

Student Handbook

2022–2023



T Palermo ('23 Fiber)



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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, 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.

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. 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 cancelled, 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 cancelled, 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, in 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

Kansas City Art Institute
4415 Warwick Blvd.
Kansas City, MO 64111-1820
For directions and a campus map, please visit www.kcai.edu/campus-life/campus.

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 a 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

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 also offers a Language and Learning Lab staffed by students trained to assist peers with writing, research, learning and study skills. Assistance is offered both in-person and digitally/virtually.

Students can contact their student support advisor directly for assistance.

PROFESSIONAL PRACTICE CENTER

The Professional Practice Center provides personalized guidance for exploring career paths and professional readiness. Whether you're interested in a studio practice, attending graduate school, starting your own venture, or working at a local or national company, you have a dedicated team and the resources you need to make the best choice for your future and move closer to your 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
- Connection to alumni for mentorship opportunities

THE UNDERGROUND

Art Supply Store

Our on-campus Art Supply Store offers convenience with snacks, KCAI branded goods, and instructor-approved art supplies. The store accepts most major credit cards, KCAI gift cards, or payment via a pre-paid Art Store Account (to set up or reload such an account, contact the Business Office at 816-802-3500, or the Art Supply Store directly at 816-802-3349). To shop for Textbooks, art supplies or KCAI branded goods online, visit kcai.edu/underground.

Should any item purchased in the Art Supply Store prove defective due to materials or craftsmanship, please return the item to the Store to receive a replacement or store credit within 30 days of purchase. Fine art paper is not returnable.

Mail Room

The campus Mail Room is a full-service mail center. Students may send and receive USPS, UPS, or FedEx. Stamps, envelopes, and packaging materials can be purchased at the counter in the Art Store.

Print Center

The Print Center is designed to provide a centralized, convenient location for archival inkjet printing, laserjet copies, and promo materials. Students, faculty and staff can submit a job on [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.

CAMPUS TECHNOLOGY + COMPUTER LABS

The departmental and Jannes computer labs, the Beals Fabrication Lab, and the Print Output 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 which provides technical and application assistance to students, faculty, and staff. You may contact the CT helpdesk at helpdesk@kcai.edu or 816-802-3502. 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. 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 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.

Security officers also monitor persons entering all access controlled campus buildings, including the Barbara Marshall Residence Hall and may request identification from students, faculty, staff and others who wish to enter those buildings.

KCAI Safety & Security officers also provide escorts on request.

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. 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, 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.

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 with 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, three Epilog laser systems, two CNC mills, a desktop waterjet cutter, an industrial desktop vacuum former, and a tinkerspace for working with electronics. 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. This includes: our Sunday Workshop Series that offers workshops dialed into specific processes, seasonal events such as the 3D Printed Egg Hunt and the Mask Making Workshop, and competitions and awards such as the Beals Studios Award of Excellence and Innovation.

For questions, please contact beals@kcai.edu.

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 contact disability services at disabilityservices@kcai.edu.

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

Beginning August 1, 2021, KCAI students will 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 50-60 hours of weekly ongoing individual counseling. Follow the steps below to request services.

Email esundermeier@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, LGBT, 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 the student 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. .

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. 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 and research 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 234,000 academic and popular eBooks, a faculty selected collection of DVDs and Blu-ray, a small collection of audiobooks, as well as 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 can 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 scanner/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. Individual assistance with basic and advanced research is always available by request. Library staff members are happy to help you find elusive articles, images, videos, and information on obscure subjects. Find contact information for all library staff members on our website: 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 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. 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; 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.

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 and to view our Student Internship Guidebook, visit: <https://kcai.edu/academics/internship-programs/>.

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 or about any student activities and organizations, 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 with questions.

DINING SERVICES

Wylie Dining

All Students living on campus are required to have a meal plan. Students not living in the Barbara Marshall Residence Hall 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/financial-aid-scholarships/complete-costs/>.

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 and Campus Policies

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 and Withdrawing from a Course](#)

[Adding or Dropping a Course, Internship, Mentorship, or Directed Study After the Academic Deadline](#)

[Administrative Withdrawal Due to Non-Attendance](#)

[Application for Asian Studies Certificate](#)

[Application for Art History Program \(Double Major and Minor\)](#)

[Application for Creative Writing Program \(Double Major and Minor\)](#)

[Application for Non-Studio Minor \(Entrepreneurial Studies, Social Practice, Sound\)](#)

[Association of Independent Colleges of Art and Design \(AICAD\) Exchange Program](#)

[Attendance of the First Day of Class](#)

[Auditing a Course](#)

[BFA Degree Requirements](#)

[Change in Major](#)

[Commencement Ceremony and BFA Exhibition Eligibility](#)

[Course Grade Appeal](#)

[Course Levels](#)

[Course Waitlist](#)

[Credit Hour Load and Part-time Status](#)

[Credit Hour Policy](#)

[Disclosure of Disability and Student Accommodation Process](#)

[Disclosure of Pregnancy and Pregnancy-Related Condition](#)

[Degree Requirement Substitution Request](#)

[Directed Study](#)

[Faculty Led Travel Program](#)

[Fulbright U.S. Student Program](#)

[Grade Change](#)

[Grading System](#)

[Graduation \(Degree Completion\) Requirements](#)

[Incomplete Grades](#)

[Institutional Attendance Policy](#)

[International Exchange Program](#)

[Internships - Policy for Internship Sites](#)

[Internships - Policy for Students](#)

[Kansas City Area College Exchange Program \(KCASE\)](#)

[Major Plus \(+\) Program](#)

[Mid-Semester Grade Reports](#)

[Progression Guidelines](#)

[Readmission for Domestic and International Students](#)

[Request for a Reduced Course Load for F-1 Status International Students](#)

[Request for Late Withdrawal](#)

[Request for Withdrawal Due to Hardship](#)

[Residency Requirement Waiver Request](#)

[Student Class and Studio Level](#)

[Studio Hours](#)

[Transcripts and Requesting Transcripts](#)

[Transfer Credit](#)

[Transfer Credit Student Guide](#)

[Total Withdrawal and Leave of Absence](#)

[William Jewell College Exchange Program](#)

Campus Policies

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 Notice](#)
- [Emergency Preparedness Procedures](#)
- [Emergency Response and Evacuation](#)
- [Jeanne Clery and Campus Crime Statistics](#)
- [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 Hotline](#)
- [Consensual Relationship and Nepotism](#)
- [Discrimination and Harassment Policy \(for protected classes\)](#)
- [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

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

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- [Campus ID/Access Cards](#)
- [Campus Name \(student names\)](#)

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- [Good Samaritan and Medical Amnesty](#)
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- [Parking and Parking Fines](#)
- [Posting on Campus](#)
- [Required Forms](#)
- [Seizure Disorder Protocol](#)
- [Severe Weather Protocol](#)
- [Smoking on Campus \(Smoke Zones\)](#)
- [Smoke Zones Map](#)
- [Student Complaints and Grievances](#)
- [Students with Encumbrances](#)
- [Student Health Insurance for Domestic and International Students](#)
- [Use of Student Artwork](#)

Immunizations and Tuberculosis Screening

- [Covid-19 Vaccination, Testing, and Face Coverings Policy](#), implemented January 10, 2022
- [Required Immunizations](#)
- [Medical Exemption Form](#)
- [Religious/Personal Beliefs Exemption Form](#)
- [Tuberculosis Screening Questionnaire](#)

Jannes Library

- [Jannes Library Circulation](#)
- [MOBIUS Libraries](#)
- [User Guidelines for the Jannes Computer Lab](#)

Minors at KCAI

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

On-Campus Art Installations

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

Pandemic Response

- [Pandemic Response Plan](#)

Student Code of Conduct

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

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- [Student Employment Pay Levels](#)

Transportation Program

- [Bike Share sign-up instructions, students](#)
- [Transportation program details](#)

Tuition and Fees

- [Tuition and Fees Payment Deadlines](#)
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Veterans Policies

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

Academic Policies

Academic Advising and Registration for Courses

Policy:

Academic advising is a partnership between the student and their advisor. While the academic advisor acts as an assistant to students throughout their KCAI career in scheduling appropriate classes and meeting graduation requirements, it is the student's responsibility to ensure they will complete all requirements by the projected graduation date.

Procedure:

Advising and course reservation for currently enrolled and returning students occurs in October for the upcoming spring semester and in March 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. Students are encouraged to meet with their advisor each semester, prior to registration, to plan their academic schedule and to track their progress in their academic program.

Course registration provides students with the opportunity to reserve classes early for the next semester. To make registration easier and faster, students should make an appointment with an academic advisor well in advance of their scheduled registration time. Students register for classes in class level order (based upon total credit hours completed, not studio level): seniors, juniors, sophomores and then freshmen. Students should keep in mind that by registering on time, they have a better choice in class selection. Registration also gives students time to anticipate and resolve any problems that may arise. Students may not register any earlier than their scheduled time with the exception of extenuating circumstances with prior approval.

Students register for courses on-line using MyKCAI at www.mykcai.kcai.edu, using their student ID and password.

Before the start of each semester, registered students must pay tuition and resolve any outstanding holds as outlined in the KCAI Payment Deadline and Required Forms Policies or a late fee may be assessed.

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

Academic Grade Forgiveness

Policy:

If students successfully repeat a class with a grade of "C" or better, students may request to have the class in which they earned a grade of "D" or "F" forgiven if they have not been awarded a degree. Students may request grade forgiveness up to a total of twelve (12) credit hours their total time at KCAI.

Courses in which students have earned a grade of "F" must be repeated if it is a B.F.A. requirement. To qualify for forgiveness of the original course, students must earn a minimum grade of "C" or better. Only repeated courses with an earned grade of "C" may be used to request academic forgiveness. In situations where the exact course to be repeated is not available, a course which otherwise satisfies the requirement may be substituted with approval of the appropriate department chair/program head.

Major studio courses must be passed with a C- or better; in these situations, the course syllabus will provide a statement informing students that a C- is necessary to pass. Students earning a D or D+ grade in these courses will typically be required to repeat the course; the timing of the course(s) repeated and progression in major studio will be at the discretion of the department chair.

However, there may be times when a student earns a D or D+ in one of these courses and the instructor determines, at their own discretion, that the student has demonstrated the necessary skills to continue on in the program. In situations where an instructor is considering not requiring a student to retake a course for which a D or D+ was earned, the instructor will consult with the department chair/program head. However, students must maintain a 2.0 semester and cumulative GPA to remain in good academic standing. Students must also maintain a 2.0 in their major studio to progress in major studio courses.

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

Only KCAI courses can be used toward grade forgiveness.

Procedure:

Students should contact the Registrar to initiate the application for grade forgiveness.

Academic Honesty

Policy:

The Kansas City Art Institute (KCAI) 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 their education consistent with the values of the college. With that freedom comes a responsibility to respect others. All individuals at KCAI are considered adults, and it is assumed they will maintain standards of conduct and academic honesty appropriate to membership in the college community. The college accepts and retains students on the condition that they observe these standards. The Academic Honesty Policy is applicable to all students. A student is defined as an individual who is accepted until the time of graduation but does not include time periods in between acceptance and graduation when a student is not enrolled for a semester or more.

All willful and careless violations of the Academic Honesty Policy are taken as an offense against the Kansas City Art Institute and may result in sanctions.

Violations of the academic honesty policy are defined as follows:

- A. The copying of another student's work or the use of unauthorized notes and materials during examinations or other assignments.
- B. Plagiarism, or the presentation of either the written or visual work of others (including that of other students) as one's own. The offense of plagiarism includes, but is not limited to:
 1. Submitting as one's own work material copied from a published source.
 2. Submitting as one's own work someone else's published work.
 3. Submitting as one's own work a rewritten or paraphrased version of someone else's work.
 4. Allowing someone or paying someone to write a paper or other assignment on your behalf.
 5. Turning in a purchased pre-written paper.
- C. Cheating and unauthorized assistance during an examination or for other assignments.
- D. Obtaining unauthorized materials in order to prepare for an examination.
- E. The unauthorized removal, destruction or deliberate concealment of library or other resource materials.
- F. Submitting work in one class for credit in another without the instructor's permission.
- G. Any other act which might give one an unearned advantage in evaluation or performance.
- H. Assisting or attempting to assist another to violate the Academic Honesty Policy.
- I. Attempting to commit a violation of the Academic Honesty Policy.

Plagiarism is a serious offense at the Kansas City Art Institute and may be 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 Association, 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 is not 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 plagiarizing it.

Academic Honesty Processes:

FACULTY-STUDENT CONFERENCE

When an instructor of the course has evidence that there may be a violation of the Academic Honesty Policy, the instructor is responsible for notifying the Assistant Dean of Students immediately after learning of the allegation. If the student has had one or more previous Academic Honesty Policy violations, the Assistant Dean of Students may forward the current allegation to an Academic Honesty Hearing. The Assistant Dean of Students will also review the notification of the instructor and determine if additional non-academic student code of conduct violations may have occurred, and will initiate an investigation and follow the appropriate student code of conduct proceedings, if deemed necessary.

After the instructor notifies the Assistant Dean of Students and if it is determined that the student has had no previous Academic Honesty Policy violations, the instructor is responsible for holding a Faculty-Student Conference with the student to discuss the allegation. The instructor must notify the student in advance in writing to the student's official KCAI email address, by letter (email, hand delivered or via U.S. mail), or other means of contact as deemed necessary based on the circumstances, of the Faculty-Student Conference and the conference must be conducted within 10 business days (defined as Monday through Friday 8:30 a.m. to 5:00 p.m. when the college is in session) of receiving the evidence to support an alleged violation. If the instructor does not conduct the conference within 10 business days or receive an approved extension (refer to the General Provisions portion of the policy) the student shall not be subject to the Academic Honesty Policy for the alleged violation. If the circumstances should warrant it, the student may waive the right to the Faculty-Student Conference in order to expedite resolution of the case.

At the Faculty-Student Conference, the instructor shall discuss the allegations, present evidence, and provide the student the opportunity to present their position and evidence. If more than one student is involved in the specified alleged incident, it is recommended, but not required, that separate conferences are conducted for each student.

If after receiving notice for the Faculty-Student Conference, the student fails to appear at the conference, the instructor will make a decision about whether or not the student is responsible for the alleged violation, and, if necessary, sanctions will be determined based on the available information. Sanctions imposed may include the following and/or combination of the following, but are not limited to:

- Written warning
- Opportunity to redo the assignment
- Required tutorial on academic integrity conducted by KCAI's Assistant Director of Student Support, or designee
- Reduction of grade for the assignment
- Failing the assignment
- Failing the course
- *Other sanctions may be developed and assigned if deemed educationally appropriate and in line with supporting individual student growth.

The student has the right to petition to reschedule and/or participate remotely. The petition must be submitted in writing via email or hand delivered letter to the instructor within 2 business days of receiving the notification from the instructor of the Faculty-Student Conference. The student waives the right to file a petition to reschedule and/or participate remotely if not filed within 2 business days. Approval of the petition to reschedule and/or to participate remotely is at the discretion of the instructor. Acceptable means of participation remotely include Zoom/Google Meet/FaceTime, and phone.

Following the Faculty-Student Conference, the instructor will determine, based on the evidence provided, if the student is responsible or not responsible, based on preponderance of said evidence, for violating the Academic Honesty Policy. Preponderance of the evidence is "such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in your mind's belief that what is sought to be proved is more likely true than not true." [Williams v. Eau Claire Pub. Sch., 397 F.3d 441, 446 (6th Cir. Mich. 2005)]

If it has been determined by the instructor that the student has been found responsible and a violation has occurred, the instructor can impose the following sanctions and/or combination of sanctions:

- Written warning
- Opportunity to redo the assignment
- Required tutorial on academic integrity conducted by KCAI's Assistant Director of Student Support, or designee
- Reduction of grade for the assignment
- Failing the assignment
- Failing the course
- *Other sanctions may be developed and assigned if deemed educationally appropriate and in line with supporting individual student growth.

If following the Faculty-Student Conference the instructor believes based on the evidence the violation is of severity that merits a sanction of suspension or expulsion from the college, as well as withholding or revocation of a degree, the instructor must notify the Assistant Dean of Students immediately. In such an event, no determination of responsibility is made and no sanctions are imposed as a result of the Faculty-Student Conference and the severe allegation(s) will be referred to an Academic Honesty Hearing, details of which are contained in that section of this policy.

For all Faculty-Student Conferences, the instructor will notify the student, the instructor's Department Chair and/or Program Head, Assistant Dean of Students, Vice President for Academic Affairs, and Executive Vice President for Academic Affairs of the determination. The notification must be in writing and sent via official KCAI email account, and/or via letter (hand delivered, via U.S. mail, or campus mail) within 10 business days of the Faculty- Student Conference. Written notification 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. Description of the alleged violation and summary of supporting evidence
- E. Date of alleged violation
- F. Determination and sanctions imposed, or the charges have been dropped, or there is no determination at this time and the allegation has been referred to an Academic Honesty Hearing

APPEAL OF THE FACULTY-STUDENT CONFERENCE

The student has the right to appeal the resolution of a Faculty-Student Conference, but is not permitted to appeal the current allegation being forwarded to an Academic Honesty Hearing. The written appeal of the resolution of a Faculty-Student Conference must be submitted by the student in writing by email, and/or hand delivered letter to the Assistant Dean of Students within 10 business days of the issued determination (defined as Monday through Friday 8:30 a.m. to 5:00 p.m. when the college is in session). The student waives the right to appeal if not filed in writing within 10 business days.

The Faculty-Student Conference resolution will only be reversed or remanded if:

- A. A procedural error occurred that significantly impacted the outcome of the Faculty-Student Conference.
- B. New information is available that was unavailable at the time of the Faculty-Student Conference that could substantially impact the original finding or sanction.
- C. The sanction is substantially disproportionate to the severity of 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 violation
- E. Resolution of the conference and imposed sanctions
- F. Reason for appeal (see reasons for reversal listed above)
- G. Supporting material, if applicable

The Assistant Dean of Students will consider the written request for appeal and may conduct a conference with the student and/or instructor, if determined necessary.

For all Faculty-Student Conference appeals, the Assistant Dean of Students will notify the student, the instructor, the instructor's Department Chair and/or Program Head, and Vice President for Academic Affairs, Executive Vice President of Academic Affairs, and the Vice President and Dean of Students of the determination. The notification must be in writing and sent via official KCAI email accounts and/or via letter (hand delivered, via U.S. mail, or campus mail) within 10 business days of receiving the request for appeal.

The Assistant Dean of Students may:

- A. Uphold the original resolution and alter the sanctions

- B. Dismiss original resolution and sanctions
- C. Dismiss the original resolution and sanctions and refer the allegation to an Academic Honesty Hearing

The decision of the Assistant Dean of Students is final and binding.

ACADEMIC HONESTY HEARING

An Academic Honesty Hearing will be conducted when there is evidence that a student is responsible for a severe violation that merits a sanction of suspension or expulsion from the college, as well as withholding or revocation of a degree. Academic Honesty Hearings will be held when:

- A. An instructor of the course has evidence there is a severe violation of the Academic Honesty Policy.
- B. The student has had one or more previous Academic Honesty Policy violations.
- C. In the review of the request for appeal submitted by the student of a Faculty-Student Conference, the Assistant Dean of Students has evidence there is a severe violation rather than a violation to be resolved in a Faculty-Student Conference.

In the instance of A, the instructor will notify the Department Chair/Program Head, Vice President for Academic Affairs, Executive Vice President for Academic Affairs, and the Assistant Dean of Students via official KCAI email accounts for further review. In the instance of B and C, the Assistant Dean of Students will notify the instructor, Department Chair/Program Head, Vice President for Academic Affairs, Executive Vice President for Academic Affairs, and Vice President and Dean of Students via official KCAI email accounts for further review.

Upon determining that the alleged violation reported may be a severe violation of the Academic Honesty Policy, the Assistant Dean of Students will provide notice to the student of the Academic Honesty Hearing within 10 business days (defined as Monday through Friday 8:30 a.m. to 5:00 p.m. when the college is in session). Notice will be delivered in writing via email to the student's official KCAI email account and/or via letter (hand delivered or via U.S. mail). Notice will include:

- A. Instructor's name and name of the course
- B. Short description of the original assignment
- C. Description of the violation
- D. Date of alleged violation
- E. Time, date, and location of the Academic Honesty Hearing

If it is determined that the alleged violation reported is not a severe violation of the Academic Honesty Policy that merits a sanction of suspension or expulsion from the college, as well as withholding or revocation of a degree, the Assistant Dean of Students will forward the allegation to the instructor for a Faculty-Student Conference.

If after receiving notice for the Academic Honesty Hearing, the student fails to appear at the hearing, the hearing board will make a decision about whether or not the student is responsible for the alleged violation, and, if necessary, sanctions will be determined based on the available information. Sanctions imposed may include suspension or expulsion from the college, as well as withholding or revocation of a degree. The student has the right to petition to reschedule and/or participate remotely. The petition must be submitted by email, and/or in a hand delivered letter to the Assistant Dean of Students within 2 business days of receiving the notification of the Academic Honesty Hearing. The student waives the right to file a petition to reschedule and/or participate remotely if not filed within 2 business days.

Approval of the petition to reschedule and/or to participate remotely is at the discretion of the Assistant Dean of Students. Acceptable means of participation remotely include Skype/FaceTime/Zoom/Google Hangouts, and phone.

The Assistant Dean of Students will conduct the Academic Honesty Hearing. The hearing board includes three full-time instructors, to be selected by the Assistant Dean of Students. When possible and appropriate, the Assistant Dean of Students will attempt to utilize instructors from outside of the department from which the charges came. The Assistant Dean of Students will consider potential conflicts of interest when appointing the hearing board.

At the hearing, the charges will be presented by the Assistant Dean of Students. The instructor bringing forward the allegation and/or Assistant Dean of Students is responsible for presenting KCAI's position, and may make a verbal and/or written statement. The student is responsible for presenting their own position, and may make a verbal and/or written statement. All parties have the right to present witnesses. The Assistant Dean of Students will determine if the student and instructor are allowed in the same room at the same time, as well as if the student and instructor are allowed in the same room as the witnesses. The hearing board may ask questions of all parties and witnesses. A decision and sanctions, if any, are determined by the members of the hearing board based on a preponderance of the evidence available and the outcome of the case. The Assistant Dean of Students will not be involved in deciding the outcome of the hearing or assigning sanctions, but shall serve in an advisory capacity to the hearing board members to ensure due process and all applicable policies and procedures are followed.

For all Academic Honesty Hearings, the Assistant Dean of Students will notify the student, the instructor, the instructor's Department Chair/Program Head, Vice President for Academic Affairs, Executive Vice President for Academic Affairs, and the Vice President and Dean of Students of the determination. The notification must be in writing and sent via official KCAI email accounts and/or via letter (hand delivered, via U.S. mail, or campus mail) within 10 business days of the Academic Honesty Hearing. Written notification 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. Description of the alleged violation and summary of supporting evidence
- E. Date of alleged violation
- F. Determination and sanctions imposed, or if applicable, the charges have been dropped

APPEALS OF ACADEMIC HONESTY HEARINGS

The student has the right to appeal the resolution of an Academic Honesty Hearing in writing to the Vice President of Academic Affairs within 10 business days of the issued determination (defined as Monday through Friday 8:30 a.m. to 5:00 p.m. when the college is in session). The written appeal must be submitted by the student in writing via email, and/or hand delivered letter to the Vice President for Academic Affairs. The student waives the right to appeal if not filed in writing within 10 business days.

The Academic Honesty Hearing resolution will only be reversed or remanded if:

- A. A procedural error occurred that significantly impacted the outcome of the hearing.
- B. New information is available that was unavailable at the time of the conference that could substantially impact the original finding or sanction.

- C. The sanction is substantially disproportionate to the severity of 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 violation
- E. Resolution of the hearing 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 consider the request for appeal and may conduct a conference with the student and/or instructor, if determined necessary by the Vice President for Academic Affairs.

For all Academic Honesty Hearing appeals, the Vice President for Academic Affairs will notify the student, the instructor, the instructor's Department Chair/Program Head, Executive Vice President for Academic Affairs, the Assistant Dean of Students, and the Vice President and Dean of Students of the determination. The notification must be in writing and sent via official KCAI email accounts and/or via letter (hand delivered, via U.S. mail, or campus mail) within 10 business days of receiving the request for appeal.

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.

GENERAL PROVISIONS

An individual is defined as a student at the time of acceptance to the college until the time of graduation. In the event a graduate is suspected of a violation of academic honesty during their time as a student, KCAI will investigate and adjudicate the charge, if deemed appropriate.

The student may have an advisor present at any academic honesty proceeding. An advisor is not permitted to participate directly in the hearing. The advisor cannot act as legal counsel for purposes of such proceedings, nor can the advisor create a conflict of interest (the advisor cannot be a witness, etc.). The advisor may not ask questions or contribute to the discussion. The advisor may only talk with the student.

