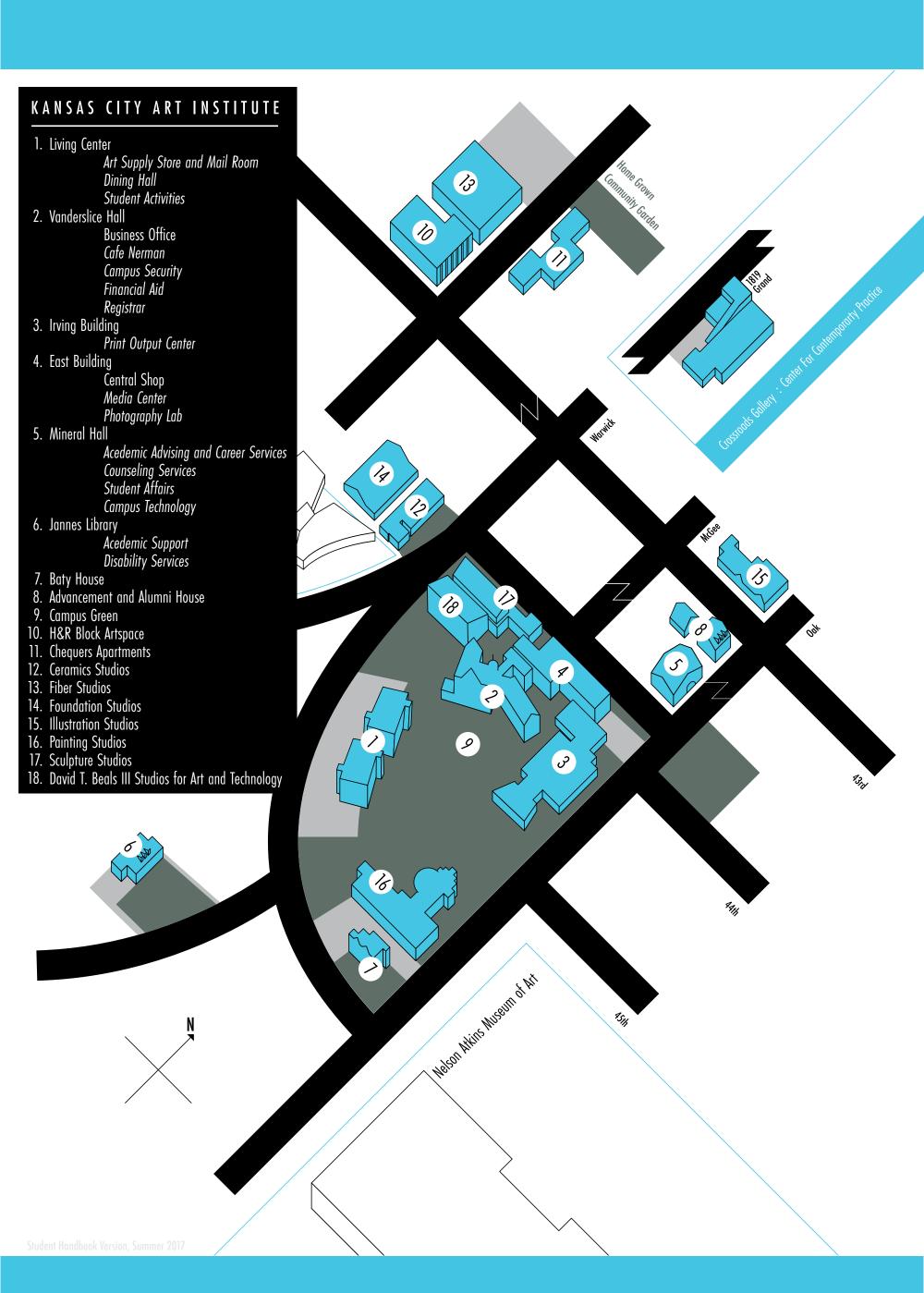
17-18 student handbook



KANSAS CITY ART INSTITUTE

campus map



KCAI STUDENT HANDBOOK

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Introduction

Founded in 1885, the Kansas City Art Institute is one of the oldest and most respected colleges of art and design in the United States. Today, KCAI is a premier, private, fully accredited college of art and design, awarding the bachelor of fine arts degree. A comprehensive liberal arts program complements an emphasis in` one of the following majors: animation, art history, ceramics, creative writing, filmmaking, fiber, graphic design, illustration, interactive arts, painting, photography, printmaking and sculpture.

