

# Student Handbook

2024-25



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# Introduction

## 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, fiber, filmmaking, graphic design, illustration, painting, photography, printmaking, product design and sculpture.

Consistently recognized for a comprehensive, 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.

KCAI's scenic 16-acre campus is situated 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 the H&R Block Artspace, located at 16 E. 43rd St., as well as the KCAI Gallery: Center for Contemporary Practice, located in the heart of campus.

## MISSION AND VISION

**Mission:** The mission of KCAI is to educate artists and designers while honoring the distinct journey of students. We forge a vibrant community that equips them to become leaders who leverage the creative process to transform the future.

**Vision:** The vision of the KCAI is to be a regionally preeminent and nationally acclaimed leader in art and design education known for preparing artists and designers for substantial and transformative futures.



# Campus Information and Resources

## 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. The Kansas City Art Institute prohibits discrimination and harassment based on race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, marital status, parental status, genetic information, citizen status, veteran status, or any other characteristic prohibited by federal, state, or local 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.

## FORCE MAJEURE

In the event that, as a result of (i) any Act of God, fire, flood, earthquake, tornado, natural disaster, inclement weather, pandemic, epidemic, public health emergency, power outage, government or government agency restriction, order, regulation, law or mandate, war or similar action, act of terrorism, insurrection, riot or civil commotion, labor disturbance or other cause beyond the reasonable control of the College (each, a “force majeure event”), as determined by the College in good faith, or (ii) any good faith determination by the College that the protection of the health and/or safety of students, faculty, administrators and/or other representatives of the College requires, warrants or justifies any such action, (A) any classes (whether held in-person or remotely) are canceled, shortened, delayed, suspended, relocated or otherwise altered, (B) access to residential housing and/or other College facilities is prohibited, delayed, suspended or otherwise altered, (C) services historically provided by the College are eliminated, delayed, suspended or otherwise altered, and/or (D) any other College operations are canceled, shortened, delayed, suspended or otherwise altered, the College will not be liable for any such cancellation, shortening, delay, suspension, relocation, alteration, prohibition or elimination and no refunds or credits will be required to be provided by the College as a result of any of the foregoing. Without limiting the generality of the foregoing, semester and/or program schedules may be extended by the College in its sole discretion for a period of time approximately equal to the time lost due to any delay so caused and/or classes may be conducted via remote or distanced

learning and/or weekend classes may be scheduled, the College's sole discretion.

The College does not promise or guarantee any particular mode of delivery, curriculum, instructor, or student enrollment level. The College retains the right to change the College's mode of delivery or workforce in its sole discretion. Students' tuition obligations will continue despite, and no refunds or tuition credits will be provided because of, any such changes or force majeure events.

## CAMPUS ADDRESS AND CONTACT INFORMATION

Campus Address:

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



Click [HERE](#) for a campus map.

Contact:

Admissions and Financial Aid (Toll-free): 800-522-5224

Directory of all other departments: 816-472-4852

## ACADEMIC ADVISING



Academic advising provides personalized guidance to students to help them achieve their academic goals. In the first year, students are introduced to academic advising and academic support resources and services to complement their academic experiences. Students can consult with an advisor each semester about progress in their degree program.

Student Support Advisors (SSA) serve as an academic and academic support advisor. Advisors provide guidance in choosing classes to fulfill degree requirements, as well as classes and programming that help move students closer to their individual academic goals. Advisors 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:

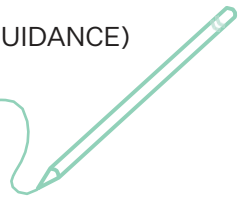
- ACADEMIC SCHEDULE AND DEGREE PLANNING AND GOAL SETTING
- EDUCATIONAL OPPORTUNITIES (DIRECTED STUDIES, KCASE EXCHANGE PROGRAM, CHANGE OF MAJOR, DOUBLE MAJOR DECLARATION, AND TRANSFER CREDIT HOURS)
- GROUP PRESENTATIONS
- INDIVIDUAL MEETINGS
- CONNECT TO CAMPUS RESOURCES



## ACADEMIC SUPPORT

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

- LEARNING STRATEGIES (TIME MANAGEMENT, NOTE TAKING, STUDY SKILLS, WRITING GUIDANCE)
- SETTING ACADEMIC GOALS
- INDIVIDUAL MEETINGS
- CONNECT TO CAMPUS RESOURCES



KCAI offers a language and learning lab which is open for quiet study space. For assistance with writing, research, learning and study skills, students can contact their student support advisors.