Phones, tablets, cameras, recording devices, backpacks, purses, computers, etc. are not permitted in the Faculty-Student Conference, Academic Honesty Hearing, or any other academic honesty proceeding without prior approval of the Assistant Dean of Students.

Any academic honesty proceeding may be stopped at any time at the sole discretion of the faculty and/or Assistant Dean of Students.

The Vice President and Dean of Students may serve in the absence of the Assistant Dean of Students and the Executive Vice President for Academic Affairs may serve in the absence of the Vice President for

Academic Affairs in all functions and roles within the Academic Honesty Policy and General Provisions. They may also serve in these roles when the Assistant Dean of Students or Vice President for Academic Affairs has a conflict of interest in the situation.

In extenuating circumstances and/or in the event the timing of the alleged violation would necessitate an extension beyond the allotted time frames indicated in the policy, the Assistant Dean of Students may approve an extension.

Academic Honesty Hearings may be recorded. Recordings are erased/destroyed ten years after the date of the recording. Recordings will be available in the consideration of appeals. Deliberations are not recorded.

Documentation of the findings of academic honesty violations will be placed in the student's disciplinary file but are not placed on the student's transcript.

Student records developed in connection with proceedings arising out of the student code of conduct, academic honesty and sexual misconduct policies are ordinarily retained for a period of ten (10) years after completion of the matter, or until the completion of any legal or administrative proceeding, whichever is later. Students may request to review their student file on such matters by submitting a written request to the Assistant Dean of Students, and/or the Dean of Student Affairs. Documents and recordings within the student records are the property of the college and will not be duplicated. After the retention period has expired, the files are typically purged and destroyed according to KCAI document destruction protocols. At its discretion, KCAI may retain specific files or classes of files (such as files relating to suspension or expulsion decisions) for longer periods.

Students with disabilities are invited to disclose the existence and nature of their disability to the Office of Disability Services and Academic Support. Once the disability has been disclosed, the Assistant Director of Student Support will work with the student to arrange the necessary accommodations. Arrangements must be made before the process begins (before the Faculty-Student Conference, Academic Honesty Hearing, etc.).

Students with unresolved academic honesty allegations and charges will not be permitted to graduate and/or withdraw from the college at the discretion of the Kansas City Art Institute. Students who are permitted to withdraw cannot be readmitted until the pending allegation and charge is adjudicated.

Academic Honors

Policy:

Semester Honors:

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 President's List for the semester. Students who earn a semester grade point average between 3.600 and 3.799 are placed on the Honorable Mention List for the semester. Students are mailed a letter of commendation and the honor is notated on their academic transcript.

Graduation Honors:

Students who earn a cumulative grade point average of 3.8 or better will be recognized at commencement as President's List Honorees and those who earn a cumulative grade point average between 3.600 and 3.799 will be recognized as President's Honorable Mention List Honorees.

Graduation honors will be determined by a student's cumulative grade point average the fall semester prior to May commencement.

Academic Probation, Dismissal, and Progress Standards

Policy:

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

Students are placed on academic probation when their semester or cumulative GPA falls below 2.0. A second consecutive semester with a semester or cumulative GPA below 2.0 will result in dismissal from the college.

Students may not appeal an academic probation status.

Procedure for Appeal of Academic Dismissal:

Students may appeal their academic dismissal by submitting a written appeal to the Academic Standards Committee (ASC) and include the following:

- Identify the issues and/or reasons surrounding your inadequate performance at KCAI.
- Action(s) you feel you might take to ensure a higher level of academic success at KCAI in the event that you are readmitted; and
- Why do you believe you should be allowed to return to KCAI?

The ASC will review the student appeal as well as their academic record. There may be times, the ASC will request to meet with the student in person to better understand their specific circumstances. The ASC will make a recommendation to the vice president for academic affairs.

The decision of the vice president for academic affairs is final. Students will receive a decision via letter from the Registrar, which may include conditions for readmission. For more information on the appeal process, contact the college registrar.

Students readmitted after dismissal, will be placed on Special Continued Academic Probation and must earn a semester GPA of 2.0 or higher and/or must meet the specific conditions of their readmission as outlined in their reinstatement letter.

Add/Drop and Withdrawing from a Course

Policy and Procedure:

Students may drop and/or add classes through the first 5 days of class for the fall and spring semesters using MyKCAI online registration with their student ID and password. During the summer sessions, students may add or drop classes during the first two days of class. A dropped class will not appear on a student transcript.

After the add/drop period, students can withdraw from courses through the 11th week of classes by emailing registrar@kcai.edu and including the following information: student ID#, first and last name, course and section code and course title. The withdrawn 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. Course withdrawals are not allowed past the withdrawal deadline (with the exception of approved extenuating circumstances); students are responsible for all course requirements, and are graded accordingly. Students withdrawing from a course are encouraged to contact their academic advisor regarding the impact this action has on their plan for degree completion.

Students may not change courses simply by telling their instructor(s) or by attending or not attending a class and are responsible for following official change in enrollment policies.

Deadlines and dates can be found in the Academic Calendar located on kcai.edu as well as MyKCAI.

Adding or Dropping a Course, Internship, Mentorship, or Directed Study After the Academic Deadline

Policy:

Students may request to add a course, internship, mentorship, or directed study past the academic deadline if the following criteria are met:

- In order to request an exception to an academic deadline, students must have senior standing and need the course in order to graduate at the end of the current semester, or
- Students must have documentable extenuating personal or medical circumstances, and
- The appeal must be made no later than one week after the academic deadline (typically the last day of the add/drop period for the semester)

Process:

- Students email their request to the Registrar and provide justification and documentation, if applicable.
- The Registrar or designee determines if student meets the policy criteria for an exception

Administrative Withdrawal Due to Non-Attendance

Policy:

An administrative complete withdrawal from KCAI is processed if a student ceases to attend ALL registered classes and ceases to communicate with college officials for a period of 14 calendar days at any point during the fall or spring semester.

If it is determined that a student ceases to attend prior to the withdrawal deadline for the semester (11th week of class), a grade of W (withdrawn) will be issued for each class.

If it is determined that a student ceases to attend after the withdrawal deadline (11th week of class), a grade of F (failed) will be issued for each class.

Financial aid recipients (federal, institutional and/or state) who are administratively withdrawn from KCAI after beginning attendance will be subject to Title IV and KCAI institutional refund policies: <http://kcai.edu/financial-aid-scholarships/deadlines-and-policies/>

All unpaid tuition and fees are a student's responsibility; in addition, all college property in a student's possession, including library materials and studio-related equipment must be returned or students will be billed. Students residing in the Barbara Marshall Residence Hall must make arrangements to vacate the building with the Assistant Dean of Students and charges will incur until the student has officially removed their belongings and checked out as directed.

Students who have been administratively withdrawn from the college for non-attendance, but wish to return to KCAI, must reapply and meet all admissions criteria in place at that time.

Application for Asian Studies Certificate

Policy:

To apply for the Asian Studies Certificate, students must submit a written statement of intent where they declare their desire and give reasons for their pursuit of the certificate (approximately a page in length). Students must also have and maintain a minimum overall 2.0 GPA.

Students email their statement of intent to the Registrar, registrar@kcai.edu, and the Registrar will complete the application and send it and their statement of intent to the Asian Studies Program Head for review.

The Asian Studies Program Head will notify the students regarding the admissions decision.

Students should provide the following information when submitting their statement:

- Student ID Number
- Local Address
- Local Phone Number
- Studio Major

If students have been accepted into the certificate program and at a later date decide not to pursue the certificate, students must notify the Registrar: registrar@kcai.edu.

Application for Art History Program (Double Major and Minor)

Policy:

To apply for the Asian Studies Certificate, students must submit a written statement of intent where they declare their desire and give reasons for their pursuit of the certificate (approximately a page in length). Students must also have and maintain a minimum overall 2.0 GPA.

Students email their statement of intent to the Registrar, registrar@kcai.edu, and the Registrar will complete the application and send it and their statement of intent to the Asian Studies Program Head for review.

The Asian Studies Program Head will notify the students regarding the admissions decision.

Students should provide the following information when submitting their statement:

- Student ID Number
- Local Address
- Local Phone Number
- Studio Major

If students have been accepted into the certificate program and at a later date decide not to pursue the certificate, students must notify the Registrar: registrar@kcai.edu.

Application for Creative Writing Program (Double Major and Minor)

Policy:

Double Major: To declare a double major in Creative Writing and Studio, students must submit a written statement of intent where they declare and give reasons for the pursuit of the major (approximately a page in length). Students must also currently have and maintain a minimum 2.0 Liberal Arts/Creative Writing and cumulative GPA; please note the double major requires 141 credit hours for graduation.

Students must email their statement of intent to the Registrar (registrar@kcai.edu) and the Registrar will complete the Creative Writing major application and send it and the statement of intent to the Liberal Arts department for review.

The Liberal Arts Department will notify you regarding your admissions decision.

Major/Minor: To declare a major in Creative Writing with a minor in Studio, students will need to follow the same steps as outlined above for the double major. In addition, they will need to complete a Change of Major Application form and obtain the signature of the studio Department Chair.

Note: Students must declare a studio major during the spring semester of the Foundation year. Foundation students who want to apply for the Creative Writing major with a studio minor must complete the Major Declaration form prior to application to the Creative Writing program. If approved, the selected studio major from the student's Major Declaration form will be changed to a studio minor (prior to the start of Sophomore year.)

Students need to include the following information when submitting their statement of intent:

- Student ID Number
- KCAI Email Address
- Local Address
- Local Phone Number
- Studio Major

Any questions or changes to the student's degree program should be directed to the Registrar.

Application for Non-Studio Minor (Entrepreneurial Studies, Social Practice, Sound)

Policy:

The Entrepreneurial Studies in Art and Design, Social Practice and Sound minors each require 16 credit hours of specific coursework. The minors are designed to be completed within 127 credits for students pursuing a single major BFA and within 142 credits for students pursuing a double major BFA. In addition to completing the required courses, students must also participate in meetings and activities required by their chosen minor.

It is preferable that students declare their intent to pursue a non-studio minor at the end of their Foundation year, but no later than their second semester junior year.

Process:

Students can declare their intent to pursue a non-studio minor by:

- Checking the “yes” box for their chosen minor on the Major Declaration form (Foundation year students).
- Emailing the registrar’s office, stating their wish to pursue either the Entrepreneurial Studies in Art and Design, Social Practice or Sound minor and including the following information:
 - Student ID Number
 - KCAI Email Address
 - Local Address
 - Local Phone Number
 - Studio Major

If students, at any time, decide not to pursue the minor, they must notify the Registrar: registrar@kcai.edu.

Association of Independent Colleges of Art and Design (AICAD) Exchange Program

Policy:

KCAI is a member of the Association of Independent Colleges of Art and Design (AICAD). KCAI maintains partnerships with the majority of these schools where our students may apply to spend one semester studying off-campus at one of these partner schools in the U.S. or Canada.

When students participate in the AICAD /exchange Program they continue to be considered full-time KCAI students. Because of the agreements we have with these partner schools students will pay tuition to KCAI per usual, and students still receive financial aid and scholarships. Students will pay no tuition to the host school and will only be responsible for transportation to and from the host school, cost of living, books/supplies, and any miscellaneous fees – such as an orientation fee or studio fees. Because we are partners with these schools, the credit earned while studying abroad qualifies as KCAI credit (*not* transfer credit) and fulfills the requirement of the last 30 credit hours being earned at KCAI.

It is recommended that students take advantage of off-campus study opportunities during the first or second semester of their junior year. Participation in AICAD Exchange and International Exchange may not be possible during the first semester of a student’s senior year due to KCAI department chair approval and host school policies and preferences. Participation in AICAD Exchange or International Exchange is *prohibited* during a student’s final semester of study.

In order to be eligible to apply to participate in the AICAD Exchange Program you must:

- Be a full-time KCAI student the semester prior to and the semester of your exchange
- Have at least junior studio status the semester of the proposed exchange
- Have a minimum cumulative GPA of 3.0
- Be a student in good academic and financial standing (students on disciplinary probation are ineligible to apply – if a student is in good standing at the time of application but later faces disciplinary proceedings after acceptance into the program, the student will no longer be eligible to participate and will be withdrawn from the program)

Application Deadlines: (there is no guarantee students will be accepted)

- For spring semester mobility
 - o KCAI Deadline: September 15
 - o AICAD Deadline: October 1
- For fall semester mobility
 - o KCAI Deadline: March 1
 - o AICAD Deadline: March 15

Post- Acceptance Policies:

- If studying at an AICAD School in Canada, the student is required to show proof of international health insurance coverage for the duration of their time abroad prior to departure. This may be obtained on their own, or through the host program if offered.
- KCAI reserves the right to revoke a student's accepted application if the student receives a failing grade for one or more major studio requirements the semester prior to studying abroad.

Attendance of the First Day of Class

Policy:

Attendance at the first class meeting of the semester is mandatory for all students. If a student fails to attend the first class meeting of the semester without receiving permission from the instructor in advance of the first class, the student's enrollment in the class will be forfeited so that the first student on the waitlist for the class may be enrolled. Once the Registrar has been notified of the absence, the student will be dropped from the class, and the first student on the waitlist will be notified by the Registrar that they are being enrolled in the class. Students on the waitlist are not allowed to attend class until receiving notification of their enrollment from the Registrar.

Auditing a Course

Policy:

Current KCAI students, KCAI alumni and the community may audit KCAI liberal arts courses (studio electives may be considered with faculty approval) if there is available space in the course. Students receive no credit or grades for an audited course. The cost to audit a course is \$250 per credit hour (please note: financial aid and scholarships do not cover a course audit). Once an audited course is complete, the designation AU is added to the student transcript.

Enrollment for a course audit must take place within the add/drop period; students will not be able to change to or from a for credit/audit status past this deadline. Course withdrawals and tuition refunds will follow the KCAI academic calendar and policies; no fees will be refunded.

Procedure:

CURRENT STUDENTS

If a current KCAI student wishes to audit a course, the student must complete the Course Audit Form, pay tuition in the Business Office, obtain the following permissions and return the form to the Registrar by the add/drop deadline:

- Business Office representative
- Academic advisor
- Faculty of course to be audited (if studio elective)

KCAI ALUMNI AND COMMUNITY MEMBERS

If alumni and community members wish to audit a course, they must complete the Course Audit Form, pay tuition in the Business Office, obtain the following permissions and return the form to the Registrar by the add/drop deadline:

- Business Office Representative
- Faculty of course to be audited (if studio elective)

BFA Degree Requirements

Policy:

A minimum of 126 credit hours, including transfer credits if applicable, is required to earn the Bachelor of Fine Arts degree. These hours consist of 78 - 84 studio hours (including 18 credit hours of foundation courses), 42 hours of liberal arts courses (see below) and 0 - 6 credit hours of open electives.

Change of Major

Policy:

Students can initiate 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.

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

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

1. Prepare a statement of educational goals
2. Prepare a portfolio
3. Prepare documentation of related work/experience
4. Obtain Change of Major Application
5. Print out an unofficial transcript from <https://mykcai.kcai.edu/ics>
6. Obtain signatures of academic advisor and current department chair

7. Schedule a portfolio review with new department chair and submit application and supporting documentation
8. Submit completed change of major application documentation including educational statement, unofficial transcript, and Change of Major Application form to the Registrar

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 new Department Chair sets the level at which students enter the department based on students' skill level and artistic/academic needs after reviewing students' unofficial transcript. The Department Chair may also notate additional classes on the Change of Major form (i.e. studio electives that students need to take to prepare them for the transition into the new major).

A change of major may necessitate additional semesters of study at KCAI to fulfill the requirements of the new major.

Commencement Ceremony and BFA Exhibit Eligibility

Policy:

KCAI holds one commencement ceremony and one BFA exhibition at the end of the spring semester each year. Students must meet one of the following criteria in order to participate:

- All required credit and coursework will be complete by the end of the spring semester PRIOR to spring commencement, or
- All required credit and coursework will be complete by the end of the summer semester DIRECTLY following spring commencement, or
- All required credit and coursework will be complete by the end of the fall semester DIRECTLY following spring commencement.

If a student does not meet the above criteria, but believes they have extenuating circumstances, they must receive approval from the Dean of Student Affairs in order to participate in commencement and/or the BFA exhibit.

Course Grade Appeal

Policy:

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that their final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final. In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an

appeal.

Students who feel they meet the standards for a grade appeal should follow the steps below:

Procedure:

Pre-appeal:

- Students must contact the faculty member to discuss the grade prior to filing a formal grade appeal. If a student is unable to contact the faculty member or does not believe that this interaction will be productive, they should contact their Department Chair/Program Head to discuss the situation. The Department Chair/Program Head will help facilitate contact with the faculty member, if necessary, or may determine that it is appropriate for student to file formal grade appeal.

To initiate a formal grade appeal, students must:

- Obtain a grade appeal form from the Registrar
- Complete grade appeal form, attach relevant documentation, and return to the Registrar within 30 days after the grade was issued

Registrar will:

- Make a copy for the student file
- Date grade appeal form and send to faculty member for review

Faculty member will:

- Review the grade appeal
- Notate grade appeal decision on the grade appeal form
- Return form to the Registrar within five business days of date notated on form

Registrar will:

- Promptly notify students of a faculty member's decision via KCAI email
- Update the grade on the student's transcript, if a new grade is approved

Grade Appeal Review:

Students may appeal the decision of the faculty by forwarding grade appeal form and all documentation to the Vice President for Academic Affairs (VPAA) within five business days after being notified of the faculty grade appeal decision. This information will be sent via KCAI email. The VPAA will review the appeal and may consult with the student, faculty member and the department chair and/or program head of the faculty member's department.

The VPAA may affirm, overturn or modify the faculty member's decision. The VPAA will issue a decision within five business days and will notify the student and copy the Registrar via KCAI email.

The decision of the VPAA is final and binding.

Course Levels

Policy:

In most cases, academic courses align with the following convention:

1000 - 1999 - Freshman level courses

2000 - 2999 - Sophomore level courses

3000 - 3999 - Junior level courses

4000 - 4999 - Senior level courses

1000 - 2999 - Lower division courses

3000 - 4999 - Upper division courses

Course Waitlist

Policy:

Students waitlist themselves through their MyKCAI portal during the registration period. To waitlist for a course, click on the course number and try enrolling in the class. Follow the prompts to waitlist the class. The waitlisted class will show up on a student's schedule as waitlisted – being waitlisted means that the student is not enrolled in the class and should not attend the class unless they receive notification from the registrar.

The registrar continually processes waitlists through the end of the add/drop period. If a spot opens in the class, the registrar will automatically notify the first student on the waitlist through their KCAI email account.

Credit Hour Load and Part-time Status

Policy:

Fall and Spring Semesters

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 GPA of 3.0 and a Request for Student Credit Hour Overload is approved by the Executive Vice President for Academic Affairs and the student's department chair. Full-time tuition covers 12 to 18 credit hours.

Part-time status is defined as fewer than 12 credit hours for the fall or spring semester. Part-time status is approved by the Director of Financial Aid. Students may still be eligible for Federal Aid. Institutional aid may be considered on a case by case basis. Aid will be prorated based upon the number of part-time hours enrolled.

Summer Sessions

12 credits is considered full-time for the summer. Students can take a maximum of 6 credits for each of the two summer terms for a total of 12 credits.

Credit Hour Policy

Policy:

1. 3-Credit Hour Courses - a 3-credit hour Liberal arts course meets three hours weekly (45 semester hours), while a 3-credit hour studio course meets six hours weekly (90 semester hours). Some majors require 3-credit hour major studio courses, while all studio majors have 3-credit hour studio

electives and these courses meet for six contact hours per week. They meet for three hours, two days per week.

2. 6-Credit Hour Courses - many of the studio majors require students to complete one 6-credit hour major studio course each semester in which students are expected to actively create within their discipline. These courses are typically scheduled to meet for six hours twice a week and incorporate lecture, discussion, critique and studio time.
 - a. Animation studio
 - b. Ceramics studio
 - c. Fiber studio
 - d. Film studio
 - e. Painting studio
 - f. Photo studio
 - g. Product Design studio
 - h. Sculpture studio
3. 9-Credit hour Course - the Freshman Foundation course meets for four hours four times a week Monday through Thursday and an additional two hour Friday meeting time is reserved for visiting lecturers, woodshop orientation and demonstrations. The Foundation program is the first year of the undergraduate curriculum that brings freshman and transfer students into broad-based, studio-intensive investigations in perceptual and intellectual studies. Students are exposed to all disciplines offered at KCAI and by the end of their Foundation (Freshman) year, they select their studio major.
4. Other Courses:
 - INTERNSHIPS: 30 contact hours are required for each credit awarded for an academic internship experience. Typically students enroll in a 3-credit internship which requires 90 contact hours. Internship site supervisors verify the number of contact hours earned.
 - DIRECTED STUDY (Independent Study): Directed Study is coursework initiated by exceptional students --with mentorship from a faculty member -to explore topics that cannot be met through normal KCAI coursework. In consultation with a full-time faculty advisor, students submit a written proposal detailing the course of study and learning objectives equivalent to a traditional 3-credit course.
 - KCASE - students are eligible to take courses at local consortium exchange schools for no additional tuition. Once an academic advisor approves the courses, they are entered as equivalent course work and credit hours on the students' KCAI transcript with the code KCASE.
 - MOBILITY - students are eligible to enroll for a semester at an approved AICAD school or KCAI international exchange partner. Once an academic advisor approves the courses, they are entered as equivalent course work and credit hours on the student's KCAI transcript with the code MOBL.

Disclosure of a Disability and Student Accommodation Process

Policy:

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities. The purpose of these laws is to remove barriers that prevent qualified individuals with disabilities from enjoying the same opportunities available to persons without disabilities.

A student requesting an accommodation based on a disability must have a disability covered by law and be otherwise qualified given the requirements of KCAI's curriculum. At the postsecondary level, students are required to self-identify and affirmatively make a request for an accommodation. The University is only obligated to provide reasonable accommodations, and it is not required to fundamentally alter its programs to accommodate a student. Thus, not all accommodation requests will necessarily be granted.

KCAI encourages the timely request of accommodations because the documentation and determination process may take some time. Students are invited to disclose the nature of their disability upon acceptance to KCAI. Each summer, all KCAI students seeking accommodations are asked to complete a Disclosure of Disabilities Form. However, accommodation requests can be made and will be accepted and considered at any time. Do note, though, that granted accommodations are not effective retroactively. This means that students will not be able to re-do assignments or re-take exams with accommodations that they originally completed before they asked for and received accommodations.

Some commonly requested accommodations include the following (this is not an all-inclusive list):

- Note taking assistance
- Extended time during exams
- Audio book access
- Access to a reader for texts unavailable by audio book
- Access to a scribe during written exams
- Alternative testing environments
- Access to a sign language interpreter
- Preferential seating
- Classroom and studio modifications
- *Attendance accommodations

Students who believe they are eligible for an accommodation must provide documentation to Disability Services 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. Note that the extent of documentation required may vary depending on the circumstances, and KCAI may ask for additional documentation even after some supporting documentation has been provided.

Reasonable accommodations will be granted on a case-by-case basis pursuant to an interactive process between the appropriate KCAI officials and the student requesting the accommodations. In situations where a specific accommodation request has been denied, a student may still be able to receive an alternative accommodation.

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

Students who feel that their educational experiences may be affected by an undocumented disability are encouraged to contact Disability Services.

*Attendance Accommodations

Federal law requires that KCAI consider the reasonable modification of attendance policies, if required to accommodate a student's disability and/or illness. The student may receive an attendance accommodation after submitting documentation in which a medical provider specifically outlines the functional limitations of the student's disability and/or illness as it relates to attendance. Through an interactive process with the student, KCAI Disability Services will review the documentation and determine if it supports absences as a result of the student's disability and/or illness.

Once approved, Disability Services will disclose the impairment and its potential impact on attendance to the student's instructors. The student may miss class for reasons directly related to the documented chronic condition in which the student is unable to [1] physically be present in class or [2] mentally engage in class, if present. The student is responsible for communicating absences with the instructor within 24 hours of the absence. The student is also responsible for making up missed time and/or work as indicated by the instructor. The student must submit all missing work in a reasonable timeframe as indicated by the instructor. Disability Services may request additional documentation to support absences, if necessary.

An attendance accommodation is not a "free pass" or "blank check" for absences, nor is it a "one size fits all" approach. A student with attendance accommodations is expected to meet the objectives of each course as set forth by the instructor. Therefore, absences in a course that requires in-class participation, critiques, quizzes, writing assignments, etc., may impact and/or contribute to a student's final grade. Furthermore, the number of absences in one course that are acceptable to one instructor may not be acceptable in another course to another instructor. Disability Services advises students to meet in-person with each course instructor immediately after accommodations have been approved to discuss and agree upon appropriate procedures and protocols related to absences, communicating absences with the instructor, etc.

