting set to discuss the allegations with the student, faculty member, and department chair.

The faculty member, Vice President for Enrollment Management and Student Achievement and department chair are to meet with the student in an Academic Hearing to discuss the allegations. This committee will then decide if the student has violated the academic dishonesty policy or if the allegations have been dropped.

All hearings are to be taped and kept on file within the college for five years.

The Vice President for Enrollment Management and Student Achievement may be notified at any time during this process if the faculty member, department chair, and/or Vice President for Academic Affairs believe the student is in violation of additional campus policies and/or the Student Code of Conduct, in which the student judicial procedures would apply and begin.

The faculty member and department chair will determine the appropriate sanctions, which may include:

- A. A zero or an "F" on the assignment
- B. Failing the course; grade forgiveness prohibited
- C. Suspension

In severe cases of academic dishonesty or in the case of repeat violations, sanctions may include withholding of the degree, revocation of the degree, or expulsion.

5.24.1 APPEALS

The student may appeal the resolution of an Academic Hearing in writing to the Vice President for Academic Affairs within ten business days of the issued resolution letter. If the student receives the resolution letter via US mail, the request for appeal must be submitted within ten business of the postmarked letter.

The Vice President for Academic Affairs of the college will consider the request for appeal and conduct the appeal hearing, if applicable.

A judicial resolution will only be reversed or remanded if:

- A. The college did not follow published academic dishonesty procedures.
- B. New information is available that was unavailable at the time of the hearing, and the new information is relevant to the hearing resolution.
- C. The sanction is inappropriate for the violation.

The written request for appeal must include:

- A. Name of the student.
- B. Instructor's name and name of the course.
- C. Short description of the original assignment.
- D. Alleged dishonesty.
- E. Resolution of the hearing process and imposed sanctions.
- F. Reason for appeal (see reasons for reversal listed above).
- G. Supporting material, if applicable.

The Vice President for Academic Affairs will render a written decision within ten business days of consideration of appeal. Notice will be hand delivered, delivered to rooms in the Living Center, or mailed via US postal service to the student's local address.

The Vice President for Academic Affairs may:

- A. Uphold the original resolution and sanctions.
- B. Uphold the original resolution and alter the sanctions.
- C. Dismiss original resolution and sanctions.

The decision of the Vice President for Academic Affairs is final and binding.

5.25 CHEATING/UNAUTHORIZED ASSISTANCE

It is inappropriate for students to provide or receive unauthorized assistance during an examination or for other assignments. For example, the use of cheat sheets, copying from another individual's paper/examination is in violation of the KCAI student code of conduct.

5.26 FINANCIAL RESPONSIBILITY

Students who have KCAI encumbrances including, but not limited to, parking fines, missing equipment fines, library fines, library books not returned, equipment not returned, non-payment of emergency loans, past due tuition, fees, and room and board charges, will not be able to pre-register or finalize registration for the following semester. Students will not receive grades, transcripts, or additional emergency loans until their encumbrances have been removed.

5.27 REFUND OF ENROLLMENT DEPOSIT

Students who officially withdraw from KCAI at the end of a semester may expect a refund of their \$200 enrollment deposit. The deposit will be refunded by check by the Business Office if all financial affairs are in order. The check will be mailed to the legal home permanent address on file. If a student has outstanding charges, the amount of the charges will be deducted from the enrollment deposit. Should a student withdraw and indicate plans to return to KCAI for a future semester, the enrollment deposit may be held as the enrollment deposit for expected readmission.

For more information, students may contact the Business Office.

6 STUDENT CODE OF CONDUCT

The Kansas City Art Institute is committed to creating and maintaining an environment where individual and institutional responsibility combine to promote each student's development. Students are encouraged to help create an environment that stimulates both their educational and social development. With that freedom, however, comes a responsibility to respect others. Each individual at KCAI is considered an adult, and it is assumed they will maintain standards of conduct appropriate to membership in the college community. The college accepts and retains students on the condition that they observe these standards. The Student Code of Conduct is applicable to all students and recognized student organizations, to conduct both on and off campus, before, during and between semesters.

6.1 UNACCEPTABLE CONDUCT

A student who enrolls at KCAI is charged with the obligation to conduct himself/herself in a manner compatible with the Institute's function as an educational institution; consequently, conduct which interferes with that function may be sanctioned regardless of whether such conduct is specifically proscribed by the provisions of the Student Code of Conduct. The following list of behaviors is intended to represent the types of acts that constitute violations of The Student Code of Conduct. Although the list is extensive, it is not all-inclusive.

- Causing physical harm to any person on or off College premises or at College-sponsored activities, or causing reasonable apprehension of such harm.
- Violation of KCAI's no-harassment and sexual harassment policy.
- Violation of KCAI's Computer Policy.
- Theft of property or of services belonging to the College or others; knowing possession of stolen property on College premises or at College-sponsored activities.
- Academic dishonesty, such as cheating and plagiarism; furnishing false information; forgery, alterations, or unauthorized use of College documents, records, identification, or property.
- Stealing, misusing, or damaging College property or property belonging to others.
- Littering or dumping trash on college grounds or common areas.
- Possession, use or storage of firearms, (including toy or artificial firearms) fireworks, paint-guns, pellet guns, incendiary devices, or other dangerous weapons and explosives on College property, or at College sponsored activities without KCAI authorization.
- Violation of KCAI's drug and alcohol policy.
- Failure to comply with the directions of College officials, including but not limited to Resident Assistants, Living Center Director or Campus Security Officers, acting in the performance of their

duties. Verbally threatening, abusing or harassing College officials acting in the performance of their duties.

- Initiating, or causing to be initiated, any false report, warning or threat of fire, explosion or other emergency on College premises or at College-sponsored activities.
- Interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, College administration, security, fire, police or emergency services.
- Violating the terms of any disciplinary sanction imposed in accordance with this code.
- Annoying, disturbing, or otherwise preventing the orderly conduct of business, education, or living, in the residence halls, dining areas, areas of student activity, administration areas, or classrooms; interfering with the freedom of expression of others on College premises or at College-sponsored activities.
- Engaging in disorderly conduct, public intoxication, or lewd, indecent or obscene behavior on College premises or at College-sponsored activities.
- Violation of other published College regulations or policies. Such regulations may include Residence Life policies, regulations to enter or use College facilities or vehicle regulations.
- Unauthorized presence in, entry into, or use of College facilities or premises.
- Unauthorized duplication of any keys to KCAI buildings or facilities.
- Actions that are not committed on College property, but that impact the security or reputation of the College community or the integrity of the educational process of KCAI.
- Violations of federal, state or local law.
- Smoking in prohibited areas and/or facilities.
- The possession or use of hookahs is prohibited on campus.
- Bringing animals into campus buildings (other than an authorized guide dog). Animals on campus (but not in campus buildings) must be leashed, accompanied and managed so as not to offend or endanger individuals (i.e. no excessive barking or tying up of animals.) Owners are responsible for any damage or other actions of their animals.

- Driving a vehicle in any area, other than paved campus roadways, without prior permission.
- Parking in unauthorized, reserved spaces or fire lanes. Parking on-campus without a valid parking sticker.
- Unauthorized taking of food out of the cafeteria or transferring cafeteria food to any individual who has not paid for that food.
- Bringing Non-Student Guests to studios or labs without prior approval from the Vice President for Academic Affairs.
- Inappropriately using of electronic media (voice mail, E-mail, social media, etc.) to send harassing, annoying, or obscene messages, or communications.
- Misrepresentation of oneself or of an organization to be an agent of the College.

6.2 INTERIM RESTRICTIONS

After an allegation of misconduct is received, but before a final disposition of the matter, the Vice President for Enrollment Management and Student Achievement may impose interim restrictions up to and including an interim suspension. An interim suspension may be imposed if the Vice President in good faith believes that such interim sanctions are advisable to protect property or members of the college community or to ensure safety and the maintenance of order on the KCAI campus.

6.3 CODE VIOLATIONS

Reports of an alleged violation should be directed to the Director of Student Affairs or the Vice President for Enrollment Management and Student Achievement. The Director of Student Affairs or the Vice President will review the incident report and determine the appropriate course of action.