Consistently recognized for a rigorous, diverse curriculum, KCAI provides quality academic programs strengthened by first-rate support services, technology and practical learning opportunities within and beyond the United States. The college's emphasis on personal attention allows students to gain a comprehensive education and to develop an informed, thoughtful perspective.

KCAl's scenic 16-acre campus situates students between the Kemper Museum of Contemporary Art and the Nelson-Atkins Museum of Art, two of the top art museums in the nation. The college also owns and operates two art galleries, the H&R Block Artspace, located at 16 E. 43rd St., and the KCAl Crossroads Gallery: Center for Contemporary Practice, located in the KC Crossroads art district at 1819 Grand Blvd.

Campus Information and Resources



Mission, Vision, and Values

Mission:

To prepare gifted students to transform the world creatively through art and design.

Vision:

To be an innovative leader in art and design.

Values:

- 1. We value intellectual and artistic curiosity together with critical and creative inquiry.
- 2. We promote meaningful integration of liberal arts education and professional practice.
- 3. We explore diverse conceptions of art and design, materials and ideas, history and perspectives.
- 4. We embrace community engagement, cultural diversity, compassion for others and open communication, contributing to social and cultural growth both locally and globally.

Notice of Non-Discrimination

KCAI is committed to a campus environment in which all individuals are treated with respect and dignity, where each individual has the right to a positive atmosphere that promotes equal opportunity. KCAI prohibits discrimination and harassment 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. This policy has been developed to ensure that all members of the campus Community can be in an environment free from discrimination, harassment, and retaliation. Every



reasonable effort will be made to ensure that all concerned are familiar with this policy and aware that any Complaint of a violation will be investigated and resolved appropriately.

Campus Address

Kansas City Art Institute
4415 Warwick Blvd.
Kansas City, MO 64111-1820

For directions and a campus map, please visit <u>www.kcai.</u> <u>edu/campus-life/campus</u>

Campus Directories

For a list of departments and contacts within each department, please visit www.kcai.edu/contact-us. Toll free: 800-522-5224 (for admissions and financial aid)

Or: 816-472-4852 (for directory of all other departments) Faculty names, titles and biographical information are posted on the KCAI website at www.kcai.edu/academics and are listed within each academic department.

Academic Advising and Career Services

Academic advising and career services provides a unique integrated approach to academic and career advising. The goal is to assist students and recent alumni achieve their academic and career goals through academic and

career advising and integrated programming. Beginning in the freshman year, students are exposed to career-related information, resources and services to complement their academic experiences.

Advisors are provided to assist students in planning their academic program. They are not authorized to change established policies of the Kansas City Art Institute. Students are solely responsible for ensuring that their academic program complies with the policies of KCAI.

Services include:

- Academic and career advising
- Schedule planning
- Educational opportunities guidance (directed studies, KCASE exchange program, change of major, double major declaration, and transfer credit hours)
- Academic and career related programs and workshops
- Job-readiness (resume and cover letter preparation, networking, interview skills, and other aspects of the job search process)
- On-line job posting for on and off-campus jobs and internships
- Graduate school preparation
- Residencies, assistantships, fellowships information

Academic Support

Students at KCAI are encouraged to seek out the assistance offered through academic support services. Academic services are available to all KCAI students and

include assistance with time management, note taking, ESL strategies and the coordination of study sessions.

KCAI also offers a walk-in writing lab, staffed by students who have been trained to assist others with their writing. Students can receive assistance with both their writing and their research.

Art Supply Store and Mail Room

Art Supply Store

Visa, MasterCard, American Express, Discover Credit cards are accepted, as well as KCAI Gift cards. Textbooks may be purchased online at the eCampus.com Virtual Bookstore, www.ecampus.com/kcai. 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.

Mail Room

The campus Mail Room is open 8:30am – 5:00pm, Monday – Friday. There are no mail deliveries over the weekend. Students may use metered mail and/or UPS services, as well as purchase stamps at the counter in the Art Store. Messages for faculty and staff can be left at the front counter.