Procedure:

Students are encouraged to self-advocate and the disability accommodation process cannot begin until the student self-identifies as a person with a disability and requests an accommodation. The following steps outline the student accommodation process at KCAI:

1. Student self-identifies and requests accommodations (fill out Disclosure of Disabilities Form).
2. Student provides documentation of the disability to Disability Services.
3. Student meets with Disability Services to review the documentation and discuss reasonable accommodations.
4. If the documentation and interactive process results in a reasonable accommodation being granted, Disability Services will create a memo that will be sent to faculty members informing them of the student's needs; a new memo will be prepared each semester, as the classes and instructors change from semester to semester. This necessitates the student touching base with Disability Services prior to each semester.
5. Student should schedule a time to meet individually with each faculty member to discuss necessary accommodations.
6. Students may request additional accommodations and/or modifications to their already-granted accommodations at any time by contacting Disability Services.

Grievances:

1. If there are concerns about the implementation of a granted accommodation, the student should schedule an appointment with Disability Services to discuss the situation. Disability Services will take steps to resolve the situation.
2. If a student does not believe that Disability Services has adequately resolved a concern about the implementation of a granted accommodation, or the student has been denied an accommodation that the student feels he or she is entitled to, the student can file a formal written grievance with the Dean of Student Affairs. The Dean of Student Affairs will schedule a meeting with the student within 5 working days to discuss the situation. The Dean of Student Affairs may also consult with the student, Disability Services, and any other school official as appropriate. The Dean of Student Affairs will notify the student in writing about the outcome of the grievance within 5 working days of meeting with the student.

This procedure is the sole procedure that will be utilized when a grievance of this nature is brought by a student.

Additional information, including guidance from the Office of Civil Rights can be found at <https://www2.ed.gov/about/offices/list/ocr/index.html>.

Disclosure of a Pregnancy and Pregnancy-Related Condition

Policy:

Consistent with federal law, KCAI does not discriminate and will not exclude students from its programs and activities, on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from pregnancy. In addition, KCAI prohibits application of any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

Consistent with this policy, KCAI will make reasonable and responsive adjustments to its programs based on a student's temporary pregnancy status. Examples of such reasonable adjustments include provision of a larger desk, permission for frequent trips to the bathroom, and temporary parking close to a building. Services may vary depending on factors such as the type of pregnancy, medical documentation provided, and the academic program in which the student is enrolled. Pregnant students are also eligible to receive the same services that KCAI provides to students with other temporary medical conditions.

When a proper disclosure has been made to KCAI, KCAI will excuse absences due to pregnancy and/or pregnancy-related conditions, including recovery from childbirth, as long as a student's doctor deems those absences medically necessary. Students who are absent due to pregnancy and/or pregnancy-related conditions may be eligible to make up missed work, take a leave of absence, or elect to take an incomplete grade, among other options.

Students wishing to receive accommodations or services related to pregnancy status should contact Disability Services at 816-802-3440 or disabilityservices@kcai.edu. Depending on the nature of the request, the student may be required to provide documentation from a suitable medical professional establishing the medical necessity of the request. Disability Services will consult with the campus Title IX Coordinator and if necessary, the student's faculty before rendering a decision on the request.

Students wishing to be excused from class due to pregnancy and/or pregnancy-related conditions, including recovery from childbirth, should contact Disability Services at 816-802-3440 or disabilityservices@kcai.edu. Depending on the nature of the request, the student may be required to provide documentation from a suitable medical professional establishing the medical necessity of the request. Disability Services will consult with the student's Academic Advisor, the campus Title IX Coordinator and, if necessary, the student's faculty to determine suitable options in light of the student's current status and degree requirements. To the extent the student is involved in an internship or mentorship program, Disability Services will also consult with those responsible for coordinating these programs.

Faculty may not grant accommodations and services on the basis of pregnancy status without notice and approval from Disability Services. Faculty may not unilaterally alter program requirements or exclude a student from aspects or requirements of a program, due to the perceived pregnancy status of the student.

Pregnant and/or breastfeeding students should be aware of the potential for exposure to hazardous materials in the classroom. To obtain more information about specific risks, pregnant and/or breastfeeding students should contact Disability Services at 816-802-3440 or disabilityservices@kcai.edu.

Students who are breastfeeding and/or pumping breast milk are provided a "Quiet Room." The location of the room and access to the room should be coordinated through Disability Services.

Questions, comments, or concerns regarding this policy should be directed to the campus Title IX Coordinator, Gina Golba at 816-802-3397 or ggolba@kcai.edu.

Degree Requirement Substitution Request

Policy:

Students may request the substitution for a degree requirement by another course, if their academic advisor deems it appropriate. Written approval from student's Department Chair is required.

Directed Study

Policy:

Directed Study is coursework initiated by exceptional students --with mentorship from a faculty member --to explore topics that cannot be met through normal KCAI coursework.

The student must complete the Directed Study application, including all of its procedural requirements. The faculty member who agrees to be a student's Directed Study mentor will be guided by the following requirements:

1. The faculty member will determine the frequency of meeting, including time and place.

2. Only full-time faculty members are eligible to act as a Directed Study sponsor.

Directed study is a student-initiated pursuit of study under the supervision of a faculty mentor. To qualify for directed study, students must be enrolled at KCAI the semester prior to the semester in which the directed study will occur, the student must be a sophomore, junior, or senior. The student cannot be on academic probation and must have a minimum 3.0 grade point average. If a student does not have a 3.0 GPA, the student must include a separate statement in their proposal asking for permission to complete a directed study without the required 3.0 GPA and provide compelling reasons for this request. Directed study paperwork must be approved and submitted to the registrar's office by the end of the add/drop period.

A student cannot complete a directed study to fulfill the following degree requirements:

- Major studio required courses
- Writing Seminar, Art Historical Studies I and II, Critical Studies I and II

Directed Study, whether in studio or liberal arts, can be granted for only one semester or term, and for a maximum of 12 credit hours. Only a maximum of 12 credits can be earned in directed study while earning the B.F.A.

The student must submit a written proposal using the Guidelines and Format for Written Proposal (see below), which details the content of the directed study. The student must obtain signatures indicating approval of all faculty and staff listed on the directed study application prior to submission to be enrolled. Should any faculty or staff member listed on the approval form deny the request, the directed study will be denied and the student will not be permitted to enroll in the directed study.

Note: Proposals not accompanied with an official application will be incomplete and not considered.

Procedure:

Submit completed directed study paperwork, including directed study proposal, method of assessment form, and application to the Registrar by 4:00pm on the last day of the add/drop period for the semester the directed study will be considered.

Guidelines and Format for Written Proposal

A student must submit a directed study proposal that includes the following components. Proposals not using the accepted format and not addressing each component will not be considered.

A. Title of Proposed Study/Project

B. Faculty Sponsorship

Who is your faculty sponsor and in which department do they teach in? How often will you meet with your faculty sponsor (days/times)? What will you discuss when you meet?

C. Objective/Goals

State your objective in pursuing the proposed course of study. What are the goals of the study/project?

D. Overview

Provide a brief summary of the project or study. Rationale

Why is this study/project necessary for your educational program/major? Describe why the goals of

this study cannot be met through a regular course in the curriculum? How does the proposed study/project fit with your short and long-term goals as an artist?

E. Outcomes

Describe how this project or study will impact your educational development. Describe the course of study. What new knowledge and skills will you acquire as a result of this study/project? Define each of these skills as a separate goal for the project.

F. Procedure/Method

Describe each assignment or project you will complete as requirements for this study. What is the timeline for each assignment?

G. Assessment and Evaluation

For each goal defined in the Outcomes section above, how will you demonstrate that the goal has been met? How will the outcomes of the study/project be evaluated? Your faculty sponsor must complete the form called Methods of Assessment, and this completed form must be turned in with your directed study proposal.

H. Resources

What tools, books, articles, websites, or other resources will be used for the study/project?

Faculty Led Travel Program

Policy:

KCAI offers students the opportunity to earn credits studying overseas or within the U.S. with KCAI faculty during the summer intersession.

When students participate in a faculty-led travel program, they will study and travel with a group of fellow KCAI students in a unique program designed by the faculty members who lead the program. Financial aid and other scholarship opportunities may be available.

Eligibility Requirements:

- Be at least 18 years of age
- Have completed at least one semester of study at the post-secondary level (college/university)
- Have a minimum cumulative GPA of 2.0
- Be a student in good academic and financial standing (students on disciplinary probation are ineligible to apply – if a student is in good standing at the time of application, but later faces disciplinary proceedings after acceptance into the program, the student will no longer be eligible to participate and will be withdrawn from the program)

FLTPs offer 3 to 6 credits (studio and/or liberal arts), depending on the structure of the program.

Application Deadlines:

Application deadlines vary by program; interested students should check the KCAI website for program specific application deadlines.

Procedure:

More information on upcoming FLTPs, and applications for participation, can be found on the KCAI website at: <http://www.kcai.edu/academics/enrichment-exchange/faculty-led-travel-programs>.

Fulbright U.S. Student Program

Policy:

The Fulbright U.S. Student Program is administered by the Institute of International Education (IIE) and sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs. Fulbright Grants are among the most sought after and prestigious fellowships offered to students in the United States. The Fulbright Commission offers grants for study, research or teaching assistantships abroad. Research/study grants allow Fulbrighters to design their own projects and work with advisors at foreign institutions or other institutions of higher education. English teaching assistantships place Fulbrighters in a classroom abroad to provide assistance to teachers of English to non-native English speakers. ETAs help teach the English language while serving as ambassadors for U.S. culture.

During their grants, Fulbrighters meet, work, live with and learn from the people of the host country, sharing daily experiences. The program facilitates cultural exchange through direct interaction on an individual basis in the classroom, field, home and in routine tasks, allowing the grantee to gain an appreciation of others' viewpoints and beliefs, the way they do things, and the way they think. Through engagement in the community individuals will interact with their hosts on a one-to-one basis in an atmosphere of openness, academic integrity and intellectual freedom, thereby promoting mutual understanding.

A Fulbright Grant can be used to fund a year of an MFA program.

In order to be eligible to apply for a Fulbright Grant you must:

- Be a U.S. citizen at the time of application (permanent residents, immigrants, and non-immigrants are not eligible)
- Have a Bachelor's degree conferred before the start of the grant (not before the start of the application process)
- Be in good health
- Have sufficient proficiency in the written and spoken language of the host country
- Fulbrights are awarded for the following academic year. Interested KCAI students should begin the application process during the summer between their junior and senior year in order to apply to have a grant in place for the academic year following their senior year.

Application Cycle:

- Early May through late September

Procedure:

More information on the Fulbright U.S. Student Program can be found on the Fulbright Program's website at www.us.fulbrightonline.org.

Grade Change

Policy:

Only the course instructor may request a change of final grade. A grade can be changed only if an administrative or procedural error can be documented. No change of grade may be made on the basis of reassessment of the quality of a student's work or, with the exception of Incomplete grades, the completion of additional work. No semester grade except Incomplete may be revised by re-examination.

The deadline to submit a course grade change is the last day of the semester directly following the semester the grade was assigned.

Process:

Instructor sends the registrar an email from their KCAI account with the following information:

- semester/year
- course code/course name
- student name/student id#
- original grade
- new grade
- brief justification for the grade change (administrative or procedural error)

Registrar changes grade and notifies student and instructor.

Grading System

Policy:

Grading system

The grade-point system is as follows:

A	Superior	4.0
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	None
*D	Forgiven	0.0
*F	Forgiven	0.0
I	Incomplete work	None
W	Withdrawal	None
WF	Withdraw failing	None
WP	Withdraw passing	None

An “F” indicates failure to accomplish minimum course requirements and degree credit is not granted for a failed course. Students may not progress into a subsequent course for which the initial course is a prerequisite; however, at the discretion of the vice president for academic affairs (VPAA), in consultation with the department chair/program head, exceptions may be granted.

Any required course in which a student has earned a grade of “F” must be repeated. In some cases, the exact course may not be offered. In these cases, a course that satisfies the requirement may be substituted with approval from the department/program chair.

Major studio courses must be passed with a C- or better; in these situations, the course syllabus will provide a statement informing students that a C- is necessary to pass. Students earning a D or D+ grade in these courses will typically be required to repeat the course; the timing of the course(s) repeated and progression in major studio will be at the discretion of the department chair.

However, there may be times when a student earns a D or D+ in one of these courses and the instructor determines, at their own discretion, that the student has demonstrated the necessary skills to continue on in the program. In situations where an instructor is considering not requiring a student to retake a course for which a D or D+ was earned, the instructor will consult with the department chair/program head. However, students must maintain a 2.0 semester and cumulative GPA to remain in good academic standing. Students must also maintain a 2.0 in their major studio to progress in major studio courses.

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 must have a cumulative grade point average of a 2.0, a major studio grade point average of 2.0, and a final-semester grade point average of at least 2.0 in order to graduate.

Grades will be available for students to view approximately one week after the last day of classes. Students may view their grades by logging in to MyKCAI and using their ID and password at <https://mykcai.kcai.edu/ics>.

See also Academic Grade Forgiveness Policy.

Graduation (Degree Completion) Requirements

Policy:

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:

- A cumulative GPA of at least 2.0
- A cumulative GPA of at least 2.0 in major studio
- A cumulative GPA in Liberal Arts for Art History and Creative Writing double majors
- Completion of all course credit requirements
- A minimum of four semesters enrolled full-time on the KCAI campus, including the senior year (the final 30 credit hours).

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.

The faculty review 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 No. 1” to the registrar before the deadline stated on the form. The form should be submitted during the second semester of the junior year to ensure 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 No. 2” and return it to the registrar before the deadline stated on the form.
- Students are required to obtain three signatures on form No. 2: director of financial aid (signed after exit interview where necessary or to document no federal financial aid), business office (showing payment of graduation fee), Perkins Loan Representative (completion of Perkins exit interview where applicable or documentation of no Perkins Loans), and registrar (indicating the form has been submitted)

Diplomas are issued in May, August, and December.

Incomplete Grades

Policy:

An Incomplete (I) is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

Incomplete grades may be given only in the following circumstances:

- The student’s work to date is passing;

- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- The student must be in good academic standing;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising their grade by doing additional work after the grade report time;
- Students may request incomplete grades for as many classes as they deem necessary; however, incomplete grades will only be approved a maximum of two semesters during a student's academic career at KCAI.

The timeline to complete the work will be decided by faculty, in conversation with the student. It is recommended that the deadline for completion not exceed 6 weeks, so that the student might complete all outstanding work before the beginning of the following semester. In cases of exceptional circumstances involving either the student or the availability of the instructor, the recommended deadline may be extended after the faculty notifies the Registrar's office, but cannot exceed the final day of the semester that follows the semester in which the incomplete was taken.

Procedure:

1. The student discusses the possibility of an Incomplete with their instructor(s).
2. The instructor fills out the Incomplete Grade Form, including an outline of the work that needs to be submitted by the student to fulfill course requirements. A deadline for both completion and grade submission must be included in the outline.
3. All paperwork is due to the Registrar by 4:00pm on the Tuesday following the last day of classes.
4. The student will be required to complete all work by the completion date set by faculty.
5. Once the work is submitted and reviewed, the faculty member will submit the new grade to registrar@kcai.edu by the deadline set for grade submission.
6. At the end of the time allowed for grade submissions, the Registrar will change the incomplete (I) grade to the new grade submitted by the faculty member, or, if a grade has not been submitted, will change the grade to a fail (F). If the student and faculty member agree to extend the deadline, the Registrar must be notified.

Institutional Attendance Policy

Consistent attendance is critical to learning, growth, and academic success; therefore, students are expected to attend all class meetings. Students must be present for all regularly scheduled examinations and course activities and should submit complete assignments when they are due unless alternative arrangements are made in advance with the instructor.

Institutional Attendance Guidance

The course instructor determines attendance policies. Instructors are required to report absences in their [MyKCAI portal](#) within 48 hours of the class meeting.

KCAI values our student's health and wellness, which is why each course allows a specified number and/or percentage of total absences before the absences impact the final course grade. In the instance that you will not be able to attend a class or course activity, please reach out to the instructor. Faculty and staff across the campus are here to help support you in your academic career. However, it is your responsibility to manage your absences and ask for the help that you need throughout the semester to ensure your success. You can access various helpful on-campus and telemedicine resources through the MyKCAI portal at https://mykcai.kcai.edu/ICS/Student_Resources/.

In addition to notifying the instructor, if you are unable to attend due to testing positive, being directly exposed, or experiencing symptoms related to COVID-19, Monkeypox, or other communicable illnesses, you should take the following steps:

1. Covid: email covid@kcai.edu for guidance
2. Monkeypox: call your doctor and email studentaffairs@kcai.edu for guidance

If you are unable to attend due to a chronic illness or injury, follow the policy/procedures outlined in KCAI's [Disclosure of Disability and Student Accommodation Process](#).

For the most up-to-date information on COVID-19 and Monkeypox, please refer to the [MyKCAI portal](#).

International Exchange Programs

Policy:

KCAI maintains partnerships with schools in various countries around the world where our students may apply to spend one semester or, in some cases, an academic year.

When students participate in the International Exchange Program they continue to be considered full-time KCAI students. Because of the agreements we have with these partner schools, students will pay tuition to KCAI as usual and will still receive their financial aid and scholarships. Students will pay no tuition to the host school but will be responsible for transportation to and from the host country, cost of living, books/supplies, and any miscellaneous fees, such as an orientation or studio fees. Because we are partners with these schools, the credit earned while studying abroad qualifies as KCAI credit (*not* transfer credit) and fulfills the requirement of the last 30 credit hours being earned at KCAI.

KCAI recommends that students take advantage of off-campus study opportunities during the first or second semester of their junior year. Participation in AICAD Exchange and International Exchange in the first semester of a student's senior year requires the approval of the student's Department Chair and is dependent on the policies and preferences of the host school. Participation in AICAD Exchange or International Exchange is *prohibited* during one's final semester of study.

In order to be eligible to apply to participate in the International Exchange Program you must:

- Be a full-time KCAI student the semester prior to and the semester of the exchange
- Have at least junior studio status the semester of the proposed exchange
- Have a minimum cumulative GPA of 3.0
- Be a student in good academic and financial standing. Students on disciplinary probation are ineligible to apply. If a student is in good standing at the time of application but later faces disciplinary proceedings after acceptance into the program, the student will no longer be eligible to participate and will be withdrawn from the program.
- Be proficient in the native language of the host school.

Application Deadlines:

- October 1 for Spring Semester exchanges, except the Osaka University of Arts deadline which is September 15 for Spring Semester Exchange
- March 1 for Fall Semester exchanges

Internships - Policy for Internship Sites

Policy:

KCAI follows the National Association of Colleges and Employers (NACE) definition for academic credit internships on our campus.

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and they give employers the opportunity to guide and evaluate talent.

See more at:

http://www.nacweb.org/connections/advocacy/internship_position_paper/#sthash.M2VBYe6S.dpuf

Credit may be earned whether the internship is paid or unpaid. However, if an internship is unpaid in a for-profit business, then it is the expectation of KCAI that the employer will observe Fact Sheet #71 under the Fair Labor Standards Act (FLSA). Fact Sheet #71, as interpreted by KCAI, means that an internship is more a training/learning experience as opposed to employment and must be predominantly for the benefit of the student and not the internship site.

Internship Program Student Learning Outcomes

KCAI internships are supervised work experiences that are related to a student's major or area of interest. Academic credit can be earned through enrollment in an internship during the semester the student is completing the work experience. Upon completion of an internship, students will be able to:

- Strengthen their professional work habits, in turn giving them a competitive advantage over peers with limited practical work experience.
- Attain first-hand knowledge of an organization, business or industry to help them focus their career goals.
- Establish networking contacts and professional references with individuals in the arts community.
- Collect resume and portfolio materials.

Criteria Used in Approving Internship Sites

- There must be at least 90 hours of work on-site for the intern for a 3 credit hour internship.
- The beginning and ending dates of the internship must conform to the academic session – Fall, Spring or Summer. In some situations, an internship may be approved to begin up to two weeks prior to the start of the semester.
- The internship tasks must be pre-professional and related to KCAI's art & design academic programs.

- The internship site supervisor must teach and mentor the student in the skills they will be using during the internship.
- The internship must be onsite at an established business or studio. The internship site must provide necessary equipment, software, and workspace.
- Prospective internship sites must fill out a request for intern form and attach a detailed internship description, including duties to be performed by the intern and educational benefits to a student.
- KCAI staff will conduct a site visit once the request for intern form is submitted.
- The site supervisor will have the opportunity to review resumes and portfolios, interview applicants and decide on the best candidate.
- To maintain the academic objectives of the internship program, KCAI students may intern with studio artists when the artist's work permits them to mentor the student in various aspects of the implementation of a particular project.
- KCAI faculty may not have interns who are currently enrolled as students in courses they are teaching. Faculty requesting specific exceptions to this policy due to special circumstances must be granted approval by their Department Chair and the Registrar.
- All behavior and decorum between an intern and internship site coordinator(s), including all KCAI faculty and staff, is the same as that required in the classroom. The conduct being upheld at the internship site is outlined and supported by Section 2.10 in the Faculty Handbook regarding Faculty Obligations, Rights, Academic Freedom and Code of Ethics.

All internship sites are required to have insurance that meets the following guidelines:

- \$1,000,000 minimum general liability policy
- ACORD - 25 form must be used for the certificate of insurance (COI)
- The Kansas City Art Institute must be listed as the certificate holder
- The name/address of the policy holder on the COI must match the name/address of the internship site or be included in an addendum to the COI
- The COI must be valid for the entire period of the internship (if the initial COI ends mid-semester, prior to its expiration, a new COI that covers the remainder of the term must be submitted)

Expectations of Internship Sites

In order for experiential learning to be successful, sites must agree to the following:

- Meet with the student intern to discuss and understand the student's learning goals and their relevance to the student's major curriculum.
- Provide a clear description of the job or project in which the student will be participating.
- Agree to abide by appropriate standards of professional conduct and provide a functional and healthy workspace.
- Conduct professional and mentoring meetings with the student on a regular basis.
- Provide the opportunity for the student to achieve personal learning objectives.
- Provide regular feedback/follow-up with the student to ensure they understand expectations and are given the opportunity to ask questions.
- Complete and return the mid-term and final internship evaluation forms by the due date. The final evaluation counts for 60% of the student's grade

Additional Information:

- KCAI cannot guarantee that an internship request will be filled in a given semester. There are usually more sites looking for interns than there are interested students. Offering some type of

compensation will likely increase your applicant pool.

- In order to attract the student who would be the best fit for your internship, please provide a detailed internship description.
- Advertising your internship a couple of months before the start of a given semester will increase the likelihood of finding interns. Semesters begin in late August (for the fall), late January (for the spring) and early June (for the summer).

Internships - Policy for Students

Policy:

KCAI follows the National Association of Colleges and Employers (NACE) definition for academic credit internships on our campus.

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and they give employers the opportunity to guide and evaluate talent.

See more at:

http://www.nacweb.org/connections/advocacy/internship_position_paper/#sthash.M2VBYe6S.dpuf

Students can participate in an internship at any time; however, to enroll in an internship for academic credit, students must have:

- completed sophomore level studio with a passing grade prior to registering for an internship; students transferring in at the junior level, must complete one semester at KCAI prior to enrolling in an internship
- a cumulative GPA of 2.0 or above
- no more than 12 internship credits that apply toward their degree
- located an approved internship site. Faculty can give you site suggestions as well as the Career Readiness Coordinator (the Registrar's office maintains a list of possible sites). You will need to provide your resume, portfolio of work and schedule an interview with the site supervisor.

Registration:

PLAN AHEAD - there are many required steps and the deadline to turn in the completed internship contract is the last day of the add/drop deadline each semester.

1. Locate your internship site.
2. Register for the internship placeholder (INTNC 1001)
3. Determine your faculty advisor.
4. Schedule a meeting with the Registrar's office to review internship contract.
5. Detail learning objectives in consultation with the internship site coordinator.
6. The contract must be signed by the student, internship site supervisor, faculty supervisor and the department chair.
7. Turn in completed internship contract to Registrar's office by add/drop deadline.

8. If you are enrolling in an unpaid internship, you can apply for a \$1,000 unpaid internship stipend. Simply include a brief request with your internship contract, detailing how the stipend will help you meet your internship/academic goals.

End of Semester Requirements (due by last day of semester)

1. Complete required onsite hours and submit timesheet to Registrar's office
2. Complete two informational interviews and submit via the online evaluation form
3. Write a reflection paper and submit via the online evaluation form
4. Complete the mid-term (due at mid-semester) and final evaluations via the online evaluation form

Internship Program Student Learning Outcomes

KCAI internships are supervised work experiences that are related to a student's major or area of interest. Academic credit can be earned by registering for an internship for the semester the student is completing the internship experience. Upon completion of an internship, students will be able to:

- Strengthen their professional work habits, as well as earn a competitive advantage over peers with limited practical work experience.
- Attain first-hand knowledge of an organization, business or industry to help them focus their career goals.
- Establish networking contacts and professional references with individuals in the arts community.
- Collect resume and portfolio materials.