6.4 ALCOHOL POLICY

To the fullest of its ability, Kansas City Art Institute seeks to offer each student a campus environment in which he or she can perform at optimum mental, physical and emotional well being. KCAI believes in the education and growth of the whole person and encourages an environment in which students do not feel the pressures of peers to engage in activities or consume substances they are not comfortable with. Society has created pressures among students that promote alcohol as necessary to the success of social gatherings. The result can be illegal consumption subjecting the student to state and city prosecution, health impairment, physical injury, lower academic commitment, and vulnerability to personal assault and theft due to diminished alertness to personal safety due to alcohol consumption. **THE USE OF OR POSSESSION OF ALCOHOL IN ANY STUDIO WORKING SPACE, INSTRUCTIONAL SPACE OR INSTRUCTIONAL SUPPORT SPACE, CLASSROOM, CAMPUS GROUNDS OR LIVING CENTER IS PROHIBITED. VIOLATIONS MAY RESULT IN DISCIPLINARY ACTION AS DESCRIBED IN THIS STUDENT HANDBOOK. ALCOHOL WILL BE CONFISCATED.**

6.5 POLICY ON USE OF CONTROLLED SUBSTANCES AND DRUGS

The faculty and administration of the Kansas City Art Institute appreciate the intensity and competitiveness of the KCAI community. There are many demands on the students to produce and accomplish. For the student who has recently joined the KCAI community, there are the pressures of transition, the uncertainties of a new experience and the exploration of new freedoms. The use of any drug or substance, other than that taken under a physician's prescription, is not the answer to relieve a stressful or difficult situation, nor is it a time to experiment. To fully participate in the educational program at KCAI, you need to be alert, attentive, fully involved and free of interference that can result from the use of drugs. It is clear there can be long-term risks to your physiological and psychological health.

The Kansas City Art Institute's policy is consistent with all Federal, State and local laws that prohibit the sale, use, distribution, or possession of any controlled substance, illegal drugs or drug paraphernalia on College premises, or at College-sponsored events:

The severity of the sanctions imposed for drug possession or distribution offenses depends on the type and quantity of drugs, prior conviction, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near the Institute premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's right to purchase a firearm or receive federal benefits, such as students, grants, contracts, or professional or commercial licenses, may also be revoked or denied as a result of a drug conviction. Under Missouri law, conviction for possession of illicit drugs results in up to 1 year's imprisonment and a maximum fine of \$5,000, unless the offense involves 35 grams or less of marijuana, which entails up to 1 year in prison and a fine of \$1,000. Under Federal law, conviction for possession of illicit drugs results in 1 to 3 years imprisonment and a minimum fine of \$1,000, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for 5 to 20 years. Drug trafficking can result in life sentences under both state and federal law. Under federal law, drug trafficking penalties range from \$100,000 to \$10 million. State penalties for drug trafficking may be imposed in an amount up to \$20,000.

Missouri's Liquor Control Law makes it illegal for a person under the age of twenty-one years to purchase, attempt to purchase, or possess and intoxicating liquor. Violation of this provision can subject one to a fine between \$50 and \$1,000 and/or imprisonment for a maximum term of one year. County and municipality ordinances contain similar prohibitions and sanctions. The same penalties apply to persons knowingly furnishing alcohol to minors.

6.6 ASSOCIATED HEALTH RISKS

If you drink more than moderate levels of alcohol, you may be putting yourself at risk for serious problems with your health, such as impaired driving, negative interactions with prescribed medications, interpersonal problems, heart disease and cancer.

6 KCAI JUDICIAL PROCEDURES

Student code of conduct proceedings do not follow formal criminal or civil court procedures, or formal standards of evidence. Student code of conduct proceedings are officiated by the Vice President for Enrollment Management and Student Achievement, who is assisted by the Director of Student Affairs.

6.1 REPORTING PROCEDURES

Inappropriate conduct by a student may be reported by Residence Life Staff, College Security, or any other member of the college community, including another student.

Reports of alleged violations are submitted in writing to the Vice President of Enrollment Management and Student Achievement or the Director of Student Affairs. Reports are accepted up to nine months after the date of the alleged violation, with the exception of sexual misconduct allegations, which may be reported beyond this time period. Reports will be taken unless it is impossible to do so based on the passage of time or the unavailability of evidence.

6.2 REVIEW OF REPORTS

The Vice President for Enrollment Management and Student Achievement or the Director of Student Affairs will review all incident reports.

6.3 PROCESSES

6.3.1 INCIDENT REVIEW CONFERENCE

Individuals involved in the alleged incident will receive notice to meet with the Vice President for Enrollment Management and Student Achievement and/or the Director of Student Affairs for an Incident Review Conference to discuss the allegations and options for appropriate resolution, including the determination of the appropriate code of conduct proceeding. Based on the conference and severity of the allegation, the Vice President for Enrollment Management and Student Achievement and/or the Director of Student Affairs will determine if the student will participate in a Minor Offense Hearing, Administrative Hearing, or a Code of Conduct Board Hearing.

6.3.2 NOTICE

KCAI will provide notice to the student of the determined code of conduct proceeding within 10 business days (defined as Monday through Friday 8:30 a.m. to 5 p.m. when the college is in session). Notice will include the date, time, location, and type of the alleged unacceptable conduct, as well as the time, date, and location of the hearing. Notice will be hand delivered by Security personnel to the student in a class or studio, delivered to rooms in the Living Center, or mailed via US postal service to the student's local address.

If after receiving notice, the student and/or witnesses fail to appear at the designated time the conference or hearing will be held in the absence of these parties by the Vice President for Enrollment Management and Student Achievement and/or Director of Student Affairs and resolution and appropriate sanctions will be determined based on the available information. A conference and/or hearing may be postponed upon the student's written request to and at the discretion of the Vice President for Enrollment Management and Student Achievement and/or the Director of Student Affairs.

6.4 CODE OF CONDUCT REVIEW PROCEEDINGS

(1) Minor Offense Hearing:

A student who does not contest the allegations of a minor offense will meet with the Vice President for Enrollment Management and Student Achievement and/or Director of Student Affairs. All decisions and sanctions are final with no right to appeal. In the event that the appropriate code of conduct proceeding is determined to be a Minor Offense Hearing, the Incident Review Conference may serve as the Minor Offense Hearing, and sanctions may be determined at the time of the conference.

(2) Administrative Hearing:

The Vice President for Enrollment Management and Student Achievement and/or the Director of Student Affairs will conduct the Administrative Hearing. At the hearing, the charges and supporting information will be presented by the Vice President and/or Director of Student Affairs. The student is responsible for presenting his/her own position, and may make a verbal and/or written statement. The student and the administrators have the right to present witnesses. The Vice President and/or Director will determine if the student is allowed in the same room as the witnesses. Sanctions are determined by the Vice President for Enrollment Management and Student Achievement and/or the Director of Student Affairs. In the event that the appropriate code of conduct proceeding is determined to be an Administrative Hearing, the Incident Review Conference may serve as the Administrative Hearing, and sanctions may be determined at the time of the conference. Administrative hearings may be appealed.

(3) Code of Conduct Board Hearing:

The Vice President for Enrollment Management and Student Achievement and/or the Director of Student Affairs will conduct the Code of Conduct Board Hearing, and the board includes two additional faculty and/or staff members. The student is responsible for presenting his/her own position, and may make a verbal and/or written statement. The student and the board have the right to present witnesses. The Vice President and/or Director will determine if the student is allowed in the same room as the witnesses. The board will decide if the student is in violation and will determine the appropriate sanctions. Code of Conduct Board Hearings may be appealed.

The student may have an advisor of choice present at any code of conduct proceeding. Advisors are not permitted to participate directly in any conference or hearing, or act as legal counsel for purposes of such proceedings. The advisor may not ask questions or contribute to the discussion. The advisor may only talk with the student.

Code of Conduct Incident Review Conferences and hearings may be recorded. Recordings are erased/destroyed seven years after the date of the recording. Recordings will be available in the consideration of appeals. Deliberations are not recorded.

Determinations of code of conduct proceedings shall be made on the preponderance of evidence.

Students with an unresolved allegation who withdraw from KCAI cannot be readmitted until an incident is adjudicated.

6.5 SANCTIONS

A student's history of inappropriate conduct and the nature and/or severity of the incident are considered in determining appropriate sanctions. More than one sanction may also be imposed upon a student. If a student does not comply with imposed code of conduct sanctions, holds may be placed on student accounts and/or more serious sanctions may be imposed.

The following is a list of possible sanctions and should not be regarded as all-inclusive:

6.5.1 WARNINGS:

Written or verbal warnings may be issued to the student. A warning indicates that if the student is found in violation of the student code of conduct again, further code of conduct proceedings may occur.

6.5.2 RESTITUTION AND MONETARY FINES:

Reimbursement for damage to college and/or personal property, services, and repairs may be a sanction. Monetary fines are possible sanctions for all code of conduct violations. If the student resides in the Living Center or other leased housing, restitution and fines may be deducted from the student's housing deposit. Some violations have specified monetary fines.