Campus Computer Labs

- Jannes Lab
- Jannes Library and Learning Center
- Print Output Center
- Irving Building
- Irving 111
- Irving Building
- Foundation Lab
- West Building
- Animation Lab
- Irving Building

The campus computer labs and the Print Output Center provide cutting edge equipment for creating computeraided art, design, digital video, 3-D modeling, prototype work, 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 open 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.

Campus Security

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.

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 number for the KCAI Safety and Security Department is 816-931-6666.

If you need immediate emergency assistance please call 9-1-1 and request the police, fire and/or emergency medical assistance first. Then, at your earliest opportunity, contact KCAI Campus Security to report the situation and obtain further assistance and/or guidance.



Campus Technology Services

contact: <u>ct@kcai.edu</u> <u>816-802-3502</u>

Campus Technology provides support to students, faculty, and staff. Support includes but is not limited to email, campus network, wireless connections, digital storage, Adobe Creative Cloud Subscriptions, laptop recommendations, etc.

Central Shop

The Central Shop is an interdepartmental support facility for use by the students, faculty and staff of the KCAI. Available are most common woodworking machines and tools, including table saws, bandsaws, miter saws, jointer, planer and drill presses, as well as a supply of hand power tools for use in the shop and for check out. The Central Shop has recently expanded into the digital realm with the addition of CNC technology.

All users of the Central Shop are required to attend a safety orientation. Foundation students complete a multiweek orientation and project as part of the School of the Foundation year. Transfer students attend an intensive one

session orientation held at the beginning of each semester.

David T. Beals III Studios for Art and Technology

Beals Studios is a fabrication laboratory where experimentation, imagination, and innovation converge. The facilities currently house nine 3D printers (of various kinds), two engraving and cutting laser systems, a CNC wire bender, a computer controlled weaving loom, and two CNC milling/routing systems. Additionally, there's a room dedicated to finishing and detail work (such as soldering and sanding). An instruction area with twelve high-end computers and an 84-inch presentation screen is also located here. Furthermore, Beals Studios offers a seating area where students and faculty can gather for personalized discussions and collaborative efforts.

Disability Services

Disability services works with students who have a disclosed disability to arrange accommodations that will allow those students equal access to the educational environment. Incoming students who wish to disclose a disability, including ongoing medical conditions such as severe allergies and seizure disorders, are encouraged to contact disability services. Students may also complete a Disclosure of Special Needs, which is located online on ArtNet under the "Student" section. *Users must login to access this information.

Financial Aid

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 (98%) 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.

Health Services

Medical Care

With the exception of personal counseling, KCAI does not provide on-campus health services to students. However, KCAI students have access to several medical facilities and services in the surrounding area. There is a list of local medical clinics, physicians, and specialist in the Community Resources section of this handbook, as well as in the "Resources" portion of the KCAI online Policy Library.

If you have a medical emergency, visit St. Luke's Hospital's



emergency room, call 911, or contact campus security at 816-931-6666.

Student Health Insurance

Students enrolled in nine or more credit hours are covered under a supplemental accident coverage plan through Mutual of Omaha, paid for by KCAI. This is an accident only plan (broken bones, injuries, etc.) and does not cover sickness (flu, cough, cold, etc.). This is primarily a supplemental policy to insurance carried by a parent or spouse on behalf of the student. Students not covered by another health insurance plan may want to consider purchasing additional coverage through the Health Insurance Marketplace, at http://www.healthcare.gov. Additional information about the accident coverage, please contact the Office of the Dean of Student Affairs at 816-802-3397.

Personal Counseling Services On Campus

KCAI students may receive free and confidential counseling on campus during the academic year (fall and spring semesters) for personal issues that may include depression, relationship issues, anxiety, problems adjusting to college life, and other concerns. Counseling may be on an ongoing weekly schedule, based on the individual's needs and availability.

To inquire about scheduling an appointment or to learn more about counseling services, information can be found online on ArtNet under the "Student" section. *Users must login to access this information.

Students who prefer to seek off-campus counseling or

are in need of a psychiatrist, the KCAI Psychologist/ Coordinator for Counseling Services, Dean of Student Affairs, or the Assistant Dean of Students may assist with a referrals. Students may also use the Student Assistant Program (information listed below).