Students earn academic credit by working a specified number of onsite hours per credit hour earned. Failure to complete the minimum required onsite hours will result in an automatic failing grade. The beginning and ending dates of the internship must conform to the academic session – Fall, Spring or Summer. In some situations, an internship may be approved to begin up to two weeks prior to the start of the semester.

Number of credit hours per semester	Average onsite hours per week for spring/fall semesters	Minimum onsite hours required per semester
3	6	90
6	12	180
9	18	270
12	24	360

Grading:

A student's final internship grade is based upon the following:

1. (60%) Evaluation from internship site supervisor
 - Intern's performance
 - Work habits
 - Professional development
2. (25%) Student's reflection paper
 - Content, grammar, length, etc. of paper
 - Ability to describe how they met internship objectives
 - Connection of internship experience to academic and career goals
 - Explanation of how internship impacted professional development
3. (5%) Informational interview summary is submitted
4. (10%) Faculty Advisor's discretion

Kansas City Area College Exchange Program (KCASE)

Policy:

With permission from an academic advisor, KCAI students may receive credit for completing one course per semester at other area colleges if the course is not offered at KCAI (such as foreign language, math, etc.). This agreement is only available during the fall/spring semesters and students must be registered for at least 12 KCAI credit hours. No additional tuition is charged, but students are responsible for all course and laboratory fees.

Participating schools include: Rockhurst University and Metropolitan Community College of Kansas City (Blue River, Longview, Maple Woods, and Penn Valley).

While taking the KCASE course, students are required to follow the academic calendar and all school and course policies for the host exchange school.

After completion of the KCASE course, students are required to submit an official transcript from the host exchange school to KCAI.

Procedure:

Students requesting to take KCASE courses must provide the following information to their academic advisor:

- Course number
- Course name
- Number of credit hours the course is worth
- Name of the host exchange school where the course is being offered

Once students have submitted the above information to their academic advisor, they will be given an official KCASE Enrollment Form that will allow them to enroll in the approved course at the host school. This process must take place the semester prior to the semester that students are planning to participate in the KCASE program.

The KCASE Enrollment Form and a class schedule reflecting enrollment in the KCASE course at the host exchange school must be completed and submitted to KCAI's Registrar no later than the last day of the host institution's add/drop period for the semester that the students are planning to take the KCASE course. Students will not be enrolled in the KCASE course until KCAI's Registrar receives the completed

KCASE Enrollment Form and class schedule reflecting enrollment in the KCASE course at the host exchange school.

Major Plus (+) Program

Policy:

Major + allows a student to study with consistency and depth in two or three major areas. The Major + track allows students to study for up to two non-consecutive semesters in a corollary studio(s). (Product Design students are not eligible to participate in Major+)

The Major + program complements KCAI's existing majors by providing students a third option. Students benefit from studying in corollary disciplines while still maintaining a great deal of structure offered by a discipline-based studio. Students have a core area of focus, but they work in other areas during specific semesters. This educational structure provides students with diverse paths and outcomes designed to meet their individual needs, expand career opportunities and mirror the field of creative activities that make up contemporary art and design. Sculpture students, for example, may find that as their work develops, coursework in photography is critical to inform their primary area of emphasis. The structure respects and supports the student who wishes to study in a designated discipline and explore other disciplines with focus and depth. The unique scale and organization of our school enables this flexibility. The educational goal is to create and support a stronger cross-disciplinary experience while continuing to provide students the values of working in a designated major. In order to prepare for the semester in a different major, students enroll in electives or technical workshops offered by that department. Students must have technical training and demonstrate discipline-specific knowledge before they begin their semester in the alternative major to ensure their potential for success.

Upon completion of the sophomore year in their chosen major, the Major + student migrates for a semester to study in a second major. Upon completion of their semester in the secondary major, they are expected to return to their original major for a semester. Students may choose to complete their B.F.A. requirements in their original major, or, after their return for a semester, again choose to study in another major for a single semester. Students interested in completing a second semester in the same or an alternative corollary discipline must reapply. All students who participate in Major + must complete their final senior semester in their original major. No student will be allowed to be away from their original major for two consecutive semesters.

Interested students should begin planning during the fall of their sophomore year so that they can select electives for spring that will prepare them for their transition to another department during the fall of their junior year or beyond. Students should communicate their interest to their department chair, the alternative studio instructor, and their academic advisor. It is the student's responsibility to prepare for success in Major +. The primary department chair may deny permission to students who have not prepared for their crossover, and, who, as a result, may not be successful in the program.

Requirements for Entry:

To be eligible for Major +, the student must:

- Complete their sophomore year in major studio at KCAI. Transfer students entering at the second semester sophomore or junior level must complete one semester in major studio and can only study for one semester in a corollary discipline.

- Have a minimum cumulative GPA of 3.0.
- Complete the resident requisite elective for their corollary major to acquire necessary technical skills and discipline-specific knowledge during a semester preceding entry into the corollary major. For example, if sculpture is the corollary major, the student must complete the sculpture elective during a semester preceding entry into the corollary major.

Procedure:

Students should begin thinking about entry into Major + at least one semester prior to application.

Interested students need to:

- Meet with their academic advisor to discuss their academic goals and the application process.
- Meet with the chair of their major studio to discuss their artistic direction.
- Write a statement of intent (see guidelines).
- Prepare documentation of their work (see guidelines).
- Meet with the chair of the corollary studio to discuss intent within the department.
- Submit application materials to the Registrar by the published deadline.

Mid-Semester Grade Reports

Policy:

Instructors enter midterm grades for all students when the mid-semester grade portal window is open; valid grades consist of:

S – satisfactory (student is doing “C” work or better)

A

B+

B-

C

C-

D+

D

F

The Registrar emails students that midterm grades have been posted and includes instructions on how to access midterm grades on MyKCAI. Students who have deficiencies in academic performance at mid-semester (a deficiency is any grade below a C) are encouraged to contact the instructor who issued the deficient grade and make an appointment with their student support advisor. All students are responsible for maintaining satisfactory academic progress regardless of notification by KCAI.

Progression Guidelines

In order to complete a Bachelor of Fine Arts (BFA) degree, students must complete a total of 126 credits. This includes 78 credits in studio course work (foundation, major studio requirements and studio electives), 42 credits in liberal arts course work and 6 credits in open electives. Some majors may vary slightly in distribution of credits.

This progression policy is based on a four-year graduation model, which requires students to maintain full-time enrollment and complete either 15 or 18 credits each semester.

Students admitted on a contingency and/or who are unable to pursue this course load must meet with their academic advisor to create an alternative plan, which will allow them to complete their BFA at a different pace, while still aligned with the sequential curriculum.

Foundation/Freshman Requirements (30 credits)	Sophomore Requirements (33 credits)	Junior Requirements (33 credits)	Senior Requirements (30 credits)
Foundation (18)	Major Requirements (12-24)	Major Requirements (12-18)	Major Requirements (12-18)
Art Historical Studies I (3)	Studio/Open Electives (6-12)	Studio/Open Electives (6-15)	Studio/Open Electives (6-12)
Art Historical Studies II (3)	Critical Studies II (3)	Liberal Arts (6-15)	Liberal Arts (6-12)
Writing Seminar(3)	Liberal Arts (6-12)		
Critical Studies I (3)			

Class level guidelines follow below. KCAI reserves the right to suspend/dismiss students who do not meet these guidelines. In addition, the satisfactory academic progress (SAP) policy dictates the academic progression required to maintain federal and state financial aid.

Foundation to Sophomore Year: complete 24 of 30 required credits

First semester Foundation students who fail or withdraw from a required course will meet with their academic advisor to create an academic plan.

Second semester Foundation students who fail or withdraw from two or more required courses will meet with their academic advisor to create an academic plan.

In addition:

- Students must pass foundation I and II with grades of C- or better to progress into sophomore major studio. At the discretion of the foundation department chair, students who earn a D or D+ in foundation may be allowed to progress into their sophomore major if the department chair determines the student has demonstrated the necessary skills (students may be required to take additional summer courses).
- Students who do not pass one or more required liberal arts courses will be strongly encouraged to complete these courses the summer between their first and second year so they will be back on track with their cohort and continue to make satisfactory academic progress.

Sophomore to Junior Year: complete 51 of 66 required credits

At the end of their sophomore year, students who have completed fewer than 21 of the required 42 liberal arts credits, and/or have completed fewer than 51 overall credits will meet with their academic advisor to create an academic plan and/or update an already existing plan.

In addition:

- Students with an outstanding required liberal arts course(s) from the foundation year, must complete that requirement their sophomore year.
- Students completing fewer than 21 liberal arts credits and/or 51 overall credits will be strongly encouraged to complete one or more courses the summer between their sophomore and junior year.

Junior to Senior Year: complete 72 of 93 required credits

At the end of their junior year, students who have completed fewer than 30 liberal arts credits and/or 72 overall credits, will meet with their academic advisor to create an academic plan and/or update an already existing plan.

In addition:

- Students completing fewer than 30 liberal arts credits and/or 72 overall credits will be strongly encouraged to complete one or more courses the summer between their junior and senior year.

Senior Year and Degree Completion:

- All students must pass 126 credits to earn their BFA degree. Students who do not complete their degree requirements within 5 years of continuous enrollment, may have their grants and scholarships reduced for additional semesters. (This does not include double majors who may extend their time to degree completion by one semester.)

Transfer Students:

Individual academic plans will be created for each transfer student based on their unique circumstances.

In most cases, transfer students will be required to:

- Complete outstanding foundation year courses their first two semesters at KCAI.
- Complete 75% of attempted hours each semester.

Readmission for Domestic and International Students

Policy:

Students who stop attending classes and desire to return to KCAI within four consecutive regular semesters (2 years) may complete the readmission application on the MyKCAI portal and be readmitted under a students' original catalog year. In order to qualify for this expedited process and be considered for readmission, students must have completed the required Total Withdrawal/Leave of Absence paperwork when leaving the institution.

Students must complete the standard admissions application found on the KCAI website and may be readmitted under a new catalog year requiring them to meet updated degree requirements, if they:

- Stopped attending classes for more than four regular consecutive semesters (2 years)

- Did not complete the required Total Withdrawal/Leave of Absence paperwork before leaving the institution

Students who desire to return to KCAI after an **academic dismissal** should refer to the Academic Probation, Dismissal and Progress Standards Policy and/or the requirements provided them in their letter of dismissal.

In addition to the above requirements, F-1 status international students must submit the following information when reapplying to KCAI:

- Proof of finances
- Copy of passport
- Copy of current visa(s)
- Health insurance that meets KCAI's requirements for international student coverage (see the Student Health Insurance for Domestic and International Students Policy for additional information)

F-1 status international students must notify the Registrar' office of their intent to return to KCAI as soon as possible. Students who choose to re-enroll after leaving the country for over 5 months may be required to obtain a new F-1 student visa and may be subject to I-901 visa processing fees from the Department of Homeland Security (DHS).

Request for a Reduced Course Load for F-1 Status International Students

Policy:

International students in F-1 status are required to maintain full-time enrollment (12 credit hours per semester) during the school year. If the student cannot or will not meet this requirement, the student must request a reduced course load. Federal immigration regulations severely limit a student's ability to be less than full time, but it may be allowed in some circumstances as explained below. If the student drops below 12 credit hours at any time without obtaining prior approval and documentation from the Primary Designated School Official (PDSO) or Designated School Official (DSO), as designated by SEVIS, the student's record will be terminated in SEVIS, and the student will be considered out of status. Upon termination, the student has 15 days to leave the country before being considered in violation of F-1 status.

Regulations permit the consideration of international students in F-1 status to request a reduced course load only for the following reasons:

- Academic difficulties (only permitted before the college withdrawal deadline—11th week of classes). A student may be authorized for a reduced course load due to "academic difficulties" only for a single term and must resume a full course of study during the next standard semester. Academic difficulties are defined as:
 1. Initial difficulties with the English language (allowable only in student's first year);
 2. Initial difficulties with reading requirements (allowable only in student's first year);
 3. Unfamiliarity with U.S. teaching methods; or
 4. Improper course level placement.
- Medical Conditions – Documentation is required.

- If the student's final term requires less than a full-time course load to complete the degree requirements.

Per the KCAI academic calendar, changes to course enrollment may be requested:

- Through the 5th day of each academic semester. Students are permitted to add/drop courses without penalty and dropped courses will not appear on the student's transcript.
- After the 5th day of the semester and through the withdrawal deadline (11th week of classes). Withdrawn courses will appear on a student's transcript with a notation of "W" and will not be calculated in the grade point average.
- After the withdrawal deadline (11th week of classes). The student can obtain a Request for Late Withdrawal form from the PDSO/DSO. Requests for a reduced course load following the withdrawal deadline will be based upon documented medical needs only. However, complete withdrawals following the withdrawal deadline will be considered for medical and special extenuating circumstances. Please refer to the Request for Late Withdrawal Policy and Procedures for more information.

PROCEDURE:

1. Student obtains F-1 Request for Reduced Course Load form from the Registrar's office.
2. Prior to the withdrawal deadline, the PDSO/DSO will approve/disapprove the request for reduced course load. If the request is approved during add/drop week, the student can complete the course drop on MyKCAI. During the withdrawal period, the DSO will sign the Course Withdrawal form obtained from the Registrar and student will complete all steps needed for course withdrawal.
3. After the withdrawal deadline, if the PDSO/DSO approves, the student will be referred to the Dean of Student Affairs and will complete all steps needed to request a late course withdrawal.

Request for Late Withdrawal

Policy:

In order to qualify for a late withdrawal (after the semester withdrawal deadline), students must meet the following criteria:

- Student is unable to continue their studies due to medical needs (extraordinary cases in which serious illness or injury) or special extenuating circumstances (significant personal situation) prevent them from continuing classes, and
- The medical or special extenuating circumstances had their onset on or after the semester withdrawal deadline, and
- Student is unable or does not qualify to take an incomplete in their courses, and
- The request for late withdrawal must be submitted no later than the final class meeting for each respective course of the semester and prior to any final requirements of the course being due, taken and/or submitted (papers, final exams, etc.). *However, once a student submits Total Withdrawal/Leave of Absence paperwork, the request for late withdrawal must be made within 5 business days.*

Usually, consideration is for a complete late withdrawal, but partial late withdrawals may be considered. Applications for a partial late withdrawal must be especially well documented to justify the selective nature of the request.

Students may qualify for only one late withdrawal request as a KCAI student.

For F-1 status international students, a consideration for late withdrawal requesting a reduced course load below full-time enrollment will be based upon documented medical needs only. However, a request for complete late withdrawal will be considered for both medical and/or special extenuating circumstances. Please also refer to the Request for a Reduced Course Load for F-1 status international students for more information. If an F-1 student drops below 12 credit hours at any time without obtaining prior approval and documentation from the Primary Designated School Official (PDSO) or Designated School Official (DSO), as designated by SEVIS, the student's record will be terminated in SEVIS and the student will be considered out of status. Upon termination, a student has 15 days to leave the country before being considered in violation of their status.

The Vice President and Dean of Students reviews late withdrawal requests and in consultation with other appropriate administrators or faculty makes a decision to approve or deny a request. If the request is approved, the Vice President and Dean of Students determines the effective date based upon the documentation provided by the student.

Prior to readmission to KCAI, the Vice President and Dean of Students may request a meeting with the student and/or documentation from the student and/or healthcare provider and will approve or deny the student's readmission request based upon evidence of student success. An approved late withdrawal request allows a student to receive a leave of absence from KCAI for a maximum of four semesters.

Process:

1. Obtain Request for Late Withdrawal form the Vice President and Dean of Students
2. Submit request for late withdrawal with all required documentation to the Vice President and Dean of Students:
 - I. Medical (serious physical or mental health illness or injury)
 - A. Health care provider's statement on letterhead stationery which is submitted in a sealed envelope to the Dean and contains the following:
 - The date of onset of illness and date(s) student is/was under professional care
 - Statement that withdrawal from KCAI is recommended at this time

**The health care provider providing documentation cannot be related to the student making the request.*
 - B. Statement from student that includes:
 - Last date they attended class
 - Anticipated date of return to KCAI
 - II. Special Extenuating Circumstances (extraordinary personal reasons, not related to the student's personal or mental health; for example, care of a seriously ill child, parent or spouse or death in the immediate family)
 - A. Students must submit a statement/documentation that includes:
 - Justification for request
 - Date(s) of special circumstances
 - Appropriate documentation
 - Last date they attended class
 - Anticipated date of return to KCAI
3. Students receiving financial assistance must consult with the Financial Aid and Business Office to better understand the financial implications of processing a late withdrawal. Both offices must sign the request for late withdrawal form.

4. Students receiving veteran's benefits must meet with the Financial Aid Office and obtain a signature on the request for late withdrawal form.
5. The Vice President and Dean of Students will submit the approved or denied request to the Registrar for appropriate action, including notifying student of approval or denial, course withdrawal and notifying appropriate faculty and administration, filing request and documentation in student's academic record and completion of withdrawal/leave of absence paperwork.

The decision of the Vice President and Dean of Students is final and not open to appeal.

Request for Withdrawal Due to Hardship

Students experiencing documented **medical** needs (extraordinary cases in which serious illness, injury have occurred) or **special extenuating circumstances** (significant personal situation) that render them unable to engage in academic work for the remainder of the semester may request a withdrawal due to hardship. This policy covers only emergency and unforeseen illnesses, injuries, and personal circumstances that had their onset during the current semester, not ongoing/pre-existing medical conditions and/or personal circumstances. Requests are accepted after the first week of classes (following the 100% tuition refund date) and no later than the end of the sixth week of classes (fall/spring semesters). Requests outside of the scope of the policy may be considered on a case-by-case basis and at the sole discretion of KCAI.

A student may request and be considered for a withdrawal due to hardship based on **medical** needs when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. This policy covers both physical and mental health crises.

A student may request and be considered for a withdrawal due to hardship based on **special extenuating circumstances** when extraordinary personal reasons, not related to the student's personal physical or mental health (Ex: care of a seriously ill child, parent or spouse), prevent the student from continuing in classes.

Active duty military students who are deployed for service may also request a withdrawal due to hardship. The active duty deployment must have occurred during the current semester and the request can be made after the first week of classes (following the 100% tuition refund date) and no later than the last day of the respective semester.

Students who are pregnant or experiencing pregnancy-related conditions, including childbirth, may request a withdrawal due to hardship. The pregnancy or related condition must have occurred during the current semester and the request can be made after the first week of classes (following the 100% tuition refund date) and no later than the last day of the respective semester.

In each circumstance, students will be afforded the opportunity to receive a leave of absence from KCAI for a maximum of four semesters. Partial withdrawals will not be permitted. A student granted a withdrawal due to hardship must completely withdraw from the institution.

F-1 status international students must initiate with the Primary Designated School Official (PDSO) or Designated School Official (DSO) as designated by SEVIS, and will only be considered after initial approval from the PDSO/DSO.

A request for withdrawal due to hardship may only be approved once during a student's academic career at KCAI.

Requests for withdrawal due to hardship and supporting documents are retained by KCAI for up to five years.

The Vice President and Dean of Students, in consultation with the Executive Vice President for Administration/CFO and Vice President for Academic Affairs, will review all withdrawal due to hardship requests.

If the request is approved, the following will occur:

1. The student will be withdrawn from all classes that semester and a notation of W will be recorded on the student's transcript for each class. Partial withdrawals are not permitted for approved hardship requests.
2. The student will receive a tuition refund equal to the amount of tuition charged during the current semester only. Course/Studio fees and meal plans are non-refundable. Residence Hall charges will be prorated.
3. The student will be subject to repayment terms of any Title IV federal financial aid as mandated by the federal government. All institutional aid will be returned. The student may be eligible to retain their federal or state aid eligibility based on their last date of attendance or request the financial aid office return the funds.

Procedure:

The following procedure applies to students who are requesting a withdrawal due to hardship:

1. Contact the Registrar to complete the Total Withdrawal/Leave of Absence Form.
2. To **request a withdrawal due to hardship**, please contact the Vice President and Dean of Students for the Request for Withdrawal Due to Hardship Form. Submit the form along with appropriate documentation to the Vice President and Dean of Students:

IMPORTANT: For medical and personal extenuating circumstances, the deadline to submit the Request for Withdrawal Due to Hardship form is no later than the end of the sixth week of courses for the respective semester. For active duty deployment, the deadline to submit the Request for Withdrawal Due to Hardship form is no later than two weeks after submitting the completed Total Withdrawal/Leave of Absence form to the Registrar.

To request a withdrawal due to hardship based on **medical needs**, the required documentation is listed below:

1. The student's health care provider's statement on letterhead/stationery which is submitted in a sealed envelope to the Dean and contains the following:
 - The date of onset of illness or injury
 - The date student was/is under professional care
 - A statement that a withdrawal from KCAI is needed at this time

****The health care provider providing documentation cannot be related to the student making the request.***
2. Statement from student that includes:
 - Last date student attended class
 - Anticipated date of return to KCAI

To request a withdrawal due to hardship based on **special extenuating circumstances**, the student must present a statement on the form. This statement must address the specific situation with documentation.

To request a withdrawal due to hardship based on **active deployment**, the student must provide documentation of the deployment, including the date, location, and other pertinent details, from the student's commanding officer.

If a student is receiving financial assistance, the student must meet or consult with the Director of Financial Aid and designee of the Business Office to identify and understand the financial assistance/monetary implications of processing a withdrawal due to hardship. The Director of Financial Aid will sign off on the form. The Business Office designee will also sign the form.

If a student is receiving veteran benefits, the student must meet with the Registrar. The Registrar will sign the form.

The completed form, with appropriate signatures, and attached documentation is submitted by the student to the Vice President and Dean of Students for consideration. Final approval or denial of the request is at the discretion of the Vice President and Dean of Students, in consultation with the Executive Vice President for Administration/CFO and Vice President for Academic Affairs.

The Vice President and Dean of Students submits the approved or denied request to the Registrar, Business Office, and Financial Aid for appropriate action, including notification to the student of approval or denial, withdrawal from courses and notification to responsible faculty member(s), and/or Department Chair(s)/Program Head(s), and other necessary departments (if approved), filing of request and documentation in the student's file, and completion of leave of absence paperwork.

The decision of the Vice President and Dean of Students is final.

Residency Requirement Waiver Request

Policy:

The last 30 credit hours of degree requirements must be completed at the Kansas City Art Institute.

A residency waiver may be considered, if students have:

- 12 credit hours or less in liberal arts coursework or studio electives to complete their degree requirements. All major studio coursework must be completed at KCAI.
- Documentable personal, medical or financial extenuating circumstances.
- Good academic standing; students on academic probation/suspension or dismissal are not eligible for a residency requirement waiver.

*Students participating in the University of Colorado Boulder's summer Field School will be granted a waiver to the residency requirement and are eligible to transfer six credit hours to KCAI, regardless of the number of credits remaining in their degree program. Students must request an official transcript be sent to KCAI in order for credit to be awarded.

Process:

- Student will submit a written statement to the Director of Student Support Services justifying their request and including all documentation.
- The Director of Student Support Services, in consultation with the Registrar, Vice President for Academic Affairs, and Dean of Student Affairs, will determine if the student meets the criteria for the residency requirement waiver and approve or deny the request for the residency waiver via the Residency Requirement Waiver Form.
- The Director of Student Support Services will notify the student via KCAI email within 5 business days of whether the request for residency requirement waiver is approved or denied.
- If approved, the student and the Director of Student Support Services will meet to complete the remaining information on the Residency Requirement Waiver Form which will include:
 - Name of college where student will complete requirements
 - Course number and course name for all courses student plans to complete
 - KCAI course equivalencies for all courses
 - Total cost - \$500 for the first 3 credit hours and \$100 for each additional credit hour
- Student will take completed form to the Business Office to pay the residency requirement waiver fee and obtain the signature of Business Office Representative.
- Student will submit completed form to the Registrar's Office.
- All transfer credits must be in compliance with the transfer credit policy (only classes with a grade of "C" or better).
- Once courses are completed the student must request an official transcript be sent to KCAI.

Student Class and Studio Level

Policy:

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.

Class level = year in school

Class level	Total completed credits
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90-Grad

Studio level

The second component is the placement of the student in the major course level — the level of skills/abilities as determined by the department chair of their studio program. Transfer students will still

be required to complete a portfolio review with the appropriate departmental chair to determine placement of major course level in their studio.

Studio level = placement in major

Year	Level
1st Semester Foundation	a
2nd Semester Foundation	b
1st Semester in Dept. Major	1
2nd Semester in Dept. Major	2
3rd Semester in Dept. Major	3
4th Semester in Dept. Major	4
5th Semester in Dept. Major	5
6th Semester in Dept. Major	6

Studio Hours

Policy:

Studios are open daily when the college is in session from:

7:00 a.m. to 3:00 a.m. – Animation, Ceramics, Fiber, Filmmaking, Graphic Design, Illustration, Painting, Photography, Printmaking, Product Design and Sculpture

7:00 a.m. to 1:00 a.m. – Foundation

*Studio hours may be extended to 3:00 a.m. during midterms and finals. If hours are extended, students will be notified via email by Academic Affairs.