6.5.3 APOLOGIES:

Students in violation may be asked to make apologies in writing and/or verbally to the victim and/or others involved in the incident.

6.5.4 LOSS OF PRIVILEGES:

The loss of privileges includes the denial of specific student privileges for a designated period of time.

6.5.5 DISCIPLINARY PROBATION:

Probation is a specific period of time in which the student is expected to demonstrate acceptable behavior. In the event the student is found in violation of the student code of conduct while on disciplinary probation, additional sanctions may be imposed.

6.5.6 NO CONTACT ORDER:

Students may be required to have no contact with another student specified by the Vice President of Enrollment Management and Student Achievement and/or the Director of Student Affairs. This includes no talking, no virtual and social media communication, communication through others, etc. A no contact order may be issued pending the resolution of code of conduct proceedings.

6.5.7 EXPULSION FROM THE LIVING CENTER AND CHEQUERS APARTMENTS OR OAK PLACE APARTMENTS:

Expulsion from the Living Center and/Chequers Apartments/or Oak Place Apartments is the permanent removal of the student from campus-owned or leased housing and termination of the room and board contract or lease agreement. If the student is deemed a danger to his/her own safety or the safety of others, the student may be removed from housing pending the resolution of code of conduct proceedings. The student may be expelled from campus-owned or leased housing without being expelled from classes. The student may be held responsible for costs associated with the termination of a housing contract/lease agreement.

6.5.8 SUSPENSION:

Suspension is the exclusion from classes and school property for a designated period of time. If the student is deemed a danger to his/her own safety or the safety of others is threatened, the student may be suspended pending the resolution of code of conduct proceedings.

6.5.9 EXPULSION:

Expulsion is the permanent removal of the student from the Kansas City Art Institute and termination of student status. The expelled student does not have the opportunity for degree completion at KCAI.

6.6 POST HEARING

Following the determined code of conduct review proceeding, the student will be notified of the code of conduct resolution in writing within five business days. In cases of sexual misconduct and violent crimes (as defined by the Family Educational Rights and Privacy Act of 1974, as amended, and the U.S. Department of Education and Office of Civil Rights) both the victim and the accused student will be notified of the code of conduct resolution in writing within five business days. Based on the information presented during the code of conduct review proceeding, the student will be notified of one of the following outcomes:

- A. The student was found in violation of the student code of conduct. A notification letter will detail the type, date and location of the violation, the imposed sanctions, and the information regarding the appeal process (if applicable).

Or

- B. The charges have been dropped and the student was found not in violation of the student code of conduct.

A notification letter will be hand delivered by Security personnel to the student in a class or studio, delivered to rooms in the Living Center, or mailed via US postal service to the student's local address.

Documentation of the findings of violations will be placed in the student's disciplinary file but are not placed in the student record. Students may request to review disciplinary records by submitting a written request to the Vice President for Enrollment Management and Student Achievement and/or the Director of Student Affairs.

6.7 APPEALS

The student may appeal the resolution of an Administrative Hearing or Code of Conduct Board Hearing in writing to the Vice President for Enrollment Management and Student Achievement and/or the Director of Student Affairs within ten business days of the issued resolution letter. In cases of sexual misconduct and violent crimes (as defined by the Family Educational Rights and Privacy Act of 1974, as amended, and the U.S. Department of Education and Office of Civil Rights) both the victim and the accused student may appeal the resolution of an Administrative or Code of Conduct Board Hearing. If the student receives the resolution letter via US mail, the request for appeal must be submitted within ten business of the postmarked letter.

The Vice President for Enrollment Management and Student Achievement or the President of the college will consider the request for appeal and conduct the appeal hearing, if applicable. If the Vice President for Enrollment Management and Student Achievement participated in the initial hearing, the President will hear the appeal. If the Vice President for Enrollment Management and Student Achievement did not participate in the initial hearing, he or she will hear the appeal.

A code of conduct resolution will only be reversed or remanded if:

- A. The college did not follow published code of conduct procedures.
- B. New information is available that was unavailable at the time of the hearing, and the new information is relevant to the code of conduct resolution.
- C. The sanction is inappropriate for the violation.

The written request for appeal must include:

- A. Name of the student.
- B. Time, date, and location of the violation.
- C. Type of violation.
- D. Resolution of the code of conduct process and imposed sanctions.
- E. Reason for appeal (see reasons for reversal listed above).
- F. Supporting material, if applicable.

The Vice President for Enrollment Management and Student Achievement or the President of the college will render a written decision to student within 10 business days of the appeal. In cases of sexual misconduct and violent crimes (as defined by the Family Educational Rights and Privacy Act of 1974, as amended, and the U.S. Department of Education and Office of Civil Rights) both the victim and the accused student will be notified of the resolution of the appeal. Notice will be hand delivered by Security personnel to the student in a class or studio, delivered to rooms in the Living Center, or mailed via US postal service to the student's local address.

The Vice President for Enrollment Management and Student Achievement or the President of the college may:

- A. Uphold the original resolution and sanctions.
- B. Uphold the original resolution and alter the sanctions.
- C. Dismiss original resolution and sanctions.

The decision of the Vice President for Enrollment Management and Student Achievement or the President of the college is final and binding. There are no further appeals available.

7 KCAI HARASSMENT POLICY

7.1 NO HARASSMENT POLICY

KCAI is committed to maintaining an educational and work environment that is free from discrimination and harassment in which all members of the KCAI community (e.g., faculty, staff, students, visitors, donors, vendors) are able to devote their full attention and best efforts to the job, educational pursuits, or other association with KCAI. KCAI believes that each person should be given an equal right to succeed based on his or her abilities and academic or job performance, without being bothered or distracted by offensive behavior on the part of other individuals associated with the KCAI community. Each person has a right to personal privacy and dignity. All members of the KCAI community are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, everyone is responsible for respecting the rights of all others at KCAI.

Harassment, either intentional or unintentional, has no place in the educational or work environment. Accordingly, KCAI does not authorize and will not tolerate any form of harassment of or by any student, employee (i.e., supervisory or non-supervisory) or others associated with KCAI based on race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, or any other factor protected by law. The term “harassment” for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to a person's race, color, national origin, ancestry, sex, age, creed, religion, disability, marital, parental or veteran status, sexual orientation, or any other factor protected by law, which would make a reasonable person experiencing such harassment uncomfortable in the educational or work environment or which could interfere with a person’s academic success or job performance.

To educate all students and employees and to comply with the law, KCAI has issued this policy together with an internal complaint procedure for investigation of allegations of harassment. KCAI takes the matter of harassment very seriously. All acts of harassment in the workplace or on or within the campus, whether or not specifically mentioned in this policy, are considered a major offense and will result in corrective action, up to and including discharge from employment or expulsion from the college.

7.1.1 SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that adversely affects the terms and conditions of educational pursuits or employment when:

1. Submission to the conduct is made either explicitly or implicitly a condition of academic success or a condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an academic or employment decision affecting the harassed student or employee; or
3. The sexual conduct substantially interferes with a student's academic performance or an employee’s work performance or creates an intimidating, hostile, or offensive educational or work environment.

Prohibited acts of sexual harassment can take a variety of forms, ranging from off-color jokes to subtle pressure for sexual activity to physical assault. With the exception of generally acceptable behavior such as a handshake, no person should intentionally touch another. People should not be questioned about their sex lives or sexual preferences. Sexual harassment can be of a male to female nature, female to male nature, male to male nature, or female to female nature. It is not possible to identify in this policy each and every act that may constitute sexual harassment. The following are examples of prohibited conduct:

7.1.2 EXAMPLES OF SEXUAL HARASSMENT

1. Threat or suggestion of sexual relations or sexual contact that is not freely or mutually agreeable to both parties.
2. Threats or insinuation that the person's grades, academic success, educational references or other conditions related to academics, or the person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances.
3. Repeated requests for social engagements or interactions, when prior social invitations have been refused or when the person has otherwise indicated such invitations are unwelcome.
4. Continual or repeated verbal abuse of a sexual nature including graphic commentaries regarding a person's body; comments regarding sexual behavior; sexually degrading words to describe a person; sexually suggestive gestures, including staring, leering, or ogling the person's body; unwelcome requests for sexual behavior; lewd comments, sexual innuendoes, and other vocal activity such as catcalls, wolf whistles, etc.
5. Unwanted touching, rubbing, patting, or other physical contact with a person.
6. Display of photographs, cartoons, articles, or other written materials or objects of a sexual nature in the educational environment or workplace which are outside of the context of art and design education. However, the art and design education context may not be used as a screen for harassment.
7. Transmitting or accessing sexually explicit materials by computerized, electronic, or other means, such as e-mail and voice mail which is outside of the context of art and design education. However, the art and design education context may not be used as a screen for harassment. KCAI may review, audit, intercept, access, and disclose all matters on KCAI's computer, electronic, or telephone systems or equipment at any time, with or without employee notice, and that access may occur during or after working hours. The use of KCAI-provided password or code does not restrict KCAI's from accessing communications on its computer, electronic, or telephone equipment or systems.