## PROFESSIONAL PRACTICE CENTER

The Professional Practice Center provides personalized guidance for exploring career paths and professional readiness. Whether students are interested in a studio practice, attending graduate school, starting their own venture, or working at a local or national company, students have a dedicated team and the resources needed to make the best choice for their futures in order to move closer to their professional goals.

Services include:

- ONE-ON-ONE CAREER ADVISING
- PROFESSIONAL DEVELOPMENT /CAREER READINESS PROGRAMS AND WORKSHOPS
- JOB AND INTERNSHIP READINESS (MATERIAL PREPARATION AND REVIEW, NETWORKING TIPS, INTERVIEW SKILLS, AND OTHER ASPECTS OF THE JOB SEARCH PROCESS)
- [THE PROFESSIONAL PRACTICE PORTAL](#): A CURATED DATABASE OF JOB AND INTERNSHIP POSTINGS FOR ON- AND OFF-CAMPUS OPPORTUNITIES

- JOB AND INTERNSHIP FAIR
- GRADUATE SCHOOL APPLICATION AND PREPARATION
- RESIDENCIES, ASSISTANTSHIPS, FELLOWSHIPS INFORMATION
- ALUMNI MENTORSHIP PROGRAM

## THE UNDERGROUND

### Art Supply Store

Shop the Art Supply Store [online](https://artsupplies.kcai.edu) at [artsupplies.kcai.edu](https://artsupplies.kcai.edu) or visit the brick-and-mortar store in The Underground. The Art Supply Store provides convenient access to a variety of offerings, including snacks, KCAI branded goods, and instructor-approved art supplies. The store accepts most major credit cards, cash, KCAI gift cards, or pre-paid Art Store Account. To set up or reload an Art Store Account, contact the Business Office or the Art Supply Store directly. Textbooks are sold exclusively online at [kcai.ecampus.com](https://kcai.ecampus.com).

### Mail Room

The campus Mail Room is a comprehensive mail center that offers a range of services. Students can conveniently send and receive packages from USPS, UPS, FedEx, or Amazon. Additionally, the Mail Room stocks various supplies like stamps, envelopes, and packaging materials, which can be purchased at the counter located in the Art Store.

All packages sent to KCAI are routed through the Mailroom. Notifications are sent to recipients' KCAI email. To collect packages and mail, students can utilize the smart locker bank located in the lobby of The Underground, which is accessible 24/7. Oversized packages must be collected at the counter of the Art Store during regular business hours.

All mail and packages should be addressed as follows:

First Name, Last Name  
4415 Warwick Blvd.  
Kansas City, MO 64111

The name on the package or letter should match the preferred name of the recipient as it is listed with the school. The Kansas City Art Institute makes every effort to utilize preferred names. Known legal and dead names are stored as aliases.

## Print Center

The Print Center is designed to provide a centralized, convenient location for archival inkjet printing, laser-jet copies, and promo materials. Students, faculty and staff can submit a job on MyKCAI (students must login to view this portion of MyKCAI), or stop by to see paper types and materials. Print jobs can be paid using P-counter. Money may be deposited to print accounts in the Print Center, Business Office, or Jannes Library. Credit Cards are also accepted. Contact [printcenter@kcai.edu](mailto:printcenter@kcai.edu) with any questions.

## CAMPUS TECHNOLOGY + COMPUTER LABS

The departmental labs, the Beals Fabrication Lab, and the Print Center provide cutting-edge equipment for creating art, design, digital video, 3D modeling, prototype work, and animation. The labs operate under the supervision of the KCAI staff, providing technical and application assistance to students, faculty, and staff. Students may contact the CT helpdesk at [helpdesk@kcai.edu](mailto:helpdesk@kcai.edu) or 816-802-3502. The campus network infrastructure connects all lab workstations, making it convenient for students to use Internet resources. Further, various 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.