VIOLATIONS

A student reported to be in the studio after published studio closing times will be asked to leave immediately. A \$25 late hour fee will be assessed to the student for each late hour violation. Further action may be taken in the event of multiple late hour violations or in cases of late hour violations that may also include violations of the student code of conduct.

Transcripts and Requesting Transcripts

Policy:

Transcripts are complete records of a students' KCAI academic history. They provide the following information:

- All courses attempted and earned
- Credit hours attempted and earned
- Grades earned in each course

- Semester and cumulative grade point average
- Academic status
- Degrees conferred and dates

Procedure:

1. Official transcripts are ordered online through the National Student Clearinghouse: <https://getmytranscript.com> and there is a \$10 processing fee per transcript. Transcript requests are usually processed within 3-5 days, unless a student has a hold on their account (i.e., owes money to KCAI, delinquent on Perkins loans, etc...).
 - Digital transcripts are sent directly to the requested recipient through the secure National Student Clearinghouse portal. While most schools accept digital transcripts as official, it is a good idea to confirm before ordering.
 - Paper transcripts are sent through the U.S. mail and include both the KCAI school seal and the Registrar's signature.
2. Unofficial transcripts do not include the school seal or Registrar's signature and can be printed from the student portal: www.mykcai.kcai.edu. Click on the "Student Academics" tab and then "View Unofficial Transcript" link.

Transfer Credit

Policy:

At the time of admission, KCAI will consider transferring a maximum of 63 credits in any combination of liberal arts or studio courses that meet KCAI's degree 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. Credit may be granted for credit hours completed at a post-secondary level at an international institution. For review, transcripts must be submitted to KCAI in English. All transfer credit must be received by the end of a student's first semester at KCAI in order to be considered for application to the B.F.A degree program.

After matriculation, students who transferred in 12 or more liberal arts credits must complete all remaining liberal arts credits at KCAI. Students who matriculated with fewer than 12 liberal arts transfer credits may only transfer in new liberal arts credit up to 12 liberal arts credit overall.

The last 30 credit hours of degree requirements must be completed at KCAI. Grades for transferred credit will not be calculated into the KCAI cumulative GPA.

Credits earned at non-accredited institutions will not be accepted. Course work from unaccredited institutions that has been granted credit at another accredited institution will not be accepted as transfer credit at KCAI. College preparatory, remedial (usually below level 100 courses at most institutions) and physical education courses are not accepted.

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) in a studio department at KCAI to be granted a B.F.A. degree.

International students are encouraged to refer to our requirements for international applicants and/or the Global Studies Coordinator for further details.

Degree-seeking students must meet with advising staff to complete the “transfer credit pre-approval” form prior to taking courses at another institution. It’s the student’s responsibility to have an official copy of the transcript sent to their academic advisor upon completion of the transfer course. Liberal arts and art history credit hours will be applied upon completion of a transcript evaluation. A student’s department chair must approve all studio transfer credit hours before they will be applied. To obtain the department chair’s permission to apply the studio transfer credit hours, students must request the “petition for application of unused studio credits” from their academic advisor after the coursework has been completed and KCAI has received the official transcript.

KCAI also accepts the following credits:

Advanced Placement program examination

Students who earn AP credit during high school may apply the credits to KCAI degree requirements within the guidelines indicated below. KCAI must have the official AP transcript before transfer credit can be granted.

Art History

Students must obtain a minimum score of a 4 to receive credit for this examination. Students will receive three semester credits, which will be applied to a liberal arts elective requirement or the open elective requirement. The credit hours cannot be applied to the art history pre-requisite courses History of Art I or II.

Liberal Arts

Students must obtain a minimum score of a 4 to receive credit for this examination. Students will receive three semester credits, which will be applied to a liberal arts elective requirement or the open elective requirement. The credit hours cannot be applied to the liberal arts pre-requisite courses First-Year Seminar, or History of Thought I or II.

Studio Art Courses

Students must receive a minimum score of a 4 to receive credit for this examination. Students will receive three semester credits, which will be applied to the open elective requirement. The credit hours can be applied to a studio elective requirement only with permission from the student’s departmental chair.

College-Level Examination Program

Students who earn CLEP credit prior to attending KCAI may apply the credits to KCAI degree requirements following the guidelines indicated below. KCAI must have the official CLEP transcript before transfer credit can be granted:

- A maximum of 15 CLEP credit hours can be applied to KCAI degree requirements.
- Application of credit is based upon a minimum score of 50 on each subject exam with the exception of the following exams, French 2 (minimum score-62), German 2 (minimum score-63), and Spanish 2 (minimum score-66). Students will earn three semester credit hours for each exam they received an acceptable score.

- KCAI accepts credit by examination awarded by other colleges to transfer students provided they meet the above standards.

International Baccalaureate Diploma Program

Students who earn IB credit during high school may apply the credits to KCAI degree requirements within the guidelines indicated below. KCAI must have the official IB transcript before transfer credit can be granted. The first three IB credit hours will always be applied to the open elective requirement.

Assessment of Prior Experiential Learning

A student wanting credit for non-accredited coursework may petition for credit through the Assessment of Prior Experiential Learning credit process. APEL is a method that colleges and universities use to evaluate knowledge that a student has gained through life experience or through taking courses at a non-accredited college or university. Students must furnish compelling reasons and documentation that they have mastered the skills and achieved the goals of a student normally enrolled in an accredited studio course or courses. A student may petition for their gained knowledge and skills to be applied to studio course or courses. Students may petition for APEL credit at KCAI by following the requirements below:

1. The student may petition for APEL credit to be considered and evaluated at the time of application to the college.
2. The petition may be made only after the actual life experience or non-accredited coursework is complete (prior work experience, not current or future work experience).
3. The student must be matriculated at Kansas City Art Institute.
4. The student must have earned a minimum of 30 credit hours at KCAI before APEL credit is awarded.
5. The student must have earned a minimum cumulative and semester GPA of 2.5 or better at KCAI.
6. The student must pay a \$100 petition-for-APEL fee at the time of application. (If a petition is approved, the \$100 may be applied toward credit hours costs.)
7. The student must produce documentation that the student actually acquired the learning the student is claiming.
8. The petition must identify the course or degree requirement to which the student wishes the APEL to apply; for example studio elective.
9. The petition must be made for courses the student has never enrolled in or taken.
10. APEL credit may not be used toward practicum or internship credit hours.
11. The student may petition for a maximum of 36 studio credits hours through APEL.
12. The student may petition for review of APEL credit but may not meet with the evaluation committee until the above requirements are met.

APEL procedures for new applicants:

1. The admissions counselor sends a request for APEL to advising staff.
2. The applicant meets with advising staff to begin the application process for APEL.
3. The student prepares a two- to five-page written essay and a portfolio. The essay and portfolio must demonstrate compelling reasons for the evaluation committee to recommend credit.
4. The student meets with and presents the essay and portfolio to an evaluation committee composed of the appropriate department chair and a faculty member within the same department.
5. The department chair will make the final decision. The advising staff will notify the student in writing.

6. Upon receiving approval for credit, the student must pay \$500 for the first three credit hours and \$100 for each additional credit hour.
7. Approved credit will be placed upon the student's transcript after the student has completed 30 hours in residence at KCAI, if the evaluation process is complete and all APEL fees are paid.

APEL procedures for currently enrolled students:

1. The student meets with advising staff to determine the possibility of receiving APEL credit.
2. The student meets with the appropriate department chair to discuss possible APEL credit.
3. If approved, the student meets with advising staff to begin the petition process.
4. The student prepares a two- to five-page written essay and a portfolio. The essay and portfolio must demonstrate compelling reasons for the evaluation committee to recommend credit.
5. The student meets with and presents the essay and portfolio to an evaluation committee composed of the appropriate department chair and a faculty member within the same department.
6. The department chair will make the final decision. The advising staff will notify the student in writing.
7. Upon receiving approval for credit, the student must pay \$500 for the first three credit hours and \$100 for each additional credit hour.
8. Approved credit will be placed upon the student's transcript after the student has completed 30 hours in residence at KCAI, if the evaluation process is complete and all APEL fees are paid.

William Jewell College Exchange Program

Policy:

The William Jewell College 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.

Procedure:

Students should contact an academic advisor for additional information.

Campus Policies

Emotional Support Animals

Policy:

KCAI recognizes the importance of emotional support animals to students with disabilities, chronic conditions, and/or other related diagnoses. The following policy is intended to create an educational and campus environment that allows those students who depend on emotional support animals equal access to our campus housing.

Emotional support animals must be approved prior to occupancy (that is, before moving into the Residence Hall). Returning students should submit their application for the subsequent school year no

later than May 1st. Incoming students should submit their application no later than July 1st. If students receive approval for an emotional support animal after they have moved into the Residence Hall, they will be permitted to bring the animal at the beginning of the subsequent semester.

The college does not guarantee approval of an ESA request as a reasonable accommodation if requests are submitted after submission deadlines.

Definitions

Emotional Support Animal – An emotional support animal has been defined as an animal that alleviates the symptoms of an identified disability, chronic condition, and/or diagnosis without meeting the ADA's definition of a service animal.

KCAI Policy Regarding Emotional Support Animals

Access to a properly documented emotional support animal is protected under The Fair Housing Act, and will be allowed in campus housing, except in situations where the animal poses a substantial threat to public health and safety, or situations where the animal's presence creates an undue financial or administrative burden for the school. Emotional support animals, unlike service animals, are not allowed to accompany the student to other events and facilities. This includes studios, classrooms, and other campus buildings and services outside the Residence Hall.

Responsibility for Damage, Injury, and Cost of Care

Students are responsible for any damage or injury caused by their animals and are expected to take appropriate precautions. Students are also responsible for the cost of care, and any arrangements involving the animal's well-being.

The animal should be kept on a leash at all times, except in circumstances where a leash would hinder the task that the animal is trained to provide. In such circumstances, the animal should be trained to respond to the voice commands of the student or the animal's handler. It's also recommended that the animal wear some type of commonly recognized identification that identifies the animal as a working animal.

Students are required to clean up and dispose of the waste created by their animals. If the student is incapable of fulfilling this responsibility, then the student is responsible for hiring someone to do so.

Failure to Meet Certain Obligations May Result in the Removal of the Animal

Any animal that proves disruptive within the living environment will be escorted from the premises, along with the student, until the student can regain control of the animal's behavior. If disruptive behavior continues to occur over an extended period of time, the student may be prohibited from bringing the animal into the Residence Hall until able to demonstrate that significant steps have been taken to address the cause of the disruption.

Any animal that is not house broken will also be removed from the premises, as will any animal that is determined to pose a direct threat to the health or safety of those around it. Any animal that is determined to be threatened by a basic lack of care will also be removed.

Shared Living Arrangements and Conflicting Disabilities

If students with emotional support animals are assigned to shared living arrangements, the roommates or suitemates of those students will be asked to sign an agreement allowing the animal to reside in the room or suite. In the event that a student refuses to sign the approval, then either the student-owner and animal, or the dissenting student, will be invited to move to a different location. Decisions of this

type will be made on a case-by-case basis and will be determined by the availability of various living arrangements at the time of the decision.

There may also be students who have allergic reactions to the animal in question. If those reactions are severe enough to qualify as a disability, then the students involved, Housing Staff, and the Disabilities and Academic Support Coordinator will work toward a resolution of the problem.

Procedure and Application

Before you can begin the application to request an ESA, you will need the following documentation and information:

1. Documentation from a licensed Healthcare Professional
2. Veterinary Records for Emotional Support Animal
3. Local Emergency Contact Information

All documentation should be submitted by online application through MyKCAI. Once the documentation is received, Disability Services will contact the student to review the documentation, and if the documentation is considered appropriate, the student and Disability Services staff will discuss the necessary arrangements involved in bringing the animal to campus.

Once on campus, the student will meet with the Assistant Director for Housing and Student Activities to review the policy agreement and complete the roommate and/or suitemate agreement for having an approved emotional support animal in the residence hall and on campus.

Documentation from a Licensed Healthcare Professional

Before you can begin the application to request an emotional support animal, you will need documentation from a licensed mental health professional (such as a licensed Social Worker, Psychologist, or Psychiatrist) on official letterhead, with the following information:

- Student's full name.
 - Nature of student's mental health impairment.
 - If the student requires ongoing treatment.
 - Type of animal prescribed/approved for emotional support.
 - If the animal is part of a specific treatment for the student.
 - If the animal will have a beneficial effect for the student residing on campus.
 - If symptoms of aforementioned mental health impairment will be reduced by having an emotional support animal.
 - If evidence of having an emotional support animal has helped the student in the past.
- The documentation/letterhead must include the following:
- Name of Healthcare Professional
 - Physical and/or Mailing Address
 - Telephone
 - Email Address
 - Healthcare License Number
 - Professional Signature and Date

KCAI will contact your healthcare provider for confirmation. If any of the above information is not included in the official documentation, or cannot be retrieved from your healthcare provider, your emotional support animal will not be approved.

Veterinary Records for Emotional Support Animal

Before you can begin the application to request an emotional support animal, you must have documentation from a licensed veterinarian, on official letterhead, signed within six months of moving into the Residence Hall. The documentation must include the following:

- Student's full name
- Animal's name
- Animal's sex
- Animal type
- Animal breed
- Color/markings
- Animal age
- Animal weight
- Statement vouching for the animal's behavior and health
- List of necessary vaccinations and dates of vaccinations (If your animal does not require vaccinations, or if the breed/animal does not generally receive vaccinations, that information must be included in the statement)

The documentation or letterhead must include the following:

- Name of Veterinarian
- Name of Practice
- Physical and/or Mailing Address
- Telephone
- Email Address
- Veterinarian License Number
- Professional Signature and Date

KCAI may contact your animal's veterinarian for confirmation. If any of the above information is not included in the official documentation, or cannot be retrieved from your veterinarian, your emotional support animal will not be approved.

Local Emergency Contact Information

Emotional support animals should not be left by their owner for extended periods of time. If travel involving an overnight stay is required, and if the animal is not to accompany the student, then the student is responsible for arranging for the animal's care (that is not on campus).

In the event a student experiences an emergency which takes them off campus or away from their animal, the student must provide a local emergency contact who will collect and care for the animal at such time.

Emotional Support animals may only be on KCAI's campus with the student they are registered to assist. As such, roommates, suitemates, or other KCAI students living on campus may not be considered a local emergency contact.

The local emergency contact should be prepared to collect and care for the animal when they are contacted by KCAI staff. If you do not have a local emergency contact, local veterinary offices or animal hospitals may be available to assist. KCAI does not provide a list of local options, nor do we transport animals.

Applicants must identify an individual or business that may be contacted as a local emergency contact for the emotional support animal in the event of an emergency that separates you from your animal. Applicants will need to provide the following in the application:

- Local Emergency Contact Name
- Local Emergency Contact Phone
- Local Emergency Contact Address

Removal of an ESA

The college may require the owner to remove an ESA if any of the following events should occur:

1. The animal poses a direct threat to the health or safety of others.
2. The animal causes significant property damage.
3. The ESA or its presence creates an undue burden on the college/community.
4. The owner does not comply with the provisions set forth in this policy.

Service Animals

Policy:

KCAI recognizes the importance of service animals to students with disabilities. The following policy is intended to create an educational and campus environment that allows those students who depend on service animals equal access to our facilities, programs, and activities.

I. Definitions

Service Animal – The ADA has defined “service animals” as animals that are individually trained to do work or perform tasks that are directly related to a person’s disability. An example would be a sight dog that assists in navigation, or a dog that alerts the hearing impaired to the presence of sound. Other examples include the retrieval of items and assistance with stability and balance for individuals with mobility impairments, alerting and protecting an individual with a seizure disorder before and during a seizure, and preventing and disrupting impulsive or destructive behavior for individuals with psychiatric and neurological disabilities.

II. KCAI Policy Regarding Service Animals

Service animals that meet the ADA’s definition will be allowed in all buildings and to attend all events and campus activities, except in situations where the animal poses a substantial threat to public health and safety, and situations where the animal’s presence either alters the nature of the program or service, or where the environment itself poses a threat to the service animal’s health. These determinations will typically be made on a case-by-case basis, in consultation with the directors of the programs in question, and KCAI Disability Services.

Responsibility for Damage, Injury, and Cost of Care

Students are responsible for any damage or injury caused by their animals and are expected to take appropriate precautions. Students are also responsible for the cost of care, and any arrangements involving the animal’s well being.

The animal should be kept on a leash at all times, except in circumstances where a leash would hinder the task that the animal is trained to provide. In such circumstances, the animal should be trained to respond to the voice commands of the student or the animal’s handler. It’s also recommended that the

animal wear some type of commonly recognized identification that identifies the animal as a working animal.

Students are required to clean up and dispose of the waste created by their animals. If the student is incapable of fulfilling this responsibility, then the student is responsible for hiring someone to do so.

Failure to Meet Certain Obligations May Result in the Removal of the Animal

Any animal that proves disruptive within a learning, working, or living environment will be escorted from the premises, along with the student, until the student can regain control of the animal's behavior. If disruptive behavior continues to occur over an extended period of time, the student may be prohibited from bringing the animal into college facilities until able to demonstrate that significant steps have been taken to address the cause of the disruption.

Any animal that is not house broken will also be removed from the premises, as will any animal that is determined to pose a direct threat to the health or safety of those around it. Any animal that is determined to be threatened by a basic lack of care will also be removed.

Shared Living Arrangements and Conflicting Disabilities

If students with a service animal are assigned to shared living arrangements, the roommates or suitemates of those students will be asked to sign an agreement allowing the service animal to reside in the room or suite. In the event that a student refuses to sign the approval, then either the student-owner and animal, or the dissenting student, will be invited to move to a different location. Decisions of this type will be made on a case-by-case basis, and will be determined by the availability of various living arrangements at the time of the decision.

There may also be students who have allergic reactions to the animal in question. If those reactions are severe enough to qualify as a disability, then the students involved, Campus Housing, and Disability Services will work toward a resolution of the problem.

Local Emergency Contact for Service Animal

Service animals should not be left by their owner for extended periods of time. If travel involving an overnight stay is required, and if the animal is not to accompany the student, then the student is responsible for arranging for the animal's care. In the event a student experiences an emergency which takes them off campus or away from their animal, the student must provide a local emergency contact who will collect and care for the animal at such time. Service animals may only be on KCAI's campus with the student and/or trainer they are registered to assist. As such, roommates, floormates, or other KCAI students living on campus may not be considered a local emergency contact. The local emergency contact should be prepared to collect and care for the animal when they are contacted by KCAI staff. If you do not have a local emergency contact, local veterinary offices or animal hospitals may be available to assist. KCAI does not provide a list of local options, nor do we transport animals.

Service Animals in Training

According to the Mo. Rev. Stat. 209.152., the trainer of a service animal must be from a recognized training center. An animal being trained as a service animal, when accompanied by a trainer and identified as such, will be treated in the same way as a service animal who has completed its training. Handlers of service animals in training must also adhere to the requirements outlined above, and are subject to the same obligations, and to the same consequences should those obligations be neglected.

III. Procedure

Students with service animals should be prepared to describe the work that the service animal has been trained to perform, as well as to provide documentation of the animal's vaccinations and licensing. Licensing is required of all cats, dogs, and ferrets that reside within the limits of Kansas City, MO, and is not an ordinance specific to service animals. Information on licensing your animal can be found at <http://kcmo.gov/neighborhoods/animals/licenses/>. The typical fees that accompany animal licensing are waived for service animals, as written in section 14.22 of the city's code of ordinances.

Students are also encouraged to notify Campus Housing and Disability Services upon acceptance to KCAI. Advanced notice of the presence of a service animal will allow for more flexibility regarding a student's housing requests, while early correspondence with Disability Services will ease the student's transition from secondary to post-secondary education.

Residence Hall Guide

Emergency Alert System

Policy:

KCAI Campus Alerts is KCAI's system to provide the campus community with immediate, up-to-date information on campus emergencies and weather-related school closures via text message and email.

KCAI Campus Alerts will be used to communicate incidents on campus that may pose an immediate safety threat; weather-related school closures or delayed openings; or other campus threats, hazards or safety concerns.

Emergency alerts may be disseminated via:

- Text messaging to subscriber cell phones
- Electronic distribution through email
- Posting of hard copies in public areas
- Posting on KCAI websites (internet and intranet)
- Local media outlets
- Voice message distribution through KCAI phone system

HOW DO I ENROLL?

Students will be automatically enrolled in KCAI Campus Alerts using their KCAI email address. At the start of each semester, a Campus Alert will be emailed to all newly enrolled accounts requesting that you update your account with up to three phone numbers that are able to receive SMS text messages. At least one of those numbers should be a phone that you personally receive messages on. The other two phone numbers can be used by parents or other family members. If your phone number changes or you wish to opt out, visit <https://www.getrave.com/login/kcai> to update your information.

All Faculty and Staff of KCAI including adjunct Faculty and Continuing Education Faculty will automatically be enrolled in KCAI Campus Alerts. KCAI requires that all Faculty and Staff update their account with their cell phone number in order to receive text messages.

WHAT SHOULD I EXPECT?

If our campus experiences a threat to the community's safety, KCAI Safety and Security will activate the *KCAI Campus Alert* system to provide all necessary details to ensure you are able to take appropriate actions to avoid harm. You will receive a text message and an email with all necessary information and instructions. Safety and Security will provide updates through the Campus Alert system. If you have information that could prove helpful to Safety and Security during an emergency you may respond by calling the security desk at (816) 931-6666, or in the event you can't speak on the phone, you can text (816) 985-3843.

If severe weather forces campus to close or operate on a delayed start, every effort will be made to alert the campus community as early as possible. For more information about inclement weather policies, visit https://mykcai.kcai.edu/ICS/Campus_Policies/.

The safety and security of our campus community are of the utmost priority for KCAI. *KCAI Campus Alerts* can save lives. Please take Campus Alerts seriously and follow instructions as they are provided.

Emergency Notification and Timely Warning

Policy:

The Clery Act requires that an Emergency Notification be issued by the college when an ongoing event presents an imminent threat to the campus, and a Timely Warning be issued when a crime has already occurred but may represent a serious or continuing threat. You can register your cell phone to receive Emergency Notifications at <https://www.getrave.com/login/kcai>

Emergency Notifications will be made via the campus wide alert system and any other available means of communication. Timely Warnings may be shared by e-mail, social media and/or postings on bulletin boards at key locations in campus buildings.

Emergency Preparedness Protocols

Emergency Response and Evacuation

Policy:

KCAI's emergency response and evacuation plan is described in the Emergency Preparedness Procedure (EPP) which is located in myKCAI (mykcai.edu). A link to the EPP can be found on the directory page of the Rave Guardian App. Duties, responsibilities, and persons responsible for carrying out this process are documented in the Emergency Preparedness Procedure. Fire alarms will be tested regularly and fire drills will be conducted regularly. The EPP is updated as needed by KCAI Campus Security. The EPP is accessible to all members of KCAI.

Tornado

KCAI's emergency evacuation plans are posted in the EPP for each classroom and work area. In the event of a tornado, class occupants will follow the specified procedures.

Students residing in the Student Living Center will be alerted by a tornado siren or staff when the possibility of a tornado in the area exists. Residents will be evacuated immediately to the appropriate location. Residents will remain in this location until given the "all clear" to return to other portions of the building.

Fire

When alerted to a fire, either by alarm or staff, students, instructors and staff will exit the facility immediately. Each classroom has clearly displayed exits marked for egress in the case of fire.

Students residing in the Barbara Marshall Residence Hall will be alerted of a fire by either fire or smoke alarms and/or staff. Residents will be immediately evacuated by security and/or residence life staff and will remain in the designated location until given the "all clear" to return to the building.

Drills

Fire drills are conducted once a semester with residents in the Barbara Marshall Residence Hall and once in the spring for tornadoes.

Jeanne Clery and Campus Crime Statistics

Policy:

The security of all members of the campus community is of vital concern to KCAI. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security programs, recommended personal safety practices, the authority of Campus Security Officers, campus disciplinary procedures, and campus crime statistics can be found on-line at <http://kcai.edu/campus-life/safety-security/> or may be requested from the KCAI Department of Safety and Security, 4415 Warwick Boulevard, Kansas City, Missouri 64111-1874 or call 816-802-3399.

Members of the campus community are informed of crime/fire related problems through a variety of methods, including fliers, emails, the campus emergency notification system, etc.

The KCAI Department of Safety & Security prepares and publishes copies of this report for the entire campus in compliance with the Jeanne Clery disclosure of Campus Security Police and Crime Statistics Act. The crime statistics for the past years can be found on our web site at <http://kcai.edu/campus-life/safety-security/> and a more detailed report can be found on the U.S. department of education web site at <https://www2.ed.gov/admins/lead/safety/campus.html>.

Missing Persons

Policy:

Students living on-campus

A suspected missing student should be reported to campus security immediately. Campus security can be reached by calling 816-931-6666. 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 missing person contact identified by the student to the college. Students will be given the option to identify a missing person contact upon entering the college through the required forms process (refer to the Required Forms Policy). This information will be registered confidentially and only accessible to authorized campus officials and it may not be disclosed to others, except to law enforcement personnel in furtherance of a missing person investigation.