7.1.3 OTHER FORMS OF HARASSMENT

Harassment based upon race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, or any other factor protected by law (“other harassment”) is equally serious and is expressly prohibited.

Other harassment includes any verbal, written, or physical act in which race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, or any other factor protected by law is used or implied in a manner that would make a reasonable person uncomfortable in the educational or work environment or that would interfere with the person's ability to accomplish academic success or perform the job. Examples of other harassment include jokes that include reference to race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, or any other factor protected by law; the display or use of objects or pictures that adversely reflect on a person's race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, or any other factor protected by law if the object or image is outside of the context of art and design education because the art and design education context may not be used as a screen for harassment; or use of language that is offensive due to a person's race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, or any other factor protected by law.

7.2 NO RETALIATION

No reprisals will be taken against anyone who makes a discrimination or harassment complaint or who participates in an investigation. KCAI will not tolerate any person retaliating against another who made a discrimination or harassment complaint or who participated in an investigation. Any person who feels that retaliatory action has been taken at any time because he or she complained of harassment or participated in an investigation *immediately* should report that action to the Director of Human Resources, the Vice President for Enrollment Management and Student Achievement, or the Executive Vice President for Administration.

7.3 REPORTING DISCRIMINATION AND HARASSMENT

KCAI cannot resolve matters that are not brought to its attention. Any person, regardless of academic standing, rank, status or position, who has a complaint of or who witnesses harassment at KCAI by anyone, including peers, faculty, supervisors, managers, employees or even non-employees, has a responsibility to *immediately* report the incident to the Director of Human Resources, the Vice President for Enrollment Management and Student Achievement, the Vice President for Academic Affairs or the Executive Vice President for Administration. KCAI will investigate the complaint. It should be remembered that absolutely anyone has the right to tell the discriminator or harasser that the conduct is offensive and to insist that the conduct stop.

7.4 INVESTIGATING COMPLAINTS

KCAI will thoroughly and promptly investigate all claims of discrimination or harassment. Based on the investigation, KCAI will determine whether the complained-of conduct violates this policy. The totality of the circumstances, the nature of the discrimination or harassment, and the context in which the alleged incidents occurred will be considered in making this determination. If discrimination or harassment has

occurred, appropriate corrective action will be taken, up to and including discharge from employment or expulsion from the college.

If an individual outside of student status at KCAI or not in the employ of KCAI has engaged in any form of discrimination or harassment of anyone at KCAI, then KCAI will take appropriate action to correct the situation.

7.4.1 CONFIDENTIALITY

Confidentiality regarding discrimination and harassment complaints and investigations will be maintained to the extent possible. Information will be released only on a “need to know” basis. The complaining individual and the alleged discriminator or harasser will be informed of the determination.

7.5 KCAI'S COMMITMENT TO EFFECTIVE ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

If any member of the KCAI community feels KCAI has not met its obligations under this policy, the person should contact the Director of Human Resources. Effective anti-discrimination and anti-harassment policies depend on everyone, working together, to address this very important subject.

8 CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education, such as the Kansas City Art Institute, to inform the campus community how to obtain local law enforcement information on registered sex offenders. Registry lists may be viewed or purchased in person at the offices of the Jackson county Sheriff Department, 3310 NE Rennau Road, Lee’s Summit, MO 64063, 816-525-4302. The officers of the Jackson county Sheriff Department are open Monday through Friday from 8:00 a.m. to 5:00 p.m. There is a minimal cost for the registry. Neither the State of Missouri nor the Jackson county Sheriff Department currently provides a registered sex offender internet site.

9 CAMPUS COMPUTER POLICIES

9.1 USE OF COMPUTER FACILITIES

The use of computing and network resources at the Kansas City Art Institute by faculty, students and staff is encouraged to advance academic pursuits consistent with the mission of the Kansas City Art Institute. KCAI recognizes and supports a broad range of uses. Typical use for students includes class assignments, academic research, and personal computing to gain computer literacy. Staff or faculty may use computer facilities for tasks associated with administrative responsibilities or for instruction and instructional support.

Use of institutionally owned computing equipment and facilities is restricted to current Kansas City Art Institute employees and currently registered students of the Kansas City Art Institute except in cases specifically approved by the Vice President and CIO.

Students have access to several network services including an e-mail account through Kansas City Art Institute. This account is the official means of communication between KCAI and its students, faculty, and staff. Students are expected to check this account regularly.

9.2 COMPUTER USER CODE OF CONDUCT

Computer facilities and network resources at the Kansas City Art Institute are shared by faculty, staff, and students, requiring that users observe standards of behavior that respect and even ensure the rights of others. The Student Code of Conduct, as well as these policies, constitute a basis for accountability for all users of KCAI computing and network resources.

9.2.1 THE FOLLOWING ARE CONSIDERED SERIOUS VIOLATIONS OF CONDUCT:

- Using another person's personal computer id or user name to log into the network.
- Attempting to defeat the network or Internet security mechanisms in order to gain unauthorized system access.
- Any action intended to disrupt normal system services.
- Repeated failure to abide by regulations pertaining to computer and network usage and the Kansas City Art Institute Student Code of Conduct.
- Unauthorized copying of copyrighted software. Much of the software provided with Kansas City Art Institute systems is purchased under licensing agreements that place legal restrictions on its use and copying.

9.2.2 ELECTRONIC COMMUNICATIONS OR KANSAS CITY ART INSTITUTE HOSTED WEB PAGES MAY NOT BE USED TO VIOLATE THE LAW, SPECIFICALLY:

- Users may not use the Kansas City Art Institute's electronic communications or Kansas City Art Institute hosted web pages for any illegal or unauthorized act.
- Users may not use the electronic communications or Kansas City Art Institute hosted web pages to violate any state or federal laws, including without limitation laws governing the creation, dissemination or possession of illegally copied documents or images.
- Violation of copyright law is prohibited.
- Electronic communications or Kansas City Art Institute hosted web pages may not be used to intimidate or create an atmosphere of harassment based upon race, religion, ethnic origin, gender, age, national origin, sexual orientation or disability. Fraudulent, threatening, harassing or obscene e-mail, graphics, or other similar electronic communications are prohibited.

- All students are hereby notified that it may be illegal to use P2P (Peer to Peer) file sharing services to download and host copyrighted music and movies. The Kansas City Art Institute disclaims any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks.

9.2.3 USERS SHOULD BE AWARE THAT COMPUTER USE INVOLVES MATTERS OF COURTESY, SPECIFICALLY:

- Network files should be deleted when no longer needed to make disk space available and avoid repeated backups of unneeded files. NOTE: if files are not deleted after a given period of time they will be deleted for you. (Time is determined by hardware allocations and restrictions.)
- Printer resources are limited and laser printing is expensive, users should preview documents before printing, print as few draft copies as possible, and print only one final copy. Photocopier machines should be used to make multiple copies.
- To avoid “junk mail” electronic mail messages, user should consider the level of interest of the targeted audience before sending electronic mail to large groups.
- The Kansas City Art Institute group email accounts shall be used for Kansas City Art Institute business only.
- Users of public use areas should avoid disturbing other users.

Violations of conduct may result in cancellation of accounts, denial of access to facilities, removal of web links and/or removal of hosted pages, student discipline, or other administrative action by the Kansas City Art Institute.

9.3 **COMPUTER SECURITY AND DATA PRIVACY POLICIES**

Kansas City Art Institute computer facilities have been established to advance the educational mission of the College by providing tools for academic research and to assist with the teaching and administrative functions of the College. Since these facilities are a community resource, users share both rights and responsibilities in their proper use so as to ensure confidentiality and security of data, and equitable and continuous access to system resources. Users should recognize that data (databases, spreadsheets, documents, e-mail, etc.) have value, and the cost of reproducing data lost through various accidents and errors using a computer may be substantial. Users should also recognize their responsibility to act so as to protect the privacy and confidentiality of their own and institutional data. This policy statement is intended to provide guidelines for questions relating to issues of data privacy and protection, and proper system use.