Labs and classrooms may be reserved for students enrolled in specific classes; are scheduled throughout the day and into the evening. All software required to complete assignments is available in departmental labs.

## CAMPUS SAFETY & SECURITY

The Kansas City Art Institute's Department of Safety and Security provides uniformed, unarmed protection 24 hours a day, 365 days a year. Safety & Security officers patrol the campus on foot and using a marked security vehicle and mountain bike. The Safety and Security office is located on the first floor of the Barbara Marshall Residence Hall.



## How to Contact Safety & Security

Crimes and safety issues that occur on campus should be reported to the Campus Safety & Security Department as soon as possible. The phone number for the KCAI Safety & Security Department is 816- 931-6666 and the email is [security@kcai.edu](mailto:security@kcai.edu). If you need immediate emergency assistance, call 9-1-1 and request the police, fire and/or emergency medical assistance. Contact safety & security at your earliest opportunity to report the situation and obtain further assistance and/or guidance.

## CENTRAL SHOP

Central Shop is an interdepartmental support facility for use by the students, faculty and staff of KCAI. Available are most common woodworking machines and tools, including table saws, band-saws, 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.

All users of Central Shop are required to attend a safety orientation. Orientation and project videos, handouts, and other reference material are available on the shared folder titled “Central Shop Resource Center,” on Google Drive.

Contact [centralshop@kcai.edu](mailto:centralshop@kcai.edu) with any questions.



## DAVID T. BEALS III STUDIOS FOR ART AND TECHNOLOGY

David T. Beals III Studios for Art & Technology aids the student body in the conception, design, and realization of their ideas through the utilization of emerging technologies. This is done by providing expertise, equipment, curriculum, and mentorship to KCAI as a whole. Beals Studios is used to host regularly scheduled classes, individual class sessions, groups, and individuals.

Beals Studios houses a wide array of digital fabrication tools, expertise, and a workspace that encourages interdisciplinary collaboration. This includes: eight 3D top-end FDM printers, a Fuse1 SLS printer, a Form 3+ resin printer, three Epilog laser systems, two CNC mills, a desktop waterjet cutter, an industrial desktop vacuum former, and a tinkerspace for working with elec-

tronics. Additionally, there are various collaboration work areas, as well as a teaching space with high-end computers, an array of software, and an 84” interactive screen. This is all laid out in one space, allowing for work to flow seamlessly from ideation, to design, to iteration, to re-iteration.

Beals Studios hosts an assortment of workshops, events, and competitions throughout the year.

Contact [beals@kcai.edu](mailto:beals@kcai.edu) with any questions.

## DISABILITY SERVICES

Disability Services works with students who have a documented disability (physical, psychological, ADD/ADHD, learning disability) to arrange accommodations that will allow those students equal access to the educational environment. Students who wish to disclose a disability, including ongoing medical conditions such as severe allergies and seizure disorders, are encouraged to request reasonable accommodations through [MyKCAI](#) (students must login to view this portion of MyKCAI).

## FINANCIAL AID

Kansas City Art Institute is committed to the excellence of private higher education. To make this kind of education accessible to outstanding students and those who are in financial need, KCAI provides support through Kansas City Art Institute Scholarships. Over ninety-nine percent (99%) 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.

## MEDICAL AND MENTAL HEALTH SERVICES

### Medical Care

KCAI does not provide on-campus medical care for students. However, KCAI students have access to board certified physicians for general illnesses through [Teladoc](#). Students can connect with physicians 24/7 by phone or video.

There are also many medical facilities and services in the surrounding area. There is a list of local medical clinics, physicians, and specialists on [MyKCAI](#). If you have a medical emergency, visit St. Luke’s Hospital’s emergency room, or call 9-1-1.