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.

Shelter-In-Place

Policy and Procedures:

The term, Shelter-in-Place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Shelter-in- Place should be used when an evacuation is not safe. Certain events may necessitate the initiation of the college's Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made by KCAI officials using the most current information available.

Once the decision has been made, officials will instruct the campus community to Shelter-in-Place. This notification will be made using all means of communication available. Providing assistance to those that may be disabled or in open areas should be accomplished if safe to do so.

Instances when the Shelter-in-Place protocol may be implemented:

Shelter-in-Place (Hazardous Materials) Recommendations

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move away from hazardous materials to rooms with no windows that can open, or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by competent authority

Please note: The Heating and Ventilation system may be shut down or changed to re- circulate air to prevent drawing in outside air for applicable emergencies.

Shelter-in-Place (Active Shooter/Armed Subject) Recommendations

In the event of the presence of a person or persons deemed by KCAI to be a threat to the campus community, a decision to Shelter-in-Place could be made with the most current information and instructions disseminated. This is the preferred method of keeping people out of harm's way when evacuation is not possible or practical, controlling pedestrian traffic, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- Stay in your room/office/classroom. (Assess the practicality of inviting those in hallway/open areas into your room) Provide assistance to the disabled if possible and safe to do so.
- Notify those around you and encourage others to remain in your room/ office rather than to try to leave the building.
- Lock the doors if possible, cover the door window if applicable, pull down the blinds, and turn off the lights.
- Stay away from the windows.
- Monitor your electronic devices for emergency message updates (silence these devices).
- Report any suspicious activity, sounds or smells to law enforcement by calling 911 or calling campus security at (816) 931-6666 (Security can be sent a text at (816) 985-3843).
- While under Shelter-in-Place orders, it is recommended to not unlock the door even if someone is knocking to get in. Only unlock/exit when you recognize the authority directing you to do so, follow instructions

Shelter-in-Place (Weather) Recommendation

A severe weather event during normal operating hours of the college may necessitate you Shelter-in-Place until the threat of bad weather has passed.

Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival. Each campus building has a designated sheltering area assigned to it. If you are not familiar with those locations, it is recommended that you:

- Move to the basement of the building- they usually provide the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

Outside or Open Area

Those that may not be within an office or classroom when the Shelter-In-Place notice is issued will need to assess the situation and make the best decision from the information provided. This decision may be based on your location at that moment (hallway, parking lot, sidewalk, etc.) while avoiding the general area of the emergency. Returning to your vehicle may be your best action if you are within the parking lot and it is safe to do so. Items of importance: Remain calm, move away from the danger, look for areas that would provide cover/concealment/protection (unoccupied room), safely warn others if you can.

When Law Enforcement Arrives (Active Shooter/Armed Subject)

The first officers to arrive will not stop to help the injured; they are focused on stopping the threat. Rescue teams will follow. Remain calm and follow instructions, drop items in your hand, raise hands and spread fingers, avoid quick movements. Follow evacuation instructions from law enforcement, keep hands raised and remain in the safe location where you are directed. Law enforcement will identify and question witnesses as time permits. For more information about Active Shooter protocols, visit the [KCAI Emergency Preparedness Protocols](#).

Emergency messaging will be sent through the RAVE campus alert system. To register your mobile device to be able to receive emergency messaging click: <https://www.getrave.com/login/kcai>

Accessing Campus Network Facilities

Policy:

The Campus Technology department will provide active network connections (both wired and wireless) to all Barbara Marshal Residence Hall rooms and all other areas of campus. The Campus Technology department will provide documentation for all Barbara Marshal Residence Hall students on how to set up the individuals' device for the Internet. All campus lab computers have full access to all internet resources including access to digital file storage via Google Drive.

Computer Security and Data Privacy

Policy:

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 (documents, images, movies, spreadsheets, 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 as well as 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. Users must log out of shared systems and take reasonable precautions to secure access to office computers.

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 Director of Campus Technology.

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. KCAI reserves the right to access any information on its computer infrastructure and network if it is determined that such action is necessary.

Computer User Code of Conduct

Policy:

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 this Computer User Code of Conduct, constitutes a basis for accountability for all users of KCAI computing and network resources.

The following are considered serious violations of conduct:

- Using another person's personal account or user name to log into the network.
- Sharing of user credentials (login and password) is strictly prohibited. No users should give credentials to other users in order to grant access for any reason.
- 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.

Electronic Communications or Kansas City Art Institute hosted services 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 services 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 (see Copyright Infringement Policy).
- Electronic communications or Kansas City Art Institute hosted services 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.

Users should be aware that computer use involves matters of courtesy, specifically:

- Printer resources are limited and printing can be expensive, users should preview documents before printing, print as few draft copies as possible, and print only as many final copy as necessary.
- 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.
- 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.

Copyright Infringement

Policy:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

The unauthorized distribution of copyrighted materials may subject an individual to civil and criminal penalties. As a general matter, a person who is found liable for civil copyright infringement may be ordered to pay actual damages or “statutory” damages in an amount of not less than \$750 and not more than \$30,000 per work infringed. For a “willful” infringement, damages may be awarded by a court up to \$150,000 per work infringed. Courts can also assess costs and attorneys’ fees, in its discretion. *See* 17 U.S.C. §§ 504 and 505. Also, “willful” copyright infringement can result in imprisonment of up to five years for a first time offense and additional fines. *See* 17 U.S.C. § 506 and 18 U.S.C. § 2319.

Peer-to-Peer File Sharing

It is a violation of copyright law to use file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright holder. It is a further violation to share copyrighted files via KCAI hosted services, e.g. Google Drive.

All network traffic is subject to monitoring procedures conducted by the Office of Campus Technology for purposes of determining compliance with college policies. Outside parties also actively monitor the network to find incidents of illegal file sharing and may notify KCAI of such activity. When such a notification is provided by an outside source, KCAI may disable a person’s network access until the situation is resolved.

If a campus community member is found to have illegally shared files over the KCAI network, the full range of disciplinary sanctions are available (along with the civil and criminal penalties the person may be subject to), including:

- Indefinite or permanent loss of computer privileges and network access;
- Denial of future access to Campus Technology resources;
- All disciplinary sanctions available pursuant to the Student Handbook;
- Dismissal from the college; and/or
- Legal action.

Game Playing

Policy:

Recreational computer game playing is not tolerated in official campus labs except in circumstances approved by the Director of Campus Technology. Recreational game playing is allowed from student access locations, such as the Barbara Marshal Residence Hall.

Monitoring the Network and Users

Policy:

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 malware. The Kansas City Art Institute Campus Technology personnel have authority to monitor the system and refer any concerns to appropriate KCAI officials for review and, if necessary, action to address the concern, including disciplinary action against institutional users.

Network Support for BMRH Residents

Policy:

Campus Technology:

- Will provide a working wireless and/or wired network connection in each room.
- Will provide documentation on how to set up individual machines to connect to the Internet.
- Will provide a KCAI account to each student for means of KCAI digital communications, email, chat, video meetings, etc.
- Will assist with network configurations to connect to the internet, as needed.

Students:

- Will have a 100/1000 Ethernet card already or wireless network connection available on their device
- Will have a current internet browser such as Firefox, Edge, Chrome, Safari, etc. installed on the machine prior to campus hook-up.
- Will provide an ethernet cable for wired connection. These cables may be purchased from the KCAI Art Supply Store.

Passwords

Policy:

All KCAI provided accounts will be secured with a password assigned by members of the KCAI community at initial log on. The Campus Technology department does not maintain user passwords.

Changing or resetting passwords:

If the password has been forgotten, it can be reset by visiting the KCAI password management portal at <https://access.kcai.edu>.

Student Account Retention

Purpose

The purpose of this policy is to provide guidelines for KCAI account retention for degree seeking students enrolled at the Kansas City Art Institute.

Definition

Upon acceptance to KCAI, students will be assigned a KCAI email address in the form of “username@students.kcai.edu”. In addition, students will gain access to several systems and software titles, including, but not limited to: Google Workspace (Google Drive, Google Docs, etc.), Office365, Adobe Creative Suite, etc.

Scope

This policy applies to all degree seeking KCAI students.

Policy

Students will retain access to a KCAI account for the duration of their enrollment at KCAI. Accounts will be terminated upon:

Graduation: Access to this account and all KCAI provided services will be disabled ten weeks after the date of graduation confirmation. Alumni may retain their data (emails, contacts, Google Drive documents, etc.) generated during their tenure at KCAI by migrating their data to another account or service before they lose access to their account. Campus Technology highly recommends Google Takeout (<https://takeout.google.com>) to facilitate the data export.

Withdrawal: When a student withdraws from KCAI before graduating, they will retain access to their KCAI email account for two years or four semesters, the maximum amount of time allowed for a leave of absence. During the leave of absence, KCAI email should only be used to communicate with KCAI faculty and administration. All other services (including, but not limited to: Google Drive, Google Meet, Office365, and Adobe Creative Suite) will be terminated on the date of withdrawal.

In addition, CT strongly recommends that students do not use their KCAI email account to set up any external accounts as access to these accounts will no longer be available after the KCAI account is disabled.

Anonymous Reporting

Students, faculty, and staff who are concerned about a possible violation of law or policy and are uncomfortable raising it through published college processes may use the Kansas City Art Institute’s third-party anonymous reporting service.

What to Report: Students, faculty, and staff may report any situation or conduct you believe violates an applicable law, regulation, or college policy. This may include, but is not limited to fraud, unethical behavior, bullying, sexual harassment, etc. You do not need to know the exact law or policy, or be certain a violation has or will occur. When in doubt, the better course of action is to make a report.

What not to Report: Report emergencies to 911. Do not report suggestions or ideas - this anonymous reporting service is not a suggestion box. Employees may not use anonymous reporting for violations in which they are mandatory reporters, including but not limited to alleged violations of Sexual Harassment, crimes reportable under the Clery Act, sexual or physical abuse or neglect of a minor, etc.

Institutional Response: The institution will respond to anonymous reports as appropriate under institutional policy and applicable laws and regulations. Reporting persons should be aware that the anonymous nature of a report may limit the institution's ability to investigate it and may also limit the institution's ability to take disciplinary action against persons accused anonymously of misconduct.

Your Rights as a Reporter: Your report can be made without fear of retaliation. KCAI prohibits any retaliation against individuals who report issues in good faith.

How to Use: The anonymous reporting line is available seven days a week, 24 hours a day, 365 days a year. Students, staff and faculty can confidentially submit a report online or via phone at <https://kcai.navexone.com> or 844-961-4318.

The information will be relayed to the appropriate college representative to investigate your concern.

Consensual Relationship and Nepotism

Policy:

Due to the inherent risk of favoritism, bias, coercion, exploitation, and/or conflicts of interest that may arise from some relationships, the Kansas City Art Institute (KCAI) prohibits romantic or sexual relationships between students and employees (including faculty). This includes relationships that occur when KCAI is not in session or the employee or student is on leave. Examples include, but are not limited to:

Faculty and student

Adjunct and student

Teaching assistant and student

KCAI also prohibits romantic or sexual relationships between members of the KCAI community when one of those individuals has an advisory, supervisory, or managerial responsibility over the other (collectively referred to as "supervisory relationship," defined below.)

Additionally, KCAI prohibits family members from working in a supervisory relationship with other family members employed by KCAI. Family member is defined as any of the following: relationships by blood (parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin) and relationships by marriage (husband, wife, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner or significant other of the above mentioned.)

Definition of Supervisory Relationship:

For the purpose of this policy, a "supervisory relationship" is defined broadly. "Supervisor" in a supervisory relationship is defined as the individual who has an educational, advisory, or managerial

responsibility over the other. Supervisory relationships include, but are not limited to:

- Manager and reporter, direct or indirect
- Adviser and advisee
- Staff member and student
- Student resident and individuals who supervise the student living environment
- Student and individuals who participate with students on trips and excursions
- Contract employee and student
- Purchaser and vendor

These examples are illustrative and not exclusive. Supervisory relationships may be formal or informal.

Pre-Existing Relationships:

If an individual with a pre-existing romantic or sexual relationship joins the KCAI community, and one of the people in the relationship is a student, each person must notify the Vice President and Dean of Student Affairs immediately. The VP/Dean of Student Affairs/Title IX Coordinator will take steps to minimize the impact on the student's educational experience at KCAI. The steps can range from no action, to the recusal of the employee or faculty member from matters involving the student, to changes in the employee's or faculty member's job requirements, teaching, advising, service, or other duties. Failure to comply with this disclosure requirement is a violation of this policy and grounds for appropriate corrective action, up to and including dismissal from KCAI.

New employees with pre-existing relationships with current employees should notify the Director of Human Resources immediately.

Employee and Student Responsibility:

Everyone at KCAI has the responsibility to assure that familial, romantic, or sexual relationships between individuals in unequal positions do not occur in our learning environment. The potential for actual or apparent favoritism, bias, coercion, exploitation, conflicts of interest, and other problems exist in these kinds of relationships. Furthermore, the relationship may be less consensual and perceived in a different way by each of the parties to it. Moreover, these types of relationships can have a negative impact on other members of the KCAI community.

KCAI expects members of our community to avoid any behavior that could reasonably be interpreted as a violation of this policy and to immediately report any suspected violations.

Employees have additional responsibilities. In situations where two employees in a direct reporting line become romantically or sexually involved, both parties are required to disclose their relationship to the Director of Diverse Talent and Inclusion.

Reporting a Violation of this Policy:

Reports of a violation of this policy should be submitted verbally or in writing and can be made to anyone in a managerial position, e.g. Chair, Director, or Vice President.

Investigation of Complaints:

KCAI will promptly and fairly investigate all reports of relationships that may violate this policy.

Protection Against Retaliation:

KCAI strictly prohibits any form of retaliation against a student or employee who in good faith submits a report of a possible violation of this policy or who cooperates in the investigation of a report.

Confidentiality:

Reasonable efforts will be made to protect the privacy and confidences of all parties during the investigation without compromising the thoroughness of the investigation or fairness to the parties, and consistent with and subject to KCAI's need to investigate the complaint and/or implement any corrective action.

Corrective Action:

Every report of a violation of this policy will be investigated and corrective action will be taken where appropriate. Any such action can lead to disciplinary action, up to and including dismissal from KCAI.

KCAI will consider familial and supervisory structure when making corrective action decisions regarding nepotism. Corrective action may include moving the impacted employee or supervisor to another department, adjusting job requirements, or other corrective action at the discretion of KCAI.

Duty of Good Faith:

KCAI prohibits any member of the KCAI community from knowingly or recklessly bringing a false complaint against another member of the KCAI community.

Discrimination and Harassment Policy (for protected classes)

Policy:

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, citizenship 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.

Alleged violations that are student to student in nature will be handled according to the policies and procedures listed in the student code of conduct. Alleged violations that are employee to employee will be handled according to the appropriate procedures as dictated by Human Resources. Alleged violations that are student to employee (or vice versa) in nature will be reviewed by Student Affairs and Human Resources to determine the appropriate course of action and resolution.

Notwithstanding the above, alleged violations involving sex discrimination and sexual harassment, regardless of the status of the parties, will be adjudicated pursuant to the Sexual Misconduct, Sex Discrimination, and Sexual Harassment policy and accompanying procedures.

Examples of discrimination and harassment include, but are not limited to:

- Treating someone differently because they are, or are perceived to be, a member of a particular group
- Telling inappropriate jokes, or insulting a person, or group of people
- Not allowing a person, or group of people, to participate in a program or activity
- Attempting to force your beliefs on someone who does not share them
- Making fun of, or denying participation to, a person with a disability
- Threatening behavior, intimidation, or other actions directed at a person or group of people that could cause a reasonable person to experience fear

Bullying of any kind, including that related to any protected class, whether direct, indirect, in person, or online is also prohibited.

Anyone who wishes to make a complaint, or has questions or concerns about this policy, may contact the individuals listed below. The suggestions are given based on whether the complainant is a student or employee. Supervisors must report instances of discrimination or harassment that they witness or of which they become aware.

Students:

Assistant Dean of Students: 816.802.3419

Vice President and Dean of Students: 816.802.3397

Director of Safety and Security: 816.802.3399

Employees:

Human Resources: 816.802.3434

Executive Vice President for Administration: 816.802.3431

Members of the KCAI community may also make a confidential report online at

<https://kcai.navexone.com> or via phone at 844-961-4318.

Prohibition of Retaliation

Intimidating, coercing, or acting in any manner consistent with the intent to achieve reprisal against someone who has engaged in protected activity is defined as retaliation.

Protected activities include:

- Reporting discrimination or harassment (related to protected class)
- Filing a complaint
- Assisting someone in making a report, or filing a complaint
- Participating, in any manner, in an investigation
- Protesting any form of discrimination or harassment (related to protected class)

Individuals accused of violating a policy may be held responsible for any retaliation that is done by a third party if they are found to have directed or caused the third party to engage in the retaliatory behavior.

KCAI will also not tolerate any person retaliating against another, and any person who feels that retaliatory action has been taken should report that action to the Assistant Dean of Students, Vice President and Dean of Student Affairs, Human Resources, or the Executive Vice President for Administration/CFO.

Sexual Harassment, Title IX

I. Policy Statement

Consistent with its Non-Discrimination and Equal Employment Opportunity Notice and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX") (*see* 34 C.F.R. § 106 *et seq.*), Kansas City Art Institute (the "Institute") prohibits Sexual Harassment that occurs within its education programs and activities.

As further defined herein, Sexual Harassment includes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Administrators, faculty members, staff, students, contractors, guests, and other members of the Institute community who commit Sexual Harassment are subject to the full range of Institute discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; mandatory monitoring; partial or full probation; partial or full suspension; fines; permanent separation from the institution (i.e., termination or dismissal); physical restriction from Institute property; cancellation of contracts; and any combination of the same.

The Institute will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the Institute's education programs and activities.

II. Scope

This policy applies to Sexual Harassment that occurs within the Institute's Education Programs and Activities and that is committed by an administrator, faculty member, staff, student, contractor, guest, or other member of the Institute community.

This policy does not apply to Sexual Harassment that occurs off-campus, in a private setting, and outside the scope of the Institute's Education Programs and Activities; such Sexual Misconduct may be prohibited by the Student Code of Conduct, the Faculty Handbook, Employee Handbook, and other Institute policies and standards, as applicable, including the Discrimination and Harassment (related to protected class) Policy.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the Institute's Education Programs and Activities, such as a study abroad program. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct, the Faculty Handbook, Employee Handbook,

and other Institute policies and standards, as applicable, including the Discrimination and Harassment (related to protected class) Policy.

III. Definitions

A. “Sexual Harassment” is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

B. “Quid Pro Quo Sexual Harassment” is an employee of the Institute conditioning the provision of an aid, benefit, or service of the Institute on an individual’s participation in unwelcome sexual contact.

C. “Hostile Environment Sexual Harassment” is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the Institute’s education programs and activities.

In determining whether Hostile Environment Sexual Harassment exists, the Institute will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. A person’s adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

Hostile Environment Sexual Harassment may include, but is not limited to:

1. Unwelcome efforts to develop a romantic or sexual relationship;
2. Unwelcome commentary about an individual’s body or sexual activities;
3. Threatening to engage in the commission of an unwelcome sexual act with another person;
4. Engaging in indecent exposure; voyeurism, or other invasion of personal privacy;
5. Threatening to publish intimate photos or videos of a person without consent; and
6. Unwelcome physical touching or closeness that does not rise to the level of Sexual Assault.

D. “Sexual Assault” includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

1. “Rape” is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. There is “carnal knowledge” if there is the slightest penetration of the vagina or penis by the sex organ of the other person. Attempted Rape is included.
2. “Sodomy” is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
3. “Sexual Assault with an Object” is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.
4. “Fondling” is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable

of giving consent because of age or because of temporary or permanent mental or physical incapacity.

5. "Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Missouri law.
6. "Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent as defined by Missouri law.

E. "Domestic Violence" is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Missouri, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Missouri.

F. "Dating Violence" is violence committed by a person –

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship will be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

G. "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for their safety or the safety of others; or
2. Suffer substantial emotional distress.

H. "Consent" refers to words or actions that a reasonable person in the perspective of the Respondent would understand as clear agreement to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent. A person who is below the statutory age of consent is not capable of giving Consent. Consent must be given voluntarily. It cannot be procured through physical violence, threats, blackmail, or other unreasonable pressure for sexual activity. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous relationships or prior consent do not imply consent to future sexual acts. In order to give effective consent, a person must be of legal age.

I. "Incapacitated" refers to the state where a person does not appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep. In other words, the person is unable to understand the "who, what, when, where, why, and how" of their sexual interaction and, as a result, cannot give effective consent. Incapacitation is something beyond mere drunkenness or intoxication. No single factor is determinative of incapacitation. Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person.

J. "Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

K. “Complainant” means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

L. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

M. “Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the Institute investigate the allegation of Sexual Harassment in accordance with this policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the Institute’s education programs and activities. A “document filed by a Complainant” means a document or electronic submission (such as an email) that contains the Complainant’s physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.

N. “Supportive Measures” are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the Institute’s Education Programs and Activities without unreasonably burdening another party, including measures designed to protect the safety of all parties implicated by a report or the Institute’s education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, course-related adjustments, modifications to work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.

O. “Education Programs and Activities” refers to all the operations of the Institute, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by the Institute. It also includes off-campus locations, events, or circumstances over which the Institute exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by the Institute.

P. “Student” refers to an individual who is accepted as a student until the time of graduation, but does not include time periods between acceptance and graduation when the individual is not enrolled for a semester or more.

IV. Reporting Sexual Harassment

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

The name and contact information for the Title IX Coordinator is:
Gina Golba

Vice President and Dean of Students
Kansas City Art Institute
DeBruce Hall
4415 Warwick Blvd.
Kansas City, MO 64111
Email: ggolba@kcai.edu
Tel: 816-802-3397

In addition to reporting to the Title IX Coordinator, any person may report Sexual Harassment to any Institute employee who must promptly forward such report of Sexual Harassment to the Title IX Coordinator.

A person may also file a complaint of Sexual Harassment with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

The sole exceptions to the mandatory reporting requirement for employees are the professional counselors who provide counseling services on campus. The Institute's professional counselors are only required to report Sexual Harassment if specifically required by law, such as where the Sexual Harassment involves a minor.

Students may find information, including how to request counseling services, on [MyKCAI, Student Resources](#).

Contact information for various community-based support and advocacy groups is available from the Title IX Coordinator upon request. These outside groups are not required to report Sexual Harassment to the Title IX Coordinator.

V. Special Advice for Individuals Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, the Institute recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one's mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Do not launder or discard bedding where the assault occurred- preserve for law enforcement
- Preserve all forms of electronic communication that occurred before, during, or after the assault
- Contact law enforcement by calling 911.
- Get medical attention - all medical injuries are not immediately apparent. This is also necessary to collect evidence in case the individual decides to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should the victim wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
- Contact a trusted person, such as a friend or family member for support.

- Talk with a professional counselor or health care provider who can help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution under this policy.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations.

Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

- obtaining Supportive Measures
- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- filing a Formal Complaint
- requesting that no further action be taken

VI. Preliminary Assessment

Upon receipt of a report made pursuant to Section V, the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls or could fall within the scope of the policy specified in Section II; and
- Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of the policy, and/or could not constitute Sexual Harassment, even if investigated, the Title Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA"). The Title IX Coordinator may refer the report to other Institute offices, as appropriate, for resolution under other applicable policies and standards.

If the Title IX Coordinator determines that the conduct reported could fall within the scope of the policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant as specified in Section VII.

As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

VII. Contacting The Complainant

If a report is not closed as a result of the preliminary assessment specified in Section VI and the Complainant's identity is known, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures specified in Section VIII; to discuss and consider the Complainant's wishes with respect to such Supportive Measures; to inform the Complainant of the availability of such Supportive Measures with or without filing a Formal Complaint; and to explain the process for filing and pursuing a Formal Complaint.

VIII. Supportive Measures

If a report is not closed as a result of the preliminary assessment specified in Section VI, the Institute will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint.

Contemporaneously with the Respondent being notified of a Formal Complaint specified in Section XIII, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and the Institute will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The Institute will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

The Institute will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the Institute's ability to provide the Supportive Measures in question.

IX. Interim Removal

At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from the Institute's education programs and activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the Institute may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process specified in Sections XIV and XVI.

For all other Respondents, including independent contractors and guests, the Institute retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Where the conduct referenced in a report of Sexual Harassment could constitute a violation of some other applicable policy or standard, irrespective of whether it constitutes Sexual Harassment, this Section IX shall in no way constrain the Institute's ability to take interim measures under other applicable policies or standards, including the Student Standard of Conduct, Faculty Handbook, and other Institute policies and standards, as applicable.

X. Formal Complaint

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the Institute investigate and adjudicate a report of Sexual Harassment in accordance with the provisions of Sections XIV and XVI. Provided, however, that at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in, one or more of the Institute's education programs or activities.