Users are cautioned that although the college will act to maintain as secure a computer facility as possible, the level of security must be commensurate with costs and the desire to provide access that is both wide and convenient. Users of computer systems should be aware of various risks including the possibility of attempts by persons to deliberately breach system security, of unauthorized access by personnel with physical or supervisory access to systems, and the occurrence of inadvertent accidents, such as printing to the wrong network printer, that could expose sensitive data. Therefore, users are expected to use judgment and act on their own behalf in protecting highly sensitive or confidential data, whether on individual

systems, the network or Internet. If data is very sensitive, preference should be given to placing it only on removable media that can be secured when not in use.

9.4 OWNERSHIP OF DATA

Data placed on computer system by students, faculty, and staff may be the property of the institution or the individual, depending on the circumstances. In principle, data in electronic form should be considered the same as data in more traditional forms (such as paper) when considering ownership. For instance, data assembled as part of the job responsibilities of an administrator or staff member is to be owned by the Institute. Data assembled by faculty as part of their scholarly research or teaching duties, or by students in the course of individual studies, is to be owned by the faculty member or student respectively, except when assembled as part of specific job assignment where the data in paper form would be institutional. Individual contracts, copyright restrictions, etc. may affect ownership of data. Any concerns or questions about ownership issues should be directed to the Vice President and Chief Information Officer.

9.5 NO EXPECTATIONS OF PRIVACY

The use of KCAI provided password or code does not restrict KCAI from accessing communications on its computer, electronic, or telephone equipment or systems.

9.6 CAMPUS TECHNOLOGY SERVICES

9.6.1 MONITORING THE NETWORK AND USERS

- Normal maintenance of the Kansas City Art Institute network requires Campus Technology supervisory personnel to monitor system operation for performance tuning and security violations. In addition, the ability of outside users to access the Kansas City Art Institute system via the Internet and by remote access pose the threat of unauthorized use by outside persons, including attack from viruses and worms. The Kansas City Art Institute computer system personnel have authority to monitor the system.

9.6.2 E-MAIL PASSWORDS

- All e-mail accounts will be initially assigned passwords by the Campus Technology department. You will be asked to change it upon initial log on. The Campus Technology department maintains the passwords for administrative purposes only. For example, if you forget your password, a representative from the Campus Technology department can look up your initial password and reset it; or if you are experiencing difficulty with your e-mail account, a representative from the Campus Technology department can access your account and diagnose the problem and fix it.

NOTE: When you change your e-mail password, the Campus Technology department can no longer assist you in the above noted scenarios.

9.7 GAME PLAYING

Recreational game playing is not tolerated in official campus labs except in circumstances approved by the VP & CIO.. Recreational game playing is allowed from student access locations, such as the Living Center.

9.8 ACCESSING CAMPUS NETWORK FACILITIES

The Campus Technology department will provide live connections to all Living Center rooms and will assist in provisioning access to other areas on campus. The Campus Technology department will provide documentation for all Living Center students on how to set up the individuals' machine for the Internet. All campus lab users will have login access to campus lab server storage.

9.9 WEB PAGES-LINKING AND HOSTING

All students, faculty and staff are encouraged to build their own web pages. The Kansas City Art Institute will currently provide fifteen megabytes (subject to change at the discretion of the Campus Technology department) of space for anyone who would like pages hosted. Pages will be loaded under www.kcai.edu/studentpages. We do not host "dot coms" (www.kcaistudentname.com). Any student wishing to link their own external website with the Kansas City Art Institute's website must submit their uniform resource locator/URL or web address to the Campus Technology department via the web change form. Student pages will be linked and/or posted for the duration of your attendance at KCAI. Graduating seniors will have an additional 6 months of use after graduation to assist in their job search.

9.9.1 DORM SUPPORT POLICY:

- We will provide a working network connection in each room.
- We will provide documentation on how to set up individual machines to connect to the Internet.
- You will be provided a campus email address and email password for means of all KCAI campus communications
- We will provide limited technical support in the following scenarios, if the initial documentation is insufficient.
- If the NIC card is not working, we will check the NIC card.
- If the initial documentation isn't helpful or sufficient, we will set up KCAI network configurations to connect to the Internet.
- If the connection to the Internet fails or is broken.

9.9.2 EACH MACHINE NEEDS TO HAVE THE FOLLOWING:

- 10/100/1000 Ethernet card already installed by a computer store or computer technician (**not KCAI technicians**) to ensure that it is properly configured.

- An internet browser-Mozilla Firefox version 3 or higher or Microsoft Explorer 6 or higher needs to be installed on the machine prior to campus hook-up (**KCAI I.T. staff will not provide this service**).
- Hardware and Software recommendations: Please see recommendations from various departments. Campus Standard software is Microsoft Office and Adobe Creative Suite 5.5. However, students may use Google Apps instead of purchasing Office.
- An RJ45 network cable needs to be purchased from the KCAI Art Supply Store.

ADDENDUM: All students are hereby notified that it may be illegal to use P2P (Peer to Peer) file sharing services to download and host copyrighted music and movies. The Kansas City Art Institute disclaims any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks.

10 STUDIO RULES REGARDING MODELS

1. Model stand, pads and sheets are the models' working area. Please respect this by not walking, sitting or doing art on them.
2. Absolutely no walk-ins or visitors. The only persons that are allowed in the studio during class time are students enrolled in the class, the scheduled model and the assigned faculty member.
3. No photographing or videotaping of any working model.
4. Models are in charge of the studio temperature when posing nude.

11 TIPS FOR SAFETY PRECAUTIONS

11.1 MATERIALS, EQUIPMENT AND YOUR HEALTH

Artist's materials and equipment must be used in a manner respectful of the user's health. Some products contain materials that may produce severe or even irreversible bodily damage. Now is the time for you to develop careful habits and take responsibility for proper and non-hazardous use of your art materials. Read labels on the products you use and consult with faculty members before using a new material or piece of equipment. High risk groups who reportedly are more susceptible to adverse effects from exposure to chemicals and other substances include: asthmatics, smokers, heavy drinkers, pregnant women, people with allergies, and people with heart, lung, or kidney problems. If you fall into one of the above categories, it is wise to consult your physician for advice on possible complications from using certain chemicals and precautionary measures to be taken. There are three ways in which toxic substances enter the body:

1. Skin
2. Inhalation
3. Ingestion

Here are some precautions to take that may help you avoid an unnecessarily hazardous work environment:

11.1.1 STUDIO/WORKING SPACE

Stay alert/be cautious. Have all necessary safety equipment available including: fire extinguisher, first aid manuals and kits, eye wash solutions, and showers. Information about emergency help including telephone numbers should be readily available. Work in well-ventilated areas.

Keep living and work areas separate. A room temperature of 68-72 degrees is recommended. When using solvents, the coolest temperature is always best. Avoid eating, drinking, and smoking in your work areas. Keep work clothes separate from other clothes (wash separately also). Proper hygiene and housekeeping can prevent the development of hazardous conditions. Clean hands and face thoroughly; remove all dust, spills, and residues quickly.

11.1.2 MATERIALS: READ LABELS CAREFULLY

Material Safety Data Sheets (MSDS yellow binders) are located in each studio. Know your materials; study warning labels. If the ingredients of a product are not listed, request information directly from the manufacturer. Watch for flammability of materials. Fire and explosions are always possible. Do not smoke while working with hazardous materials. Never mix chemicals unless you know exactly what you are doing. When possible, substitute highly toxic materials with less toxic; example: use water based screen printing inks instead of solvent-based inks. Avoid skin contact with chemicals (if splashed, wash well with water). When recommended by manufacturer (or by your own common sense) wear protective clothing such as gloves, and use eye protection and dust masks.

Don't wash your hands with solvents. Clean-up spills immediately (dust should be wet-mopped, not swept; liquids should be sponged up with rags or towels and disposed of outside the work environment). Wear respirator and gloves if highly toxic.

Store materials safely/use appropriate containers. Dispose of toxic materials using a waste disposal service, not the garbage can.

A yearly medical check-up is recommended if using toxic substances like lead or organic solvents. Your physician should know of the materials and processes with which you have been involved.

REMEMBER: The actual hazard of a substance depends on several factors:

1. How it is used.
2. Duration of the exposure.
3. Frequency of contact.
4. Amount of substance used.
5. Relative toxicity of a substance.
6. Reaction of an individual's body to a substance.

11.1.3 EQUIPMENT

Many accidents occur needlessly through improper use of tools and machinery. Here are some reminders:

Be aware of your surroundings and pay attention to your actions.