## Personal Counseling and Psychiatry Services

Students have two options for receiving counseling and/or psychiatry services. Those options include on-campus individual counseling services and referrals for off-campus psychiatry care, or ongoing individual counseling and psychiatry services through [Teladoc](#).

### *ON-CAMPUS COUNSELING AND OFF-CAMPUS PSYCHIATRY SERVICES*

KCAI offers approximately 50 hours of weekly ongoing individual counseling. Follow the steps below to request services.

Email [counseling@kcai.edu](mailto:counseling@kcai.edu) and include “Counseling Request” in the subject line (title) of your email. Include the following information.

- CHOSEN NAME
- LEGAL NAME
- DATE OF BIRTH
- YEAR IN SCHOOL
- PHONE NUMBER
- ALL AVAILABLE HOURS, MONDAY THROUGH FRIDAY
- PREFERENCE OF COUNSELOR (BIPOC, LGBTQI+, FEMALE, NONE, ECT.)\*

*\*While we make it a priority to connect students with their preferences, we cannot guarantee we are able to accommodate all requests.*

Through on-campus counseling services, the counseling staff will work with students to refer them to appropriate off-campus psychiatry resources.



### *TELADOC COUNSELING AND PSYCHIATRY SERVICES*

KCAI students have access to book appointments with board certified psychologists, therapists, and/or psychiatrists through [Teladoc](#). Appointments are available 7 days a week from 7am to 9pm. There is a broad range of providers available to connect students with based on their individual preferences.

Teladoc services may not support the needs of all students at all times. Medical services are for short-term conditions and do not support chronic medical conditions, nor medication for chronic conditions and/or needs. Medication prescribed through medical or mental health providers does not include DEA controlled substances, or narcotics. Medication is an additional cost to the

student, but at a discounted rate. Should students need additional resources, please contact [studentaffairs@kcai.edu](mailto:studentaffairs@kcai.edu).

## Crisis Intervention

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, or refer to number 2 on this list.
2. In the event of an emergency, call 9-1-1 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, or after hours (nights/weekends), call Campus Security at 816-931-6666. Campus Security will connect you with a student affairs staff member.

### *OTHER OPTIONS INCLUDE:*

Call 988 to reach the national [Suicide and Crisis Hotline](#).

## JANNES LIBRARY



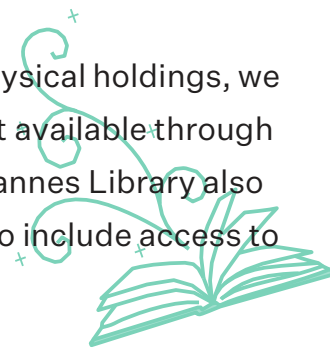
### Hours and Building Access

Current library hours are posted on our website: [kcai.edu/library](http://kcai.edu/library). Hours are reduced 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 and research needs of KCAI students, faculty and staff. Our library's collections are developed specifically to support KCAI's curriculum and the college's academic programs, with most of our materials selected through faculty requests and collaborations. Our collection includes nearly 30,000+ physical volumes and 300,000+ academic eBooks, a faculty curated collection of DVDs & Blu-ray, and a small but growing special collections made of Artist Files, Artist Books, Mail Art, and Zines. Easily navigated by an integrated discovery layer within our online catalog, that includes comprehensive full-text coverage on a broad range of art related subjects.

When students' research takes them beyond the scope of Jannes Library's physical holdings, we utilize libraries within our MOBIUS consortium to fulfill requests. Materials not available through Jannes or Mobius can be requested via traditional Inter-Library Loan (ILL). Jannes Library also offers several computers on the 1st floor for both research and writing. We also include access to public grayscale & color scanners and printers.



## Services Offered

### *LIBRARY ORIENTATION AND RESEARCH ASSISTANCE*

Librarians offer 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. Individual assistance with basic and advanced research is always available by request. Library staff members are happy to help students find elusive articles, images, videos, and information on obscure subjects. Find contact information for all library staff members on our website: [kcai.edu/library](http://kcai.edu/library). Assistance is available on a walk-in basis, by email, phone and through our chat application on our website.