A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified in Section IV above.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of the Institute if doing so is not clearly unreasonable.

If the Complainant or the Title IX Coordinator files a Formal Complaint, then the Institute will commence an investigation as specified in Section XIV and proceed to adjudicate the matter as specified in Section XVI.

In a case where the Title IX Coordinator files a Formal Complaint, the Title IX Coordinator will not act as a Complainant or otherwise as a party for purposes of the investigation and adjudication processes specified in Sections XIV and XVI.

XI. Consolidation of Formal Complaints

The Institute may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Sexual Harassment as specified in Section XXX.

XII. Dismissal Prior to Commencement of Investigation

In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or
- The conduct alleged in the Formal Complaint falls outside the scope of the policy specified in Section II (i.e., because the alleged conduct did not occur in the Institute’s Education Programs and Activities and/or the alleged conduct occurred outside the geographic boundaries of the United States).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section XII, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in Section XVIII. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other Institute offices, as appropriate.

XIII. Notice of Formal Complaint

Within five (5) days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:

- A physical copy of this policy or a hyperlink to this policy;
- Sufficient details known at the time so that the parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
- A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;

- Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice, as specified in Section XIX.
- Notifying the Complainant and Respondent of their right to inspect and review evidence as specified in Section XIV.D.
- Notifying the Complainant and Respondent of the Institute's prohibitions on retaliation and false statements specified in Sections XXIX and XXX.

Should the Institute elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the Institute will provide a supplemental written notice describing the additional allegations to be investigated.

XIV. Investigation

A. Commencement and Timing

After the written notice of Formal Complaint is transmitted to the parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the Institute and not with the parties. The investigation will culminate in a written investigation report, specified in Section XIV.E, that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, the Institute strives to complete each investigation within thirty (30) to forty-five (45) days of the transmittal of the written notice as specified in this Section XIV.A.

B. Equal Opportunity

During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant, as specified in Section XXI. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party's opportunity to present testimonial and other evidence that the party believes is relevant to resolution of the allegations in the Formal Complaint. A party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

C. Documentation of Investigation

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, audio recorded, video recorded, or transcribed. The particular method utilized to record the interviews of parties and witnesses will be determined by the investigator in the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

D. Access to the Evidence

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the investigator will transmit to each party and their advisor, in either

electronic or hard copy form, evidence obtained up to that point that is directly related to the allegations raised in the Formal Complaint, including evidence the Institute may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

E. Investigation Report

After the period for the parties to provide any written response as specified in Section XIV.D has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

XV. Adjudication Process Selection

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each party a notice advising the party of the two different adjudication processes specified in Section XVI. The notice will explain that the hearing process specified in Section XVI.A is the default process for adjudicating all Formal Complaints and will be utilized unless both parties voluntarily consent to administrative adjudication as specified in Section XVI.B as a form of informal resolution. The notice will be accompanied by a written consent to administrative adjudication and will advise each party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used in lieu of the hearing process. Parties are urged to carefully review this policy (including the entirety of Section XVI), consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to consenting to administrative adjudication.

Each party will have three (3) days from transmittal of the notice specified in this Section XV to return the signed written consent form to the Title IX Coordinator. If either party does not timely return the signed written consent, that party will be deemed not to have consented to administrative adjudication and the Formal Complaint will be adjudicated pursuant to the hearing process.

XVI. Adjudication

A. Hearing Process

The default process for adjudicating Formal Complaints is the hearing process specified in this Section XVI.A. The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to administrative adjudication as specified in Section XV above.

1. Hearing Officer

After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing officer who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in Section XIV.D.

2. Hearing Notice and Response to the Investigation Report

After the hearing officer is appointed by the Title IX Coordinator, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of the Institute's Hearing Procedures. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this Section XVI.A.2.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history specified in Section XXI, or for any other reason;
- A list of any witnesses that the party contends should be called to attend the hearing pursuant to an attendance notice issued by the hearing officer;
- A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the hearing officer;
- Any objection that the party has to the Institute's Hearing Procedures;
- Any request that the parties be separated physically during the pre-hearing conference and/or hearing;
- Any other accommodations that the party seeks with respect to the pre-hearing conference and/or hearing;
- The name and contact information of the advisor who will accompany the party at the pre-hearing conference and hearing;
- If the party does not have an advisor who will accompany the party at the hearing, a request that the Institute provide an advisor for purposes of conducting questioning as specified in Section XIX.

A party's written response to the investigation report may also include:

- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

3. Pre-Hearing Conference

Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the parties and their advisors. By default, the pre-hearing conference will be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology. However, upon request of either party, or in the hearing officer's discretion, the pre-hearing conference may take the form of separate, sequential meetings between the hearing officer and each party, whether conducted virtually or in-person.

During the pre-hearing conference, the hearing officer will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite

the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing officer's discretion, should be resolved before the hearing.

4. Issuance of Notices of Attendance

After the pre-hearing conference, the hearing officer will transmit notices of attendance to any Institute employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will request the subject to appear at the hearing at the specified date and time and advise the subject to contact the hearing officer immediately if there is a material and unavoidable conflict.

The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor, as necessary, if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

The Institute has no authority to compel the attendance of any witness who is not an employee or a student, and a notice of attendance will not be issued to any such individual.

5. Hearing

After the pre-hearing conference, the hearing officer will convene and conduct a hearing pursuant to the Institute's Hearing Procedures. The hearing will be audio or video recorded. The recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing officer, the parties, the advisors, witnesses, and other necessary Institute personnel together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

In the hearing officer's discretion, the hearing may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

While the Hearing Procedures and rulings from the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:

- Opportunity for each party to address the hearing officer directly and to respond to questions posed by the hearing officer;
- Opportunity for each party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other party and any witnesses, including questions that support or challenge credibility;
- Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;

- Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
- Opportunity for each party to make a brief closing argument.

Except as otherwise permitted by the hearing officer, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing officer, the Title IX Coordinator, and other necessary Institute personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them pursuant to Section XIV.D.

While a party has the right to attend and participate in the hearing with an advisor, a party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section XVI.A.5, the hearing officer will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing officer will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rationale for any evidentiary rulings.

The hearing officer will have discretion to modify the Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified in this Section XVI.A.5 are met.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. Nonetheless, in conducting the hearing and resolving evidentiary issues, the hearing officer may, in the hearing officer's discretion, utilize principles and procedures similar to those specified in the Federal Rules of Civil Procedure and/or Federal Rules of Evidence to the extent such principles and procedures do not conflict with any explicit provision of this policy.

6. Subjection To Questioning

In the event that any party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the parties' advisors, the statements of that party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing officer in reaching a determination of responsibility.

In applying this Section XVI.A.6, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

7. Deliberation and Determination

After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing officer will take care to exclude from consideration any evidence that was ruled

inadmissible at the pre-hearing conference, during the hearing, or by operation of Section XVI.A.6. The hearing officer will resolve disputed facts using a preponderance of the evidence (i.e., “more likely than not”) standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

8. Discipline and Remedies

In the event the hearing officer determines that the Respondent is responsible for violating this policy, the hearing officer will, prior to issuing a written decision, consult with an appropriate Institute official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The hearing officer will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.

9. Written Decision

After reaching a determination and consulting with the appropriate Institute official and Title IX Coordinator as required by Section XVI.A.8, the hearing officer will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by the Institute upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing;
- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate Institute official as referenced in Section XVI.A.8 and any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of the Institute’s process and grounds for appeal, as specified in Section XVIII.

The hearing officer’s written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal as specified in Section XVIII.

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the Institute strives to issue the hearing officer’s written determination within fourteen (14) days of the conclusion of the hearing.

B. Administrative Adjudication (Optional)

In lieu of the hearing process, the parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator as specified in Section XV.

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer. The Title IX Coordinator will see that the administrative officer is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator as specified in Section XIV.D.

The administrative officer will promptly send written notice to the parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this paragraph.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration based on privilege, relevancy, the prohibition on the use of sexual history specified in Section XXI, or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the parties' written responses, the administrative officer will meet separately with each party to provide the party with an opportunity to make any oral argument or commentary the party wishes to make and for the administrative officer to ask questions concerning the party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each party, the administrative officer will objectively reevaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any Institute official and the Title IX Coordinator, in the manner specified in Section XVI.A.8 and will prepare and transmit a written decision in the manner as specified in Section XVI.A.9 which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal as specified in Section XVIII. Although the length of each administrative adjudication will vary depending on the totality of the circumstances, the Institute strives to issue the administrative officer's written determination within twenty-one (21) days of the transmittal of the initiating written notice specified in this Section XVI.B.

XVII. The Dismissal During Investigation or Adjudication

The Institute may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:

- The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
- The Respondent is no longer enrolled or employed by the Institute, as the case may be; or
- Specific circumstances prevent the Institute from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator determines that a Formal Complaint should be dismissed pursuant to this Section XVII the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal as specified in Section XVIII. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other Institute offices, as appropriate.

XVIII. Appeal

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
- The Title IX Coordinator, investigator, hearing officer, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to the Title IX Coordinator who will refer it to an appeal officer.

The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The

appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the Institute strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

XIX. Advisor of Choice

From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing specified in Section XVI.A.5, the advisor will play a passive role and is not permitted to communicate on behalf of a party, insist that communication flow through the advisor, or communicate with the Institute about the matter without the party being included in the communication. In the event a party's advisor of choice engages in material violation of the parameters specified in this Section XIX and Section XVI.A.5, the Institute may preclude the advisor from further participation, in which case the party may select a new advisor of their choice.

In the event a party is not able to secure an advisor to attend the hearing specified in Section XVI.A.5, and requests the Institute to provide an advisor, the Institute will provide the party an advisor, without fee or charge, who will conduct questioning on behalf of the party at the hearing. The Institute will have sole discretion to select the advisor it provides. The advisor the Institute provides may be, but is not required to be, an attorney.

The Institute is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing specified in Section XVI.A.5 and requests that the Institute provide an advisor.

XX. Treatment Records and Other Privileged Information

During the investigation and adjudication processes, the investigator and adjudicator, as the case may be, are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

- A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or

- Information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client privilege; unless the Institute has obtained the party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, as the case may be, may consider any such records or information otherwise covered by this Section XX if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

XXI. Sexual History

During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section XXI for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section XXI.

XXII. Informal Resolution

At any time after the parties are provided written notice of the Formal Complaint as specified in Section XIII, and before the completion of any appeal specified in Section XVIII, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administrative Adjudication as specified in Section XVI.B is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another Institute official, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature.

Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the Institute, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or where required to avoid a manifest injustice to either party or to the Institute.

Notwithstanding the foregoing if the form of informal resolution is Administrative Adjudication as specified in Section XVI.B, there shall not be an agreed resolution requiring the parties' signatures; instead, the determination issued by the administrative officer shall serve as the resolution and conclude the informal resolution process, subject only to any right of appeal. With the exception of a resolution resulting from the Administrative Adjudication process specified in Section XVI.B, all other forms of informal resolution pursuant to this Section XXII are not subject to appeal.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21), and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

Other language in this Section XXII notwithstanding, informal resolution will not be permitted in any form if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

XXIII. Presumption of Non-Responsibility

As required by U.S. Department of Education's regulations implementing Title IX, from the time a report or Formal Complaint is made, as the case may be, the Institute will adopt a presumption that the Respondent is not responsible for the alleged misconduct until a determination regarding responsibility is made final.

XXIV. Conflicts of Interest, Bias, and Procedural Complaints

The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any party who believes one or more of these Institute officials has a material conflict of interest or material bias must raise the concern promptly so that the Institute may evaluate the concern and find a substitute, if appropriate. The failure of a party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal specified in Section XVIII or otherwise.

XXV. Objections Generally

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that the Institute may evaluate the matter and address it, if appropriate. The failure of a party to timely raise an objection, concern, or

complaint may result in a waiver of the issue for purposes of any appeal specified in Section XVIII or otherwise.

XXVI. Relationship With Criminal Process

This policy sets forth the Institute's processes for responding to reports and Formal Complaints of Sexual Harassment. The Institute's processes are separate, distinct, and independent of any criminal processes. While the Institute may temporarily delay its processes under this policy to avoid interfering with law enforcement efforts if requested by law enforcement, the Institute will otherwise apply this policy and its processes without regard to the status or outcome of any criminal process.

XXVII. Recordings

Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by the Institute and is considered property of the Institute, subject to any right of access that a party may have under this policy, FERPA, and other applicable federal, state, or local laws. Only the Institute is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the hearing officer.

XXVIII. Vendors, Contractors and Third Parties

The Institute does business with various vendors, contractors, and other third-parties who are not students or employees of the Institute. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Institute retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. And the Institute retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

XXIX. Bad Faith Complaints and False Information

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this policy. Violations of this Section XXIX are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Student Standard of Conduct, the Faculty Handbook, and other Institute policies and standards, as applicable.

XXX. Retaliation

It is a violation of this policy to engage in Retaliation. Reports and Formal Complaints of retaliation may be made in the manner specified in Sections IV and X. Any report or Formal Complaint of Retaliation will be processed under this policy in the same manner as a report or Formal Complaint of Sexual Harassment, as the case may be. The Institute retains discretion to consolidate a Formal Complaint of Retaliation with a Formal Complaint of Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus.

XXXI. Confidentiality

The Institute will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any

Respondent, and the identity of any witness. The Institute will also maintain the confidentiality of its various records generated in response to reports and Formal Complaints, including, but not limited to, information concerning Supportive Measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, the Institute may reveal the identity of any person or the contents of any record if permitted by FERPA; if necessary to carry out the Institute's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding; or as otherwise required by law. Further, notwithstanding the Institute's general obligation to maintain confidentiality as specified herein, the parties to a report or Formal Complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

While the Institute will maintain confidentiality specified in this Section XXXI, the Institute will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about, or discuss a particular case, may constitute Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy.

XXXII. Other Violations of this Policy

Alleged violations of this policy, other than violations of the prohibitions on Sexual Harassment and Retaliation, will be subject to review under the Student Code of Conduct, the Faculty Handbook, Employee Handbook and other Institute policies and standards, as applicable.

XXXIII. Signatures and Form of Consent

For purposes of this policy, either a physical signature or digital signature will be sufficient to satisfy any obligation that a document be signed. Where this policy provides that written consent must be provided, consent in either physical or electronic form, containing a physical or digital signature, as the case may be, will suffice.

XXXIV. Deadlines, Time, Notices, and Method of Transmittal

Where this policy specifies a period of days by which some act must be performed, the following method of calculation applies:

- Exclude the day of the event that triggers the period;
- Count every day, including intermediate Saturdays, Sundays, and legal holidays recognized by the federal government;
- Include the last day of the period until 5:00 p.m. central time, but if the last day is a Saturday, Sunday, or legal holiday recognized by the federal government, the period continues to run until 5:00 p.m. central time on the next day that is not a Saturday, Sunday, or legal holiday recognized by the federal government.

All deadlines and other time periods specified in this policy are subject to modification by the Institute where, in the Institute's sole discretion, good cause exists. Good cause may include, but is not limited to, the unavailability of parties or witnesses; the complexities of a given case; extended holidays or closures; sickness of the investigator, adjudicator, or the parties; the need to consult with the Institute's legal counsel; unforeseen weather events; and the like.

Any party who wishes to seek an extension of any deadline or other time period may do so by filing a request with the investigator, hearing officer, administrative officer, appeal officer, or Title IX Coordinator, as the case may be, depending on the phase of the process. Such a request must state the

extension sought and explain what good cause exists for the requested extension. The Institute officer resolving the request for extension may, but is not required to, give the other party an opportunity to object. Whether to grant such a requested extension will be in the sole discretion of the Institute.

The parties will be provided written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.

Where this policy refers to notice being given to parties “simultaneously,” notice will be deemed simultaneous if it is provided in relative proximity on the same day. It is not necessary that notice be provided at exactly the same hour and minute.

Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be email using Institute email addresses.

A party is deemed to have received notice upon transmittal of an email to their Institute email address. In the event notice is provided by mail, a party will be deemed to have received notice three (3) days after the notice in question is postmarked.

Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing as the case may be, and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined in the sole discretion of the Institute, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant Institute officials; approaching holidays or closures; and the number and length of extensions already granted.

XXXV. Other Forms of Discrimination

This policy applies only to Sexual Harassment. Complaints of other forms of sex discrimination, and other forms of protected-status discrimination and/or harassment, are governed by the Institute’s Discrimination and Harassment (related to protected call) Policy.

XXXVI. Outside Appointments, Dual Appointments, and Delegations

The Institute retains discretion to retain and appoint suitably qualified persons who are not Institute employees to fulfill any function of the Institute under this policy, including, but not limited to, Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer.

The Institute also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

The functions assigned to a given Institute official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, hearing officer, administrative officer, informal resolution officer, and appeals officer, may, in the Institute’s discretion, be delegated by such Institute official to any suitably qualified individual and such delegation may be recalled by the Institute at any time.

XXXVII. Training

The Institute will ensure that Institute officials acting under this policy, including but not limited to the Title IX Coordinator, investigators, hearing officers, administrative officers, informal resolution facilitators, Institute provided advisors, and appeals officers receive training in compliance with 34 C.F.R. § 106.45(b)(1)(iii) and any other applicable federal or state law.

XXXVIII. Recordkeeping

The Institute will retain those records specified in 34 C.F.R. § 106.45(b)(10) for a period of seven years after which point in time they may be destroyed, or continue to be retained, in the Institute's sole discretion. The records specified in 34 C.F.R. § 106.45(b)(10) will be made available for inspection, and/or published, to the extent required by 34 C.F.R. § 106.45(b)(10) and consistent with any other applicable federal or state law, including FERPA.

XXXIX. Definitions

Words used in this policy will have those meanings defined herein and if not defined herein will be construed according to their plain and ordinary meaning.

XL. Limited Amnesty

The Institute recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report Sexual Harassment arising from the same setting where the alcohol or drugs were consumed. To encourage reporting, the Institute will not take disciplinary action under the Student Code of Conduct for drug or alcohol use against an individual person who makes a good faith report or Formal Complaint of Sexual Harassment, or who participates in an investigation and/or adjudication of the same, provided that the conduct violations did not and do not place the health or safety or any other person at risk. The Institute may, however, require such individuals to participate in non-punitive measures intended to prevent the recurrence of such conduct in the future, such as counseling, training, or a behavior plan. The Institute's commitment to amnesty in these situations does not prevent action by local police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

XLI. Discretion in Application

The Institute retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Institute's interpretation or application differs from the interpretation of the parties.

Despite the Institute's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Institute retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy and the Hearing Procedures referenced in Section XVI.A.5 are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the Institute retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. The Institute may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

Supplemental Resources

Campus Resources:

Assistant Dean of Students – 816-802-3419

Vice President and Dean of Students – 816-802-3397

KCAI Counseling Services – 816-802-3376

Academic Support – 816-802-3440

For Employees:

Human Resources - 816-802-3434

Employee Assistance Program (counseling) – [Supportline](#) (you must login to [MyKCAI](#) to view the link)

Local Resources:

Kansas City Missouri Police Department, call 911, www.kcpd.org

Metropolitan Organization to Counter Sexual Assault (MOCSA), www.mocsa.org

Kansas City Anti-Violence Project (LGBT resource), <http://www.kcavp.org/home>

Rose Brooks Center – emergency shelter for women and children experiencing domestic violence, 816-861-6100

National Resources:

Not Alone: Together Against Sexual Assault, www.notalone.gov

National Sexual Violence Resource Center, <http://www.nsvrc.org/>

The United States Department of Justice, <http://www.ovw.usdoj.gov/sexassault.htm>

Rape, Abuse, and Incest National Network, <http://www.rainn.org/>

The Hotline (domestic violence resources), <http://www.thehotline.org/>

The National Center for Victims of Crime, <http://www.victimsofcrime.org/>

Stalking Resource Center, <http://www.victimsofcrime.org/our-programs/stalking-resource-center>

Hotlines:

MOCSA's 24-hour Crisis Line: 816-531-0233 or 913-642-0233

RAINN's 24-hour Crisis Line: 1-800-656-HOPE (4673)

Kansas City Anti-Violence Project's Hotline: 816-561-0550

Domestic Violence 24-hour Crisis Lines: 816-461-HOPE and 816-HOTLINE

National Domestic Violence 24-hour Crisis Line: 1-800-799-SAFE

Local Hospitals:

St. Luke's, 4401 Wornall Road, Kansas City, MO 64111, (816) 932-2000

University of Kansas Hospital, 3901 Rainbow Boulevard, Kansas City, KS 66160

Truman Medical Center, 2301 Holmes Street, Kansas City, MO 64108-2640

Frequently Asked Questions and Additional Guidance

Will my parents/guardians be notified?

Whether you are the Complainant or Respondent, KCAI's primary relationship is with the student, not the parent. It is, however, recommended that students contact their parents/guardians to seek support and assistance. KCAI staff may directly inform parents/guardians when requested to do so by a student, in a life-threatening situation, if the health and well-being of the student is in question, or if the student is a minor.

Will I have to confront the Respondent?

At a Complainant's request, KCAI will create a situation where this process can take place without the Complainant and Respondent having to come into direct contact with each other. This can include implementing a no contact order, rearranging class schedules, or other interim measures. It may also include the use of video conference, teleconference, or physical barriers at any hearing.

Do I have to name the Respondent?

Yes, if you wish for there to be an investigation, the Respondent must be named. Please review sections on reporting and confidentiality. If a Complainant chooses not to reveal the Respondent's name, the Institute's response will generally be limited to providing Supportive Measures.

What should I do if I am accused of sexual harassment?

It is recommended that you contact the Assistant Dean of Students, or Title IX Coordinator who can explain the procedures for dealing with complaints of Sexual Harassment. Counselors may also be available on campus and can speak with you confidentially.

How can KCAI support Complainants and Respondents and remedy potential effects of sexual harassment?

Possible options include, but are not limited to:

- Changing rooms and or floors within campus housing
- Inquiring about rescheduling exams or due dates for projects
- Taking an incomplete in a class
- Switching sections in a class
- Leave of absence from KCAI
- Alternative course completion options
- No contact order
- Counseling and Psychiatric services
- Escorts to and from campus buildings

Supportive Measures will be implemented in a fair and equitable manner for all parties involved.

RISK REDUCTION TIPS

Tips of this nature have the potential to make a complainant feel blamed for Sexual Harassment that has occurred. Sexual Harassment is never the fault of the Complainant, and these tips are offered with the intent of helping recognize patterns that will reduce the risk of victimization.

- Make your limits known before engaging in any sexual encounter or situation
- Give clear verbal messages such as "yes" or "no" and do not leave room for interpretation
- Remove yourself from situations with potential sexual aggressors if possible
- Ask someone nearby for assistance
- Be cautious about your alcohol intake, and be aware that it may lower your sexual inhibitions
- Watch out for your friends, and ask them to watch out for you
- Be mindful of non-verbal messages you are sending that may conflict with your verbal messages
- Be forceful and firm, do not worry about being polite
- Trust your feelings or instincts

TRAINING AND PREVENTION

KCAI is committed to educating students and employees about Sexual Harassment. Students and employees are trained annually regarding related KCAI policies and reporting procedures, as well as prevention and bystander training. The procedures that are described above are implemented by KCAI

officials who receive annual training on issues related to Sexual Harassment and how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crime Prevention Act is a federal law that requires sex offenders who already must register in a state to indicate if they are employed or enrolled at an institution of higher education. The state collects information on the offender and then turns that information over to local law enforcement with jurisdiction where the institute of higher education is located. The Act further 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. The Jackson County Sheriff Department Website www.jacksongov.org/sheriff, currently provides a link to the Missouri Sex Offender Registry Website and a link to the National Sex Offender Public Website. Registry lists may be obtained free of charge through these internet sites.

Sexual Harassment Hearing Procedures, Title IX

I. Purpose and Nature of These Procedures

These procedures supplement the Institute's Sexual Harassment Policy and specify how the Institute will conduct hearings regarding Formal Complaints of Sexual Harassment. To the extent there is a conflict between these procedures and the Institute's Sexual Harassment Policy, the Sexual Harassment Policy shall control.

II. The Hearing Officer

The hearing officer oversees the hearing process, rules on questions of relevance and admissibility, resolves all procedural disputes, and renders a determination of responsibility for the allegations in the Formal Complaint at the conclusion of the hearing process and in the manner specified in the policy. The hearing officer has discretion to interpret, apply, and modify these procedures in any manner that is not clearly unreasonable and is consistent with the policy.

III. Pre-Hearing Review of Investigation Report and Evidence

Prior to commencement of the hearing, the hearing officer will review the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in the policy. This review of materials is provisional and intended to provide background and orientation to the hearing officer in planning and conducting the hearing. The hearing officer must exclude from consideration in deliberation any evidence developed during the investigation that is deemed inadmissible at the hearing, including specifically, but not limited to, the statements of any party or witness who refuses to submit to questioning by a party advisor as specified in the policy.