Receive proper instruction before using equipment.

Keep hands and face away from cutting areas or gears.

Wear eye protection and when appropriate wear protective clothing such as gloves and boots.

- Do not wear loose clothing (as it may get caught in machinery).
- Keep your hair tied back.
- Use dust masks or respirator when processes cause dust, fumes, or vapors.
- Don't eat, drink, or smoke while operating equipment.
- Don't use faulty machinery.
- Get help when dealing with large or heavily materials.
- Never be in a hurry!
- When in doubt, discuss further with faculty and department chair in your department.

11.1.4 FURTHER READING

Safe Practices in the Arts and Crafts by Gail C. Barazani

Art Hazards News (monthly publication) by Center for Occupational Hazards

Health Hazards Manual for Artists by Michael McCann

12 COMMUNITY RESOURCES

12.1 BANKS AND FINANCIAL SERVICES

The banks listed are within easy walking distance of KCAI. Most of these institutions offer a variety of checking accounts, some of which pay interest with a minimum daily balance. It may be worthwhile to investigate two or three possibilities before opening an account.

Commerce Bank 118 W. 47th Street

KC, MO 64112
816-234-1800
Lobby Hours: 9:00-4:30 M-F; 9:00--1:00 Sat.
Drive-up Hours: 7:30-6:00 M-F; 8:30-1:00 Sat.

Bank of America 3100 Main
Kansas City, MO 64111
816.979.6710
Lobby Hours: 9:00-5:00 M-F; 9:00-12:00 Sat.
Drive-up Hours: 8:00-6:00 M-F; 8:00-12:00 Sat.

UMB of KC 4900 Main Street
KC, MO 64112
816-556-7600
Lobby Hours: 9:00-5:00 M-F; 9:00-12:00 Sat.
Drive-up Hours: 7:30-6:00 M-Th; 7:30-7:00 Fri. 9:00-1:00 Sat. 24 hr. ATM

12.2 HEALTH AND MEDICAL SERVICES

This Directory has been prepared to help you access health care and health services in Kansas City and is not an endorsement. KCAI does not offer health care facilities on the campus because excellent services and professionals are very close to the campus. KCAI will provide a list of telephone numbers and addresses of doctors, hospitals, and emergency care facilities in the immediate area. This information is provided as a resource to assist students should they need to make an appointment to see a doctor.

Kansas City Free Health Clinic www.kcfree.org

3515 Broadway

Kansas City, MO

Phone: 816-753-5144 at 8:00 am to make an appointment

Patients are seen by appointment and appointments can be made by calling 816-753-5144 beginning at 8:00 am Monday through Friday. Appointments are scheduled on a next-day scheduling basis, if you call on

- Monday -- you will be scheduled for Tuesday if there is an appointment available. If there is not an appointment available, you will need to call in again the next day.
- Tuesday -- you will be scheduled for Wednesday if there is an appointment available. If there is not an appointment available, you will need to call in again the next day.
- And so on.
- Patients need to bring two items each time they come for an appointment:
- (1) proof of income and (2) current residency information.

Jackson County Health Department

313 S. Liberty

Independence, MO

Phone: 816-404-6416

www.jacohd.org

Confidential HIV and STD testing. Free

Jackson County Free Health Clinic
17421 Medical Center Parkway
Independence, MO 64057
Phone: 816-404-6455.

Volunteer physicians staff the clinics which are held on Tuesdays from 6-9 PM. *Patients are seen by appointment only. To qualify for the clinic you must be a Jackson county resident without health insurance.*

Kansas City Health Dept.
2400 Troost Suite 2000
Kansas City, MO
Phone: 816-513-6008
www.kcmo.org
Confidential HIV and STD testing.

Good Samaritan Project
3030 Walnut
Kansas City, MO
Phone: 816-561-8784
www.gsp-kc.org

Counseling only, no testing, Free.

The mission of Good Samaritan Project (GSP) is to provide supportive and responsive care for a diverse community of individuals affected by HIV/AIDS and to raise awareness of HIV/AIDS through education and advocacy.

Swope Health Services
3801 Blue Parkway
Kansas City, MO
Phone: 816-923-5800
www.swopehealth.org
Confidential HIV testing. Free

12.3 PHYSICIAN SERVICES/CLINIC/HOSPITALS/EMERGENCY SERVICES

ALLERGISTS

Devins Allergy/Asthma Clinic
6724 Troost, Suite 304
Kansas City, MO
816-363-0787

CHIROPRACTIC

Cleveland Chiropractic College
701 E. 63rd
Kansas City, MO
Phone: 816-501-0200
Westport Chiropractic Center

4049 Pennsylvania Ave
Kansas City, MO
816-531-5181

Wellspring Chiropractic Clinic
4301 Main St.
Kansas City, MO
Phone: 816- 931-4646

CLINICS

Kansas City Free Health Clinic
3515 Broadway
Kansas City, MO
Phone: 816-753-5144
Free medical services.

Medical Education Clinic of St. Luke's Hospital (Resident's Clinic)
4320 Wornall Road, Medical Plaza II, Suite 65
Kansas City, MO
Phone: 816-932-6100
Staffed by residents from the UMKC medical school program.

Shawnee Mission Urgent Care
Oak Park Mall
Phone: 913-888-1151
Walk-in clinic next to J.C. Penney's
M - Sat. 9AM – 8:30PM
Sunday 9AM – 4:30PM

Swope Health Center
3801 Blue Parkway
Kansas City, MO
Phone: 816-923-5800

If you have an insurance card (Swope Health Services accepts Medicare, Medicaid, MC+, HealthWave, CHIPS and commercial insurance plans), please present it at the time you register. If you are NOT insured, fees for services are based on your income and may be reduced or waived if you live on a limited income according to state and federal guidelines.

TAKE CARE Health Center

Walgreens Pharmacy (family healthcare - open 7 days – nights and weekends – no appointments necessary – staffed with nurse practitioner)

Truman Medical Center

2301 Holmes
Kansas City, MO
Phone: 816-404-1000
www.trumed.org

For questions about the prices of procedures performed at Truman Medical Centers, please call the Pricing Inquiry Line at 816-251-1370 from 8 a.m. to 5 p.m. Monday through Friday.

KU Medical Center
39th and Rainbow
Kansas City, KS
Phone: 913-588-5000

COUNSELORS/PSYCHOLOGISTS

KCAI contracts with a local psychologist and UMKC's Counseling Psychology program to provide on-campus counseling services for students at no cost. For information about these services, contact the Vice President for Enrollment Management and Student Achievement at 816-802-3455.

Community Counseling Services
UMKC School of Education
615 E. 52nd Street, Suite 212
Kansas City, MO 64110
Phone: 816-235-2725
Fees are based on a sliding scale

Brian Paul, Ph.D.
411 Nichols Rd, Suite 194
Kansas City, MO 64112
816-531-2600

Patrick Murray, Ph.D.
South Plaza Counseling Services
4901 Main, Suite 310
Kansas City, MO 64112
816-756-3505

DENTISTS

Westport Plaza Dental Associates
Dr. John A Waldron, Jr.
Dr. Gary P Morgan
801 West 47th Street Suite 408
Kansas City, MO 64112
816-561-6150
www.westportplazadentalcare.com
Dr. James Throckmorton

6309 Morningside Dr.
Kansas City, MO
Phone: 816-523-6615

Kansas City Free Health Clinic
5119 E. 24th St.
Kansas City, MO
Phone: 816-753-5144

Dental services are normally offered Monday through Friday between 9 am - Noon and 1 pm - 4:00 pm and on some evenings. Next-day-scheduling is used to make dental appointments. People calling in for appointments will be given the next available appointment. Appointments can be made by calling 816-753-5144 beginning at 10 am Monday through Friday. Patients need to bring (1) proof of income and (2) current residency information each and every time they come for an appointment.

UMKC Dental School
650 E. 25th St.
Kansas City, MO
Phone: 816-235-2100
dentistry.umkc.edu/bec_patient/becomingpatient.htm

DERMATOLOGISTS

Dr. John C. Hall
4400 Broadway Suite #416
Broadway Medical Building
Kansas City, MO
Phone: 816-561-7783

Dermatology Specialists of KC
1010 Carondelet Dr.
#125, Building A
Kansas City, MO
816-942-1150

EAR, NOSE, & THROAT

Ear, Nose & Throat Associates
1010 Carondelet Dr., #121
Kansas City, MO
(816) 941-6122

ENT Associates of Greater Kansas City
1004 Carondelet Dr., #450
Kansas City, MO
816-942-7200
www.entofgkc.com

EATING DISORDERS

Research Medical Center VITA Program
6601 Rockhill Road
Kansas City, MO
Phone: 816-276-7000

Center Point
Counseling & Recovery
9221 Ward Parkway
Kansas City, MO
816-444-5511

EMERGENCY SERVICES

St. Luke's Hospital
4400 Wornall Road
Kansas City, MO
Phone: 816-932-2171
All Living Center residents should go to St. Luke's if emergency care is needed.