### *RESERVE MATERIALS*

Faculty members may place physical materials (required reading or viewing, usually books or videos) in the Library "on Reserve". Books and other materials placed on reserve are available upon request at the Circulation Desk for 2-hour in-library use; please be prepared to show your student ID card to check out materials on Reserve.

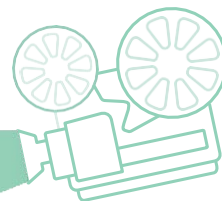
### *ONLINE RESOURCES*

Links to the library's online catalog and to a wealth of additional online resources are available at [kcai.edu/library](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*

Grayscale and color printing and photocopying are available in Jannes Library. Patrons can scan and email documents to themselves at no cost. Photocopying is on a cash basis. Printing is tracked and printing costs are paid through the use of a print-vending system. Students are advised to deposit funds onto their individual print vending account and can do so on any computer that has the print vending app on it. Payments via cash, credit/debit cards, or checks are accepted in Jannes Library or the Business Office. Students are encouraged to avoid photocopying when possible (thus saving money) by scanning items using our copying machines. Digital copies are free.





## 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.

Contact [mediacenter@kcai.edu](mailto:mediacenter@kcai.edu) with any questions.

## 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.

## 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.

## OFF-CAMPUS STUDIES AND INTERNATIONAL STUDENT SERVICES

The Registrar's office promotes global citizenship by providing comprehensive services to both domestic students interested in studying off-campus as well as international 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.

Off-campus travel opportunities include

- FACULTY-LED TRAVEL PROGRAMS (FLTP)
- AICAD EXCHANGE PROGRAM
- INTERNATIONAL EXCHANGE PROGRAM
- NON-KCAI SPONSORED STUDY ABROAD PROGRAMS

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

- DESIGNATED SCHOOL OFFICIAL FOR F-1 VISA STUDENTS AND ASSISTS WITH ADMISSIONS, HOUSING AND COURSE REGISTRATION FOR F-1 VISA STUDENTS AND/OR
- BENJAMIN A. GILMAN INTERNATIONAL SCHOLARSHIP STUDY ABROAD ADVISOR (IN CONJUNCTION WITH DESIGNATED FACULTY)

## INTERNSHIPS

KCAI strongly encourages students to pursue an internship during their junior and senior years (some majors require an internship). Internships for academic credit are coordinated in collaboration with the Professional Practice Center and the Registrar's office. The [Professional Practice Portal](#) maintains a curated list of current internship opportunities. Internships can be completed during the fall, spring or summer semesters. For internships that are not paid, there is a stipend available for students through the Non-paid Internship Fund. Applications for the fund are accepted with completion of your internship paperwork. It is important for students to start planning for their internships well before the start of the semester. For more information, visit: <https://kcai.edu/professional-practice-center/internships/>.

## VETERANS SERVICES ★★ ★

The Registrar is the School Certifying Official for student's using veterans' benefits. New students must submit a current Certificate of Eligibility to initiate benefits. Contact the Registrar's office for additional information and assistance.

## CAMPUS ACTIVITIES AND STUDENT INVOLVEMENT

Students at KCAI often seem happiest when working late into the night in their studios, but opportunities abound for other types of experiences throughout the academic year. Involvement in the KCAI Student Activities and student organizations can have a positive impact on the overall experience of students by providing opportunities to meet new friends, connect with the campus and KC art community, as well as the development of valuable leadership skills. For questions about how to get involved in or learn more about any student activities organization, please visit [MyKCAI](#) (login and select Campus Life).



## CAMPUS HOUSING

KCAI offers an excellent residential life experience on campus. Each residential room is equipped with its own furnishings. Opened in January of 2020, the Barbara Marshall Residence Hall is the center for student life on campus. The new Residence Hall features suite-style rooms with semi-private bathrooms and basic furniture. Residents can relax in one of many common spaces and study lounges after a long day in the studio, unwind in the game room, or rev-up in the fitness center. All students will have healthy and tasty food options in the new Wylie Dining or can grab coffee and snacks in Café Nerman, KCAI's very own coffee shop. The Assistant Director for Housing and Student Activities oversees the Residence Hall operations and supervises the Resident Assistants who live with the residents. Email [housing@kcai.edu](mailto:housing@kcai.edu) with questions.