<u>Student Assistance Program</u> (additional health/wellness resources off campus)

KCAI students are provided a full range of services offcampus including the following support services:

- 24/7/365 day access to helpline at 855-340-6487 or at www.ndbh.com
- assessment and referral
- emotional, psychological, and behavioral
- legal and financial
- online health risk assessments
- family resources
- work-life wellness

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 located in the Student Handbook listed in the Community Resources section.
- 2. In the event of an emergency, call 911 or go to the nearest emergency room.

- St. Luke's Hospital Emergency Room, located at 4401 Wornall Road, is the closest hospital to the KCAI campus. Although they do not have psychiatric services, they will help in a crisis situation.
- 3. If it is during KCAI office hours of 8:30 AM-5 PM Monday through Friday, contact the Dean of Student Affairs at 816-802-3397 or the Assistant Dean of Students at 816-802-3419. If it is after office hours, call Campus Security at 816-931-6666 or Call the Student Assistance Program helpline at 855-340-6487. This line is staffed 24 hours a day, 7 days a week. Free assessment services are available:
- 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.
- 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.
- Call Commcare, a 24-hour mental health crisis line at 1-888-279-8188.

Jannes Library

Hours and Building Access

Current library hours are posted on our website: kcai. edu/library. Hours are curtailed during semester breaks, through the summer, and on holidays. For access to the building and to check out materials, always take your

student ID with you to Jannes Library.

Resources

Jannes Library supports the information, research and visual resource needs of KCAI students, faculty and staff. 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 print volumes and access to over 112,000 eBooks, as well online research databases and resources If a student's research takes them beyond the holdings and scope of Jannes Library, other libraries in the MOBIUS library consortium will be utilized. Materials not available through Jannes or MOBIUS can be requested through Interlibrary Loan (a slower process).

Jannes Library offers several computer workstations and grayscale and color printer/copiers on the first floor, and a multiple-workstation computer lab on the third floor.

Services Offered

LIBRARY ORIENTATION AND RESEARCH ASSISTANCE

Librarians offer one-to-one instruction in the use of Jannes Library and its electronic and print information resources, including instruction in how to use the Web for research and how to evaluate information resources.

RESERVE MATERIALS

Faculty members may place materials (articles, books, videos, etc.) for course assignments in the Library "on Reserve". Books and DVDs placed on reserve are available upon request at the Circulation Desk.

ONLINE RESOURCES

Links to the library's online catalog and to a wealth of additional online resources are available at http://kcai.edu/library. The library's subscription-based research databases are password protected, as they are licensed exclusively for the educational use of KCAI students, faculty and staff.

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 and printing costs are paid through the use of a print-vending system.

Media Center

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.

Photography Lab

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 Media Center open hours on a first come/first serve basis. Please observe and respect closing times by stopping your work 30 minutes before closing.

Print Output Center

The Print Output Center is designed to provide a centralized, convenient location for all types of printing. Students, faculty and staff may drop off flash drives with image files for printing and pick up the next day. Printing costs are posted via https://artnet.kcai.edu/printing. Print jobs are paid using P-counter. Students are asked to maintain a balance in their print accounts to facilitate processing of prints in the output center. Money may be deposited to print accounts in the Print Output Center, the Business Office, or Jannes Library and Learning Center.

Registrar

The registrar ensures the integrity, accuracy, and security of all academic records of current and former students, facilitates effective student registration and enrollment, and maintains up-to-date course schedules, and catalogs. The registrar supervises the processes for degree conferral, enrollment and degree verification, production of official transcripts and diplomas, internships, global studies, VA certification and international student certification. The registrar counsels and advises students, faculty, and staff on academic policies and procedures and interprets and enforces both KCAI and federal policies and regulations.

Global studies promotes global citizenship by providing comprehensive services to both domestic students interested in studying off-campus as well as international nonimmigrant students studying at KCAI. Students can receive guidance in a variety of areas including, but not limited to, off-campus study opportunities, study abroad scholarships, travel information, student visas, international credentials and immigration regulations.