Poison Control
816-234-3000
913-588-6633

FAMILY PLANNING SERVICES

Planned Parenthood of Kansas City
Brous Center
1001 Emanuel Cleaver II Blvd.
Kansas City, MO 64110
(816) 756-2277

Monday	10:00 AM to 7:00 PM
Tuesday	8:30 AM to 5:30 PM (Appt Only)
Wednesday	10:00 AM to 7:00 PM
Thursday	Closed
Friday	8:30 AM to 4:00 PM
Saturday	10:00 AM to 2:30 PM (Appt Only)
Sunday	Closed

Comprehensive Health for Women
4401 W. 109th
Overland Park, KS
Phone: 913-345-1400
Emergency: 913-345-1403
Medical Education Clinic of St. Luke's Hospital
4320 Wornall Rd Suite 65

Kansas City, MO

Phone: 816-932-6100

(Staffed by residents from UMKC medical school program. Gynecological and obstetric care. Must make appointment.)

GENERAL PRACTICE

Midtown Family Medicine

4620 JC Nichols Parkway, Suite 405

Kansas City, MO 64112

816-756-5839

Plaza Primary Care

4440 Broadway

Kansas City, MO

816-561-9200

St. Luke's Internal Medicine

4321 Washington

Suite 3000, Medical Plaza III

Kansas City, MO

Phone: 816-932-3100

GYNECOLOGY

Comprehensive Health for Women

4401 W. 109th

Overland Park, KS

Phone: 913-345-1400

Emergency: 913-345-1403

KU Medical Center

39th and Rainbow

Kansas City, KS

Phone: 913-588-5000

Planned Parenthood –Brous Center

1001 Emanuel Clever II Blvd.

Kansas City, MO

Phone: 816-756-2277

Truman Medical Center

2301 Holmes

Kansas City MO

Phone: 816-404-4100

HEPATITIS TESTING

Swope Health Center
3801 Blue Parkway
Kansas City, MO
Phone: 816-923-5800

HOSPITALS

St. Luke's Hospital
4300 Wornall Road
Kansas City, MO
Phone: 816-932-2000
closest to KCAI

All Living Center residents should go to St. Luke's if emergency care is needed.

KU Medical Center
39th and Rainbow
Kansas City, KS
Phone: 913-588-5000

Research Medical Center
2316 E. Meyer Blvd.
Kansas City, MO
816-276-4000

Truman Medical Center
2301 Holmes
Kansas City MO
Phone: 816-404-1000

HOTLINE / EMERGENCY NUMBERS

AL-ANON

1-800-4AL-ANON (800-425-2666), in Canada and the USA

Hours: Monday through Friday 8:00 am to 6:00 pm (Eastern Time)

A worldwide organization offering a self-help recovery program for families and friends of alcoholics whether or not the alcoholic seeks help or even recognizes the existence of a drinking problem.

Cocaine Anonymous:

National referral line: 1-800-347-8998

A referral service for updated information only, for local hotlines.

Narcotics Anonymous: 1-818-773-9999

Hours: Monday through Friday 8:00 am to 5:00 pm (Pacific Time)

Pride Institute
1-800-547-7433

Hours: 24 hours a day, 7 days a week
Chemical dependency/mental health referral and information hotline geared for the gay, lesbian, bisexual and transgender communities.

Commcare Mental Health Crisis Line
1-888-279-8188

MOCSA (Metropolitan Organization to Counter Sexual Assault)
Rape Crisis Line: 816-531-0233

Call Nurseline
816-932-6220
Free nurse advice & physician referral 24 hours a day, every day of the year.

Poison Control
816-234-3000
913-588-6633

Research Psychiatric Center
2323 E. 63 St.
Kansas City, MO
Phone: 816-444-8161
Crisis Line: 816-235-8162
[Free psychiatric assessment, crisis intervention, and referral]

National Suicide Prevention Crisis Line
1-800-273-8255
1-800-784-2433

Western Missouri Mental Health Center
Crisis Line
Phone: 816-889-3940

Rose Brooks Center for Domestic Violence Intervention
816-861-6100

STD Clinic
Kansas Free Health Clinic
5119 East 24th
Kansas City, MO 64127
Phone : 816-231-8895

OPHTHALMOLOGISTS

John C. Hagan , MD
Discover Vision Centers
9401 N. Oak Trafficway
Ste. 200
Kansas City, MO 64155
Phone: 816-478-1230

State Line Eye Care Center
7701 State Line Road
Kansas City, MO
816-444-2900

Sabates Eye Centers
4321 Washington, Suite 2100
Kansas City, MO
913-261-2020

OPTOMETRISTS

Debra Kirk
4620 J C Nichols Parkway, Ste. 421
Kansas City, MO
816-561-0306

Sabates Eye Centers
4321 Washington, Suite 2100
Kansas City, MO
913-261-2020

ORAL SURGEONS

Dr. David Moore
4400 Broadway Suite 400
Kansas City , MO 64111
Phone: 816-753-4400

ORTHODONTISTS

Orthodontics Inc.
315 Nichols Road, Suite 208
Kansas City, MO
816-753-0377

ORTHOPEDICS

Truman Medical Centers Hospital Hill
Orthopedic Surgery Dept
2301 Holmes St
Kansas City, MO 64108
816-404-5406

Dickson-Diveley Midwest Orthopaedic Clinic
4320 Wornall Road, Suite 610
Kansas City, MO 64111
913.319.7600

PEDIATRICIANS

Pediatric Associates
4400 Broadway St # 206
Kansas City, MO 64111
816-561-8100

PHARMACIES

CVS
3902 Main Street
Kansas City, MO
816-931-5452

Walgreens
3845 Broadway
Kansas City, MO
816-561-7620

Walgreens
4360 Troost
Kansas City, MO
816-931-4911

PODIATRISTS

Foot and Ankle Specialists
6675 Holmes, Suite 330
Kansas City, MO
816-444-1100

PSYCHIATRISTS/PSYCHIATRIC NURSE PRACTITIONERS

For more information about how to access these services, please contact Dr. Bambi Burgard, Vice President for Enrollment Management and Student Achievement, at 816-802-3455.

Nancy Casado, ARNP
Psychiatric Professional Association
8629 Bluejacket, Suite 102
Lenexa, KS 66214
913-677-0500

Dr. Rosalyn Innes
222 W. Gregory Blvd.
Kansas City, MO
Phone: 816-363-2995

Dr. Fernando Rosso
Heartland Psychiatric Medicine
8340 Mission Road, Suite 210
Shawnee Mission, KS 66206
913-642-0100

Dr. W. Steven Baker
7700 Shawnee Mission Parkway
Shawnee Mission, KS
Phone: 913-262-1843

Dr. John L'Ecuyer
8201 Mission Road
Shawnee Mission, KS
Phone: 913-649-0923

REFERRAL SERVICES

Physician Referral Service of St. Luke's Hospital
Phone: 816-932-6220

Nurseline
816-932-6220
Free nurse advice & physician referral 24 hours a day, every day of the year.

REUMATOLOGY

Dr. Anne Warner
4330 Wornall Road Suite 40-II
Kansas City, MO
Phone: 816-531-0930

SUBSTANCE ABUSE

Alcoholics Anonymous (AA)
Area Information Center
Phone: 816-471-7229 (answered 24 hours)

Al-anon Family Groups Information Center
Phone: 816-373-8566

Alateen Information
Phone: 913-384-4653 (Kansas)
816-373-8566 (Missouri)

Narcotics Anonymous
Phone: 816-531-2250

Western Missouri Mental Health Center
1000 East 24th St
Kansas City, MO 64108
Emergency-Intake/ 24hrs.
816-512-7000

UROLOGY (Diagnosis and treatment of disorders of the urinary tract)

Kansas City Urology Care
4321 Washington, Suite 5300
Kansas City, MO
Phone: 816-531-1234

12.4 GROCERY STORES

City Market
5th and Walnut
816-842-1271

Marsh's Sun Fresh
4001 Mill St.
816-931-1639
Open 24hrs

Contentino
14 W. 62 Terr.
816-523-3769

Oriental Market
20 E. 5th Street
816-472-6363
West African Groceries
3703 Main

816-753.2520

Thriftway
3967 Main Street
Kansas City, MO
816-531-6122

12.5 COPY SERVICES

Kinko's / Plaza
612 W. 47th
816-960-2030

UPS Store
6300 Mail Street
816-561-7411

Office Max
3732 Main St.
816-931-3355

Office Depot
4201 Main
816-531-5770

Soli's Plus Printing
3501 Broadway
816-753-1616

12.6 HARDWARE STORES

Ace / Westlake Hardware
1000 Westport Rd.
816-756-2445

Loma Vista Hardware
311 Westport Rd.
816-931-5846
(Gives 10% discount to KCAI students)

Midland True Value
4627 Troost
816-531-1410

Sutherland's
311 W. 72nd St.