## DINING SERVICES



### Wylie Dining

All Students living on campus and in campus secured housing are required to have a meal plan. Students not living in the Barbara Marshall Residence Hall or other secured campus housing are welcome and encouraged to patronize Wylie Dining, and have several purchasing options. A list of available meal plans may be found at <https://kcai.edu/admissions-aid/cost-of-attendance/>.

### Café Nerman

Café Nerman 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 Policies

## DISCLAIMER

Information contained within the Student Handbook and this policy library is valid at the time of web posting. Policies, requirements, and procedures are subject to change, and materials within the policy library do not constitute a contract with the student. With or without prior notice KCAI may change programs, regulations, and fees noted in this posting. All policies are reviewed annually.

While KCAI does not endorse specific companies or services, KCAI frequently works with third-party vendors and may refer students to services provided by third-party vendors. Students choosing to use these services do so voluntarily and at their own risk.

## 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](#)
- [Adding a Course, Mentorship, Internship, or Directed Study After the Academic Deadline](#)
- [Administrative Withdrawal Due to Non-Attendance](#)
- [Application for Art History Program \(Double Major or Studio Minor\)](#)
- [Application for Creative Writing Program \(Double Major or Studio Minor\)](#)
- [Application for Non-Studio Minor \(Asian Studies, Entrepreneurial Studies, Social Practice, Sound\)](#)
- [Association of Independent Colleges of Art and Design \(AICAD\) Exchange Program](#)
- [Attendance of First Day of a Class](#)
- [Auditing a Course](#)
- [BFA Degree Requirements](#)
- [Change of Major](#)

- [Commencement Ceremony and BFA Exhibition Eligibility](#)
  - [Course Grade Appeal](#)
  - [Course Levels](#)
  - [Course Waitlist](#)
  - [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 Conditions](#)
  - [Faculty Led Travel Program \(FLTP\)](#)
  - [Fulbright U.S. Student Program](#)
  - [Grade Change](#)
  - [Grading System](#)
  - [Graduation \(Degree Completion\) Requirements](#)
  - [Incomplete Grades](#)
  - [Institutional Attendance](#)
  - [International Exchange Program](#)
  - [Internships - Policy for Internship Sites](#)
  - [Internships - Policy for Students](#)
  - [Kansas City Area College Exchange \(KCASE\) Program](#)
  - [Major Plus \(+\) Program](#)
  - [Mid-Semester Grade Reports](#)
  - [Progression Guidelines](#)
  - [Readmission for Domestic and International Students](#)
  - [Request for Late Withdrawal](#)
  - [Request for a Reduced Course Load for F-1 Status International Students](#)
-

- [Request for Withdrawal Due to Hardship](#)
- [Residency Requirement Waiver](#)
- [Student Class and Studio Level](#)
- [Studio Hours](#)
- [Total Withdrawal and Leave of Absence](#)
- [Transcripts and Requesting Transcripts](#)
- [Transfer Credit](#)
- [Transfer Credit Guide](#)





# Campus Policies

## DISCLAIMER

Information contained within the Student Handbook and this policy library is valid at the time of web posting. Policies, requirements, and procedures are subject to change, and materials within the policy library do not constitute a contract with the student. With or without prior notice KCAI may change programs, regulations, and fees noted in this posting. All policies are reviewed annually.

While KCAI does not endorse specific companies or services, KCAI frequently works with third-party vendors and may refer students to services provided by third-party vendors. Students choosing to use these services do so voluntarily and at their own risk.