Opportunities include:

- AICAD mobility program
- International exchange program
- Non-KCAI sponsored study abroad programs
- Fulbright U.S. student program

The Registrar's office provides service to KCAI's students as their:

- Designated school official
- Benjamin A. Gilman International Scholarship study abroad advisor (in conjunction with designated faculty)
- Fulbright program advisor (in conjunction with designated faculty)
- International Student Identity Card issuing personnel

International students (nonimmigrant students) and their dependents, present in the U.S. on a student visa (9F-1/F-2) receive assistance from the Registrar's Office regarding obtaining a Social Security Number or driver's license, lawful employment, maintaining valid student status, DHS/DOS regulations and requirements, USCIS authorizations, etc.

Internships

KCAI strongly supports student internships during the course of study for the B.F.A. degree. Internships for all campus majors are coordinated through the Registrar's office. Internships occur in the junior or senior year. KCAI maintains a list of local internship sites and sites 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. It is important for students to start planning their internships well before the start of the semester.

School for Continuing and Professional Studies

The School for Continuing and Professional Studies offers courses year-round in a variety of mediums. Classes are open to community members and to current BFA students. Classes are offered during fall and spring academic semesters and two sessions are offered in the summer. Class schedules are tailored to meet the needs of our degree program students, as well as community students, age 6 to adult. All classes are listed online at http://www.kcai.edu/artforeveryone.

Enrollment is dependent on the following:

The student must be a full-time BFA degree-seeking student; enrollment is confirmed by the Registrar and tuition payment is confirmed by the Business Office. The continuing education class enrollment must be a non-credit fine arts class.

Student Activities and Organizations

Dances, open mic nights, dodge ball, soccer, tickets to local arts and sporting events, student organization fairs, movies on the plaza, etc., are just a few of the activities offered at KCAI. Student involvement in planning these events is vital to their success. Student organizations vary from year to year, based on interest and involvement. For more information about how to get involved, contact the Residence Life and Campus Activities Coordinator.

Registered Student Organizations

For more information and how to join KCAI STUDENT ORGANIZATIONS + ACTIVITIES, please contact the Residence Life and Student Activities Coordinator at housing@kcai.edu or 816-802-3358.

Student Housing and Dining Services

Student Living Center

KCAI offers an excellent residential life experience on campus. Each residential room is equipped with its own furnishings and carpet and the Student Living Center is equipped with a student fitness room, television lounge, dining hall, as well as social lounges on each residential floor.



The Assistant Dean of Students and live-in Residence Life and Student Activities Coordinator oversee the Living Center operations. Each floor of the Living Center is staffed by trained Resident Assistants who are current KCAI students.

Chequers Apartments

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. For more information please contact Chequers Apartments management: chequers@orionpg.com.

Dining Services

Students not living in the KCAI Living Center are welcome and encouraged to patronize the Dining Hall, and have several purchasing options. They can pay the all-you-care-to-eat door price anytime. They can purchase discounted 10-meal punch cards (sold at the Art Store and the Dining Hall.) Or they can purchase a 5, 10, or 19 meal (per week) plan in the Business Office on a semester-by-semester basis. As part of their contract, Living Center residents have a 19-meal (per week) board plan and a \$50 per semester credit to be used in the Café Nerman or Cafeteria.

Café Nerman

Café Nerman, located on the first floor of Vanderslice

KCAI STUDENT HANDBOOK



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.

Academic and Campus Policies



Academic Policies

- Academic Advising and Registration for Courses
- Academic Grade Forgiveness
- Academic Honesty
- Academic Honors
- Academic Probation, Dismissal, and Progress Standards

Add/Drop Period and Withdrawing from a Course

- Add/Drop and Withdrawing from a Course
- Adding or Dropping a Course, Internship, Mentorship, or Directed Study After the Academic Deadline
- Application for Asian Studies Certificate
- Application for Social Practice Certificate
- Application for Art History Program (Double Major and Minor)
- Application for Creative Writing Program (Double Major and Minor)

Attendance

- Attendance
- Attendance of the First Day of Class
- Auditing a Course
- BFA Degree Requirements
- Change of Major
- Commencement Ceremony and BFA Exhibit Eligibility
- Course Grade Appeal
- Course Level
- Course Waitlists



- Credit Hour Load and Part-time Status
- Credit Hour Policy
- Degree Requirement Substitution Request
- Directed Study
- Disclosure of Disability and Student Accommodation Process
- Disclosure of Pregnancy and Pregnancy-related Condition
- Grade Change
- Grading System
- Graduation (Degree Completion) Requirements
- Incomplete Grades
- Internships for Studio Artists
- Major Plus (+)
- Mid-Semester Grade Reports