816-444-3422

True Value Hardware
4627 Troost
816-531-1410

Home Depot
111 E. Linwood Blvd.
Kansas City, MO
816-931-7434

12.7 DISCOUNT, GENERAL

Costco
Main and Linwood
Kansas City, MO
816-216-0000
Mon. – Fri. 10:00 am – 8:30 pm
Sat. 9:30 am – 6:00 pm
Sun. 10:00 am – 6:00 pm

Sam's Club
12200 W. 195th
Lenexa, KS
913-894-0084

Target
6100 Broadmoor St.
Mission, KS
913-262-2434
8509 State Line Road
Kansas City, MO
816-444-6012

Wal-Mart
5150 Roe Ave.
Kansas City, Kansas
913-236-8898

12.8 ART SUPPLIES

KCAI Art Supply Store
KCAI Campus
816-802-3349
Creative Coldsnow
808 Westport Rd.

816-531-1213

Utrecht
4142 Main Street
Kansas City, MO 64111
816-531-8410

12.9 BOOK STORES

Barnes and Noble Books / Plaza
420 W. 47th St.
816-753-1313

Half Price Books
1002 Westport Rd.
816-931-5377

Bloomsday Books
6227 Brookside Blvd.
816-523-6712
(used books)

Borders Books
9108 Metcalf
816-642-3642

Waldenbooks
2450 Grand Blvd. (Crown Center)
816-474-8774

Spivey's Books
825 Westport Rd
816-753-0520
(used/out of print)

12.10 FITNESS FACILITIES

Center for Health Enhancement (CFHE)
Saint Luke's Health Care System
4200 Wornall Rd.
816-932-3260

Clever Family YMCA

7000 Troost Avenue
Kansas City, MO 64131
816-285-9622

Gold's Gym
4050 Pennsylvania
816-931-9888

Quality Hill YMCA
1051 Washington
816-842-9622

UMKC Swinney Gym
5030 Holmes
816-235-1556

12.11 CHURCHES

All Souls Unitarian Church
4500 Warwick
816-531-2131

Antioch Baptist Church
7735 Main St.
816-333-8919

New Reform Temple
7100 Main Street
816-523-7809

Community Christian Church
4601 Main
816-561-6531

Guardian Angels Church (Catholic)
1310 Westport
816-931-4351

Redemptorist Fathers Church
Our Lady of Perpetual Help (Catholic)
3333 Broadway
816-561-3771

7th Church of Christ Scientist / Plaza
604 W. 47th St.
816-931-1832
St. Marks Lutheran Church

3800 Troost
816-561-9677

St. Pauls Episcopal Church
40th and Main
816-931-2850

Unity Temple / Plaza
707 W. 47th St.
816-561-4466

Visitation Church (Catholic)
5141 Main
816-753-7422

12.12 STORAGE UNITS

Public Storage
3440 Main Street
816-753-4111

Midtown Self-Storage
3429 Troost
816-753-3304

Security Self-Storage
2748 Southwest Blvd
Kansas City, MO
816-399-5832

12.13 RECYCLING CENTERS

Bridging the Gap
435 Westport Rd., #23
Kansas City, MO 64111
816-561-1087 OR 816-561-1090
info@bridgingthegap.org

Environmental Campus
4707 Deramus, Kansas City, Mo.
Hours: Wed. – Sat. 9 a.m. to 5 p.m.

FALL 2011 CALENDAR

Friday, August 19
Living Center Opens, Food Services Begin
Registration: Students not Pre-Registered

Monday, August 22
First Day of Classes

Wednesday, August 24
Convocation

Friday, August 26
Last Day to Register Late

Monday, August 29
Last Day to Drop/Add Classes
Approved Internship & Directed Study
paperwork Due in ARC by 4:00 pm

Saturday – Monday,
September 3-5
Labor Day Holiday

Friday, September 16
Spring Class Schedule Due in ARC

Tuesday, October 4
Spring 2012 Course Reservation Begins:
Students w/ 99 or more Earned Credit Hours

Thursday, October 6
Spring 2012 Course Reservation: Students
w/ 90 or more Earned Credit Hours

Friday, October 7
Application Deadline for Exchange
Programs

Tuesday, October 11
Spring 2012 Course Reservation: Students
w/ 75 or more Earned Credit Hours

Thursday, October 13
Fall Certificate Program Grades Due
Spring 2012 Course Reservation: Students

w/ 60 or more Earned Credit Hours

Friday, October 14
Degree Programs Mid- Semester

Saturday, October 15
Parent's Day

Tuesday, October 18
Mid-semester grades for Degree Programs
Due
Spring 2012 Course Reservation for
Students w/ 45 or more Earned Credit Hours

Thursday, October 20
Spring 2012 Course Reservation: Students
w/ 30 or more Earned Credit Hours

Tuesday, October 25
Spring 2012 Course Reservation: Students
w/ 29 or less Earned Credit Hours

Saturday, October 29
National Portfolio Day

Tuesday, November 1
Application materials for
Major + Due by 4:00pm

Friday, November 11
Last Day to Withdraw from a Class

Wed. – Sun., November 23 - 27
Thanksgiving Holiday
No Food Service

Friday, December 2
End of Semester Show begins 5:00pm

Friday, December 9
Last Day of Classes/ Semester Ends
Food Services Ends

Saturday, December 10
Living Center Closes at Noon
Winter Certificate Program Ends

Monday, December 12
Incomplete Grade Paperwork Due in ARC
by 4:00pm

Tuesday, December 13
Final Fall Grades Due

WINTER SESSION 2011

Monday, January 2
First Day of Class

Tuesday, January 3
Last Day to Add/Drop Classes

Monday, January 16
Last Day to Withdraw from a Class

Friday, January 20
Last Day of Class

Tuesday, January 24
Final Grades Due

SPRING 2011 CALENDAR

Friday, January 20
Living Center Opens
Registration: Students not Pre-Registered
Fall 2011 Incomplete Grades Due by
4:00pm

Saturday, January 21
Food Service Begins

Monday, January 23
First Day/ Classes Begin

Friday, January 27
Last Day to register Late

Monday, January 30
Last Day to Add/Drop Classes
Approved Internship & Directed Study
Paperwork Due in ARC by 4:00pm

Friday, February 10
Fall Class Schedule due in ARC

Thursday, March 1
Fall 2012 Course Reservation: Students w/
99 or more Earned Credit Hours

Friday, March 2
Application Deadline for Exchange
Programs

Tuesday, March 6
Fall 2012 Course Reservation: Students w/
90 or more Earned Credit Hours

Thursday, March 8
Fall 2012 Course Reservation: Students w/
75 or more Earned Credit Hours

Friday, March 9
Degree Programs Mid-Semester

Saturday-Sunday, March 10-18
Degree Programs Mid-Semester Break
No Food Service (March 10-17)

Monday, March 19
Degree Programs Mid-Semester Grades
Due

Tuesday, March 20
Fall 2012 Course Reservation: Students w/
60 or more Earned Credit Hours

Thursday, March 22
Fall 2012 Course Reservation: Students w/
45 or more Earned Credit Hours

Tuesday, March 27
Fall 2012 Course Reservation: Students w/
30 or more Earned Credit Hours

Thursday, March 29
Fall 2012 Course Reservation: Students w/
29 or less Earned Credit Hours

Monday, April 2
Application materials for
Major + Due by 4:00pm

Friday, April 13

Last Day to Withdraw from Classes

Friday, May 4

End of Semester Show begins at 5:00 pm

Friday, May 11

Last Day of Classes/Semester Ends

Food Service Ends

Saturday, May 12

Commencement

Living Center Closes 12PM

Tuesday, May 15

Final Grades are Due

Incomplete Grade Paperwork Due in ARC
by 4:00pm