## ADMISSIONS

- [Admissions Requirements](#)

## ANIMALS ON CAMPUS

- [Emotional Support Animals](#)
- [Service Animals](#)

## BARBARA MARSHALL RESIDENCE HALL AND HOTEL

- [Residence Hall Guide](#)
- [Residence Hall Packing List](#)

## CAMPUS SECURITY

- [Emergency Alert System](#)
- [Emergency Notification and Timely Warnings](#)
- [Emergency Preparedness Procedures](#)
- [Emergency Response and Evacuation](#)
- [Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act](#)
- [Missing Persons](#)
- [Shelter-In-Place](#)

## 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 BMRH Residents](#)
- [Passwords](#)
- [Student Account Retention Policy](#)

## DISCRIMINATION/HARASSMENT OF PROTECTED CLASSES, SEXUAL HARASSMENT, AND REPORTING

- [Anonymous Reporting](#)
- [Consensual Relationship and Nepotism](#)
- [Discrimination and Harassment \(related to protected class\)](#)
- [Sexual Harassment, Title IX](#)
- [Sexual Harassment Hearing Procedures, Title IX](#)

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- [Directory Information and Requests for Non-Disclosure](#)
- [Summary of Student Rights](#)

## FINANCIAL AID

- [Emergency Student Loans](#)
- [Financial Aid Guidelines](#)
- [Financial Aid Scholarship and Grants](#)

- [Maintaining Eligibility for Financial Aid and Satisfactory Academic Progress](#)
- [Merit Scholarship](#)
- [Requirements to Remain a Student and Keep Loans and Scholarships](#)

## GENERAL CAMPUS POLICIES

- [Assembly and Demonstration](#)
- [Campus ID/Access Cards](#)
- [Campus Name](#)
- [Campus Public Statement](#)
- [Campus Speaker](#)
- [Campus Visitor](#)
- [College Closings Due to Inclement Weather](#)
- [Communicable Disease & Pandemic Response Plan](#)
- [Financial Holds on Student Accounts](#)
- [Freedom of Expression](#)
- [Good Samaritan and Medical Amnesty](#)
- [Hate Symbols](#)
- [Hazing](#)
- [Meal Plans](#)
- [No Retaliation](#)
- [Parking and Parking Fines](#)
- [Posting and Chalking on Campus](#)
- [Readmission for Domestic and International Students](#)
- [Required Forms](#)
- [Seizure Disorder Protocol](#)
- [Severe Weather Protocol](#)

- [Smoking on Campus](#)
- [Smoke Zones Map](#)
- [Student Complaints and Grievances](#)
- [Student Health Insurance for Domestic and International Students](#)
- [Student Use of Campus Space](#)
- [Trespassing](#)
- [Use of Student Artwork](#)

## IMMUNIZATIONS AND TUBERCULOSIS SCREENING

- [Medical Exemption Form](#)
- [Religious/Personal Beliefs Exemption Form](#)
- [Required Forms](#)
- [Tuberculosis Screening Questionnaire](#)

## JANNES LIBRARY

- [Jannes Library Circulation](#)
- [MOBIUS Libraries](#)

## MINORS AT KCAI

- [Authorization and Release Form for Medical Treatment of a Minor Student](#)
- [BFA Students Who Are Under 17](#)
- [Minor Residents in College Housing Addendum](#)
- [Minors on and off Campus and Reporting Child Abuse](#)

## NO RETALIATION

- [No Retaliation](#)

## ON CAMPUS ART INSTALLATIONS

- [Art on Campus Installation Form](#)
- [Installation of Artwork in Public Spaces](#)

## STUDENT CODE OF CONDUCT

- [Alcohol and Controlled Substances](#)
- [Drug Free Schools and Communities Act](#)
- [Student Code of Conduct](#)

## STUDENT EMPLOYMENT

- [Employment on Campus](#)
- [Student Employment Pay Levels](#)

## TRANSPORTATION PROGRAM

- [Bike Share Sign Up Instructions](#)
- [Transportation Program](#)

## TUITION AND FEES

- [Tuition and Fees Payment Deadlines](#)
- [Tuition and Fees Refund](#)

## VETERANS POLICIES

- [Minimum Standards of Progress for Veterans](#)
- [Veteran's Benefits](#)
- [VA Benefits and Transaction Act of 2018](#)
- [VA Yellow Ribbon Benefits](#)