Off Campus Study Programs

- AICAD Mobility Program
- Faculty Led Travel Program
- Fulbright U.S. Student Program
- International Exchange Program
- Kansas City Area College Exchange Program (KCASE)
- William Jewell College Exchange Program
- Residency Requirement Waiver Request
- Student Class and Studio Level
- Studio Hours
- Studio Models
- Transfer Credit



Campus Policies

Assembly and Demonstration Policy

Campus Security

- Emergency Alert System
- Emergency Response and Evacuation
- Jeanne Clery and Campus Crime Statistics
- Missing Persons
- Timely Notice

Campus Technology

- Accessing Campus Network Facilities
- Computer Security and Data Privacy
- Computer User Code of Conduct
- Copyright Infringement
- Game Playing
- Monitoring the Network and Users
- Network Support for Living Center Residents
- Passwords
- College Closings Due to Inclement Weather
- Consensual Relationship and Nepotism
- Discrimination and Harassment Policy (for protected classes)

Family Educational Rights and Privacy Act (FERPA)

 Directory Information and Requests for Non-Disclosure Summary of Student Rights



Financial Aid

- Emergency Student Loans
- Employment on Campus
- Financial Aid Guidelines
- Maintaining Eligibility for Financial Aid and Satisfactory Academic Progress
- Merit Scholarships
- Minimum Standards of Progress for Veterans
- First Name/Pronoun Change and Change of Legal Name
- Free Non-Credit Courses for BFA Students through KCAI's Continuing and Professional Studies
- Good Samaritan and Medical Amnesty
- Hazing

Immunizations

- Required Immunizations
- Medical Exemption Form
- Religious/Personal Beliefs Exemption Form
- Tuberculosis Screening Questionnaire
- Installation of Art in Public Spaces

Jannes Library

- Jannes Library Circulation
- MOBIUS Libraries
- User Guidelines for the Jannes Computer Lab



- Living Center Guide
- Minors on and off Campus/Child Abuse Reporting
- Parking and Parking Fines
- Readmission for Domestic and International Students
- Request for a Reduced Course Load for F-1 Status International Students
- Required Forms
- Seizure Disorder Protocol
- Service and Emotional Support Animals
- Sexual Misconduct, Sex Discrimination, and Sexual Harassment
- Smoking on Campus (Smoke Zones)

Student Code of Conduct

- Alcohol and Controlled Substances
- Drug Free Schools and Communities Act
- Student Code of Conduct
- Student Complaints and Grievances
- Student Handbook (2016-2017)
- Student ID Cards
- Students with Encumbrances
- 2017-2018 Student Health Insurance for Domestic and International Students
- Transcripts and Requesting Transcripts
- Transportation Program
- Bike Share sign-up instructions
- Tuition and Fees Payment Deadlines
- Tuition and Fees Refund
- Use of Student Artwork



Withdrawal from Courses and the College

- Administrative Withdrawal Due to Non-Attendance
- Request for Withdrawal Due to Hardship
- Request for Late Withdrawal
- Total Withdrawal and Leave of Absence

Student Resources

- Gender pronoun supporting materials
- KCAI Personal Counseling Services

KCAI Accident and Injury Insurance

- 2017-2018 Information about KCAI's accident/injury insurance (brochure)
- 2017-2018 KCAI accident insurance card
- 2017-2018 KCAI accident insurance frequently asked questions
- Information about local health care and how to use KCAI's accident insurance information

Local doctors, physicians and specialists

- Information about local doctors, clinics, and specialists
- Information about local health care and how to use KCAI's accident insurance information
- Off-Campus Emergency and Mental Health Information
- Off-Campus Housing Guide
- Optional Personal Property Insurance



- Places of Worship/Religious Organizations and Cultural Centers
- Severe Weather Protocol
- Smoke Zones Map
- Student Assistance Program Information (Off campus counseling services, financial and legal assistance, and childcare and parenting assistance, etc.)
- Student Organizations
- Student Services Brochure 2016-2017
- Wellness at KCAI Resources (Physical, Mental, and Spiritual)