IV. Convening the Hearing

Immediately prior to convening the hearing, the hearing officer will ensure that an audio recording of the hearing is being made by the Institute and that the hearing room is cleared of all individuals who are not permitted to be present during the hearing as specified in the policy. The hearing officer will then convene the hearing and clearly state for the record the date, time, and location of the hearing; the names of the Complainant and Respondent; the parties present at the hearing; any accommodations that have been provided at the request of a party or in the Institute's discretion; whether all or a portion of the hearing

is being conducted virtually as specified in the policy; and any other introductory matters that the hearing officer deems appropriate.

V. Statement of the Investigator

After convening the hearing, the hearing officer will call the investigator to give an overview of the investigation process. Thereafter, the investigator will be subject to questioning by the hearing officer, followed by questioning from each party's advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent.

VI. Statements of the Parties

After questioning of the investigator is complete, the hearing officer will invite the Complainant to provide a statement to the hearing officer regarding the events in question and identify and comment on any non-testimonial evidence the Complainant believes is relevant. After the Complainant has made a statement, or waived the right to make a statement, the Complainant will be subject to questioning by the hearing officer, followed by questioning from the advisor for the Respondent.

After questioning of the Complainant is complete, the hearing officer will invite the Respondent to provide a statement to the hearing officer regarding the events in question and to identify and comment on any non-testimonial evidence the Complainant believes is relevant. After the Respondent has made a statement, or waived the right to make a statement, the Respondent will be subject to questioning by the hearing officer, followed by questioning from the advisor for the Complainant.

VII. Testimony of Witnesses

After questioning of the parties is complete, witnesses will be called to testify in the order determined by the hearing officer. Unlike the parties, witnesses will not be invited to make a statement but, instead, will be subject to questioning from the hearing officer followed by questioning from each party's advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent.

VIII. Investigation Materials

After the questioning of witnesses is complete, the hearing officer will identify any portion of the evidence developed during the investigation that the hearing officer has determined should be excluded from the hearing record based on rulings made at the pre-hearing conference, during the hearing itself, due to the refusal of a party or witness to submit to questioning by a party advisor, or for any other reason. The hearing officer will then provide the parties a final opportunity to raise any additional objections to inclusion of any other portions of the investigation record into evidence and resolve any such objections. All evidence from the investigation and hearing not specifically excluded by the hearing officer shall be deemed admitted into the hearing record and may be considered by the hearing officer as part of the deliberation.

IX. Closing Argument

After the questioning of the witnesses is complete, the hearing officer will invite the Complainant to make a closing argument. After the Complainant has made a closing argument, or waived the right to make a closing argument, the hearing officer will invite the Respondent to make a closing argument.

X. Deliberation

After closing arguments are complete, the hearing officer will conclude the hearing and deliberate and render a determination as specified in the policy.

XI. Access to and Use of Investigation Evidence

During the hearing, the parties and their advisors shall have access to the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in the policy. Such evidence may be utilized in the questioning of witnesses where relevant. Non-testimonial evidence utilized during the hearing shall be marked and referred to in such a manner as to make it clearly identifiable by audio (i.e., such as sequential marking of “exhibits”).

XII. Rulings on Evidence

Throughout the hearing, the hearing officer will independently and contemporaneously screen all questions for relevance and resolve any contemporaneous evidentiary objections raised by the parties. If the hearing officer does not exclude a question, it is presumed the hearing officer has deemed the question relevant and admissible. Although formal rules of evidence do not apply, the hearing officer may, in the hearing officer’s discretion, utilize evidentiary principles similar to those specified in the Federal Rules of Evidence to the extent such evidentiary principles are not contrary to the policy.

XIII. Timing and Continuances

The hearing officer will have discretion to set the overall length of the hearing and may set time limits for statements of the parties, questioning of parties and witnesses, and closing arguments. A hearing will not exceed seven (7) hours in length absent extraordinary circumstances. Once a hearing is commenced, it will be continued only for good cause as determined by the hearing officer.

XIV. Role of Advisors

As specified in the policy, advisors to the parties must play a passive role in the hearing with the sole exception that advisors are permitted to question parties and witnesses as specified in policy. Advisors are not permitted to speak for their advisee, make objections, present arguments, or engage in any other active role.

XV. Disruptions

All parties, advisors, and other persons present at a hearing are required to act professionally, maintain decorum, and abide by the policy, these procedures, and any other rules specified by the hearing officer. Any party, advisor, or other person who materially disrupts the proceeding or violates applicable policies, procedures, and rules, may be barred from further participation and/or have their participation limited, as the case may be, by the hearing officer.

XVI. Questioning

Wherever these procedures contemplate questioning of a party or witnesses, the hearing officer has discretion to permit more than one round of questioning. In addition to ruling on questions of relevancy, the hearing officer may limit cumulative and redundant questioning.

XVII. Discretion in Application

The Institute retains discretion to interpret and apply these procedures in a manner that is not clearly unreasonable, even if the Institute’s interpretation or application differs from the interpretation of the parties.

Despite the Institute's reasonable efforts to anticipate all eventualities in these procedures, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express language of these procedures, in which case the Institute retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

Discriminatory Information and Request for Non-Disclosure

Policy:

The Kansas City Art Institute, in compliance with the *Family Educational Rights and Privacy Act of 1974* (FERPA) has designated the items listed below as *directory information* which may be made available to the general public at the discretion of college officials. KCAI may disclose *directory information* without a student's prior written consent, unless the Registrar is notified by the student in writing to the contrary.

Name * Address * Telephone Number * KCAI Email * Photograph * Dates of Attendance * Class * Grade Level * Enrollment Status * Most Recent Institution Attended * Major * Field of Study * Awards * Honors * Activities * Degree(s) Conferred *

Other education records will not typically be released without the student's written permission. However, there are exceptions to this rule that allow disclosure without consent. For example, KCAI may disclose information from education records when there is an articulable and significant threat to the health or safety of a student or other individuals. Other exceptions can be found at 34 C.F.R. § 99.31.

Students have the right to limit disclosure of directory information by completing a Request for Non-Disclosure of Directory Information form. Note, however, that a student cannot block the disclosure of the student's name, institutional email address, or electronic identifier in the classroom environment.

KCAI will honor a student's request to withhold directory information but cannot assume responsibility to contact a student for subsequent permission to release this information. Regardless of the effect, KCAI assumes no liability as a result of honoring instructions to withhold directory information. In order to remove a non-disclosure hold, students must provide a signed authorization requesting the hold be removed.

All questions/concerns regarding FERPA should be directed to the Registrar.

Summary of Student Rights

Policy:

FERPA, the Family Educational Rights and Privacy Act, is a federal law that governs release of and access to student education records. Education records are records that are directly related to a student and that are maintained by KCAI. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information, and student discipline files.

All students enrolled at KCAI have the right to:

1. Inspect and review their education records. Students should submit a written request to the Registrar that identifies the specific education record(s) they wish to review. There may be

some information in a student's education records, such as parent financial records, that are not subject to review. Upon receiving a request, the Registrar has 45 days to notify students regarding time and place the review will take place. KCAI reserves the right to have a school official present during a student's review of his or her education records.

2. Request an amendment of their education record if they believe it is inaccurate or misleading. Students who wish to ask the school to amend a record should submit a written request to the Registrar clearly identifying the part(s) of the record they want changed, and specify why it should be changed.

If the school decides not to amend a record as requested, the Registrar will notify students in writing of the decision and students' right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when notified of the right to a hearing. In a situation where KCAI ultimately determines that it will not modify an education record as requested, the student will have the opportunity to include explanatory comments with the education record.

- Requesting an amendment to an education record is not the proper avenue for challenging course grades. A student may challenge a course grade by using the Course Grade Appeal policy.
3. Provide written consent before the college discloses personally identifiable information (PII) from education records, except to the extent that FERPA authorizes disclosure without consent. *See* 34 C.F.R. § 99.31. The school discloses education records without prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by KCAI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom KCAI has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities at KCAI.

While parents/guardians/spouses and others may have an interest in a student's education record, access to or release of the education record is only by written student consent, unless an exception applies.

Students must complete the "Student Release and Disclosure" form from registrar@kcai.edu to grant specific person(s) access to information in their education records.

4. File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA requirements. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

All questions/concerns regarding FERPA should be directed to the Registrar.

Emergency Student Loans

Policy and Procedure:

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 according to the specific loan terms. 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. Once the process has been completed the check will be disbursed to the student from the Business Office within 2 business days from the time the completed and approved 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, repayable within 15 days.
- Uhlmann Student Loan Fund: Loans up to \$200 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.

Financial Aid Guidelines

Policy:

- 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 Direct Loans and Federal Direct PLUS Loans for parents. It is recommended that students submit the FAFSA by February 1 to receive consideration for all forms of assistance, including KCAI scholarships.
- All required documents to complete your financial aid file should be received in the Financial Aid Office prior to June 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 at https://mykcai.kcai.edu/ICS/Campus_Policies/
- To continue eligibility to receive Federal Financial Aid, a student must maintain Satisfactory Academic Progress as established by KCAI. Complete details are available at https://mykcai.kcai.edu/ICS/Campus_Policies/
- The Director of Financial Aid will notify the student in writing if financial aid eligibility is terminated.

Financial Aid Scholarship and Grants

Policy:

- KCAI merit based scholarships may only be applied toward tuition and fees.
- All other KCAI scholarships and grants are unrestricted.
- All KCAI students must maintain satisfactory academic progress (SAP) to remain eligible for financial aid. For more information on our SAP policy please click [here](#).

Maintaining Eligibility for Financial Aid and Satisfactory Academic Progress

Policy:

Kansas City Art Institute is required to establish minimum academic standards that students must meet to be eligible for both institutional and federal financial aid. To receive financial aid, all students must meet these minimum standards. Failure to meet one or both minimum standards for two consecutive semesters means a student will no longer be eligible to receive financial aid. The maximum timeframe to receive federal aid to complete a bachelor's degree cannot be longer than 150% of the published length of the education program. KCAI's Bachelor of Fine Arts degree is a 4-year program.

Students must meet both a qualitative (GPA) and a quantitative (total number of hours successfully completed) requirement to maintain satisfactory academic progress (SAP).

Qualitative Requirement – minimum cumulative GPA of 2.0

Quantitative Requirement – complete and pass a minimum of 67% of cumulative credit hours attempted

Merit and competitive scholarship recipients are required to maintain a higher minimum standard to renew their scholarship. Click [here](#) for more information.

Transfer hours included in a student's program are calculated into the cumulative attempted and earned credits, but are not factored into the KCAI cumulative GPA.

Factors That May Impact Your SAP:

Change in Major - All attempted credits will be included in your total attempted hours regardless of a major change.

Audited Courses - Audit grades are not considered in attempted coursework and will not be included in your completion rate.

Repeat Coursework - Repeated courses will count toward your total attempted hours qualitative evaluation. If you repeat a course and earn a grade of C or better, you can apply for grade forgiveness. With grade forgiveness, the original D or F grade remains on your transcript, but is no longer included in your cumulative GPA; only the higher grade will be calculated as part of the qualitative cumulative GPA requirement. All attempted hours will be included in the quantitative completion rate. You may repeat a course two times and receive financial aid for the course.

Incomplete Courses - Incomplete courses are included in your total credits attempted rate, but are not calculated in your completion rate until you are assigned a final grade. The registrar's office will notify the financial aid office after an incomplete grade has been updated and your SAP will be recalculated.

Remedial Courses - Remedial courses are not accepted or offered at KCAI.

Withdrawals - A course with an earned grade of "W" is included in attempted hours.

Both credit hours attempted versus earned (quantitative) and cumulative GPA (qualitative) are evaluated at the end of each semester. If you do not meet one or both of these requirements you will be placed on financial aid warning for one semester. A notification will be sent to your KCAI email account informing you that you have been placed on a warning status. During this warning period you will continue to receive federal aid. If, upon completion of the warning period, you do not meet the minimum requirements, you will be placed on financial aid suspension and lose your federal aid.

You may appeal your suspension status by submitting a letter to the Director of Financial Aid. The appeal letter must include the following information:

- Why you failed to make satisfactory academic progress; i.e., death of a relative, injury or illness or other extenuating circumstances
- What actions will you take to ensure you will meet the minimum requirements, if reinstated

The SAP appeal process will be combined with the academic dismissal appeal hearing process. If you appeal your academic dismissal status you do not need to submit a separate appeal for SAP.

If a suspension appeal is approved by the Director of Financial Aid or through the academic dismissal appeal process, the following will occur:

- You will be placed on an academic plan that will be made in collaboration with your academic advisor or follow the academic plan that was developed during the academic dismissal process
- After a copy of your academic plan is provided to the financial aid office, you will be placed on financial aid probation for one semester and allowed to retain your federal aid

At the end of the financial aid probation period, if you:

- have met SAP requirements, you will be removed from financial aid probation
- have not met SAP, but are complying with your academic plan you will remain eligible for federal aid and will be removed from financial aid probation
- have not met the requirements of your academic plan, and if a hardship exists, you will be allowed an additional appeal and if approved, you will be allowed to retain your federal aid
- have not met SAP or the requirements of your academic plan and either did not appeal due to a hardship or the appeal was denied, you will no longer qualify for federal aid

Regaining Eligibility After Financial Aid Suspension

- If you are suspended from KCAI, but are eligible to return after a successful appeal for readmission, federal aid eligibility will be reinstated.

Merit Scholarship

KCAI merit scholarships are renewed in full annually for full-time students with a cumulative GPA of 2.5 or higher. KCAI reviews and determines renewal eligibility upon completion of the fall semester of the student's second year and beyond.

2.0 to 2.49	85% of original award
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Below 2.0 75% of original award

	Fall Semester	Spring Semester
1 st Year	GPA not checked	If GPA is below the requirements, student will be placed on merit warning for the following semester
2 nd Year	GPA checked at the end of the semester	If GPA is below the requirements, merit scholarship will be decreased for the 3 rd year
3 rd Year	GPA checked at the end of the semester	If GPA is below the requirements, merit scholarship will be decreased for the 4 th year
4 th Year	GPA checked at the end of the semester	After the 4 th year if GPA is below the requirements, merit scholarship may be reviewed on a case by case basis and only awarded at the decreased amount

Scholarship probation hearings will include the student and representatives from Financial Aid and Disability and Academic Support Services. During the hearing, the student will be asked to present a statement explaining the circumstances that may have impacted their GPA as well as any documentation relevant to those circumstances. If the appeal is approved, the student and representatives will develop an academic plan the student will be required to follow during the scholarship probation year and the scholarship will be renewed in full. There are no additional appeal processes following the end of the probation year. All decisions made for the probation year are final, and will remain until the student's cumulative GPA returns to a 2.5 or higher. If the student's appeal is denied, the student's merit scholarship will be reduced according to the GPA guidelines above. The student must contact the financial aid office when they regain the minimum scholarship standards to have their merit scholarship amount fully reinstated.

Requirements to Remain a Students and Keep Loans and Scholarships

Assembly and Demonstration

Policy:

The Kansas City Art Institute provides members of its campus community with the right to free and open assembly. This right is based on appropriate time, place, and manner cues, and provided under the guideline that any activities or demonstrations will be non-violent and non-destructive toward people and property, and not disruptive to the functioning of the college.

If members of the campus community wish to hold an assembly/demonstration on the KCAI campus and/or property, or at a KCAI sponsored event, they may do so only after receiving permission from the Vice President and Dean of Students or Assistant Dean of Students. While the opportunity to express support or dissent for a particular view or situation is welcome, anyone wishing to demonstrate must also respect the right of others in the campus community to disagree. While disagreements on issues should be expected, any and all dialogue is expected to be conducted in a civil and respectful manner.

A request to assemble and/or demonstrate will not be denied based on content/viewpoint, but KCAI Administration reserves the right and has a duty to uphold the mission and values of the college and may need to work with individuals making a request to ensure that said assembly/demonstration is executed within the guidelines of all relevant KCAI policies that govern those who may be involved.

College officials reserve the right to remove people from an assembly/demonstration, stop an assembly/demonstration in progress if the guidelines for assemblies/demonstrations have not been/are not being followed, and/or deny a request to assemble/demonstrate on KCAI property or at a KCAI sponsored event if doing so will hinder the college from carrying out the mission and/or an event from occurring.

The college does not want to hinder those who wish to be involved in peaceful, non-violent assemblies/demonstrations, but strives to ensure that members of the campus community are safe and supported as they pursue their artistic, professional, and personal development.

Guidelines and procedures for assemblies/demonstrations

In order for an assembly/demonstration to occur on the KCAI campus and/or property, or at a KCAI sponsored event, the following guidelines must be followed:

- Provide advanced notice of the intent to organize an assembly/demonstration to the Vice President and Dean of Students or the Assistant Dean of Students. Notice can be made in person or via email. The Dean or Assistant Dean may request additional conversations and/or meetings with participants and/or other college officials to discuss the request and details of the assembly/demonstration.
- The Vice President and Dean of Students or Assistant Dean of Students will notify the individual(s) requesting participation in an assembly/demonstration of the approval or denial of the assembly/demonstration.
- If approved, make an official campus reservation for space through the President's Office.

Once approved, it is expected that:

- Participants do not gather in such a fashion as to physically hinder entrances to, exits from, or passageways within any college entrance, building, or other location.
- Do not create noise at a volume that is disruptive to the functioning of the college.
- All activity must be nonviolent in nature to people and property.
- Participants will respect the rights of others to disagree, or not be involved.
- If individuals wish to use posters and/or signs, or install art as part of an approved assembly/demonstration, they must follow the procedures outlined in the KCAI posting policy and/or art installation on campus policy and secure approval for these items as well.

Campus ID/Access Cards

Policy:

Photo ID/access cards will be issued annually to new students during orientation and employees upon hire. The ID card serves as your identification on campus, is your access control card for campus buildings (including your room in the Barbara Marshall Residence Hall), and allows use of your meal plan and dining dollars. Therefore, students and campus employees should carry their ID at all times and it is the responsibility of the students and employees to maintain their photo ID/access cards.

Lost ID cards should be reported to security immediately. You may reach security at security@kcai.edu or 816-931-6666. There is a \$10.00 charge for a replacement card, which is to be paid to the Business Office upon reissue of the card. If students are unable to pay the fee at that time, a hold will be placed on the student's account until the fee is paid.

Campus Name (student names)

Policy:

Campus names are non-legal first names designated by students. A student's campus name will appear on class rosters, the student portal and the college student data system. Only administrators with a legal need to know will have access to the student's legal first name. Examples of where legal first names are necessary include, but are not limited to, student accounts, responses to verification inquiries such as verification requests, financial aid documents, payroll, official transcripts, conduct and academic honesty records, and federal immigration documents.

Examples of campus names that will not be approved:

- Names containing foul or inappropriate language as deemed by the college
- Names used for the purpose of misrepresentation

At KCAI we do our best to educate the campus community about campus name and pronouns; however, this service should not be construed as a contract that the campus name and pronoun will be used by KCAI employees/representatives at all times. It should be noted that the ability to designate a campus name is an opportunity afforded to all students, and does not indicate that someone is a member of a particular group.

Procedure:

Students can provide a campus name upon application to KCAI.

Students can request a change of campus name through their MyKCAI portal.

To request a change of campus name on their student ID card, students may contact the Office of Safety and Security to print a new card or update a current ID card. Unless the student has lost their original ID, there is no fee to update the ID card. Student IDs with campus names other than legal names cannot be used as legal identification. Only one ID per student will be issued at a given time.

Students can request a change to their email profile to match their campus name by contacting the KCAI Helpdesk.

Change in Legal Name

Students may change legal names only if a legal document showing the new name/name change documentation is submitted to the Registrar. Examples of accepted documents include a Driver's License, a Passport or a Permanent Resident Card, Marriage Certificate, a Court Order documenting a name change, voter registration, a social security card, and/or bank documents.

College Closing Due to Inclement Weather

It is the policy of the Kansas City Art Institute that during regular seasonal inclement weather that does not pose an imminent travel risk, classes will be held as scheduled. In rare circumstances, if conditions are determined to be unsafe, campus leadership may choose to close campus for the day, delay the opening of campus, or close campus early. When campus leadership determines that campus should be closed, all classes, administrative offices, and programs will officially be closed including, but not limited to Jannes Library, Beals Studios and Central Shop, and the Underground. Essential services, including security and facilities, will remain in operation during closures. The Barbara Marshall Residence Hall and Wylie Dining will not close due to the weather.

Whenever possible, decisions regarding the complete closure of campus will be made and communicated by 6:30 a.m. on the day of the closure.

If weather factors are unfavorable and not expected to improve, classes will be canceled for the day. If there is a good chance that conditions will be acceptable by mid-morning the opening of school will be delayed. In such delayed opening circumstances that happen on Wednesdays, major studios, including morning foundations, will begin at the time that campus is officially opened. On all other days, classes that regularly meet before the determined time for the campus to open will be canceled. All classes scheduled after the campus is officially open will meet at their regularly scheduled time.

Occasionally, classes in the later afternoon and evening are canceled or released early when bad weather conditions develop during the day.

Because students, faculty and staff come from various locations and distances, some of which may be more seriously affected by adverse weather than others, individuals must exercise their judgment on whether or not it is safe to drive to campus. Students who are unable to commute to campus due to road conditions will not be penalized for their absence and should notify their instructors of the necessary absence via email. Employees should communicate directly with their supervisor if they cannot drive to campus.

Safety for the campus community is always our priority and timely communication will remain paramount in our efforts. If KCAI is forced to close due to inclement weather or other factors (e.g. power outages, water main breaks) students, faculty and staff will be notified in the following ways:

EMAIL:

When the campus is closed due to inclement weather, KCAI Campus Alerts will send an email to all students, faculty and staff with details of the closure.

TEXT MESSAGE

KCAI Campus Alerts allows campus security to notify students via text message within minutes of an emergency or unplanned event that causes early dismissal, delayed start or campus closure. If you have not updated your KCAI Campus Alerts account with a current phone number or if you have a change in phone number visit <https://www.getrave.com/login/kcai> to make any changes.

MEDIA

Please check the following television stations for school closing information.

KMBC - kmbc.reportclosing.com

KSHB/41 - m.kshb.com/EnterClosings

KCTV5 - closings.kctv5.com

WDAF - <http://fox4kc.com/weather/school-closings/>

WEBSITE

KCAI.edu will be updated with any emergency campus closing information. Please check on the homepage.

SOCIAL MEDIA

Be sure to like KCAI on [Facebook](https://www.facebook.com/kansascityartinstitute) and follow KCAI on [Instagram](https://www.instagram.com/kcartinstitute) and [Twitter](https://twitter.com/kcartinstitute). In the case of a school closure, KCAI will post an announcement on social media.

Facebook: [Facebook.com/kansascityartinstitute](https://www.facebook.com/kansascityartinstitute)

Instagram: [@kcartinstitute](https://www.instagram.com/kcartinstitute)

Twitter: [@kcartinstitute](https://twitter.com/kcartinstitute)

Good Samaritan and Medical Amnesty

Policy:

The Kansas City Art Institute promotes the health, wellness, and safety of all students. Therefore, the KCAI Good Samaritan and medical amnesty policy encourages students to assist others and/or receive help when needed without fear of penalty. A student under the influence of drugs or alcohol assisting another student in receiving or personally needing help and/or immediate medical attention will not be charged with a student code of conduct violation. The student involved will be required to meet with the Assistant Dean of Students, or designee, for further action and/or assessment. Determining if a violation has occurred or if the student will be granted amnesty will be made at the sole discretion of the Kansas City Art Institute.

This policy refers to isolated incidents and does not apply to those who repeatedly violate the KCAI alcohol and controlled substances and drugs policy, and/or the student code of conduct. KCAI reserves the right to take action against students when their conduct endangers the health and safety of others.

Hazing

Policy:

As stated in the KCAI 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. As such, the Kansas City Art Institute prohibits hazing by any member or group within the KCAI community. KCAI's anti-hazing policy is applicable on and off campus, before, during and between semesters. This policy is enforced under the Student Code of Conduct procedures and is punishable by law.

Consistent with Missouri law, KCAI defines "hazing" as a willful act, occurring on or off the campus, directed against a student or a prospective member of a student organization, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing shall include:

- (a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or
- (b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- (c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

Meal Plans

Policy:

A menu of available meal plans can be found [here](#).

Residents in the Barbara Marshall Residence Hall (BMRH) and Other Campus Housing

Meal plans are required for all incoming students living in the BMRH and other campus housing. When submitting a housing contract, students residing in the BMRH or other campus housing may select from a 14 or 19 meals per week resident meal plan. Residents can upgrade a meal plan at any time during the fall and/or spring semesters; however, canceling or adjusting to a lesser plan can only be done through

the add/drop period as listed in the [KCAI academic calendar](#). Resident meal plans are sold on a semester basis and are valid only for the duration of the semester purchased. If changes are not made by the resident during the add/drop period, the meal plan originally selected by the resident will apply to the next semester of the housing contract. Meal plans and dining dollars are non-transferrable and meals/dining dollars are forfeited if not used by the end of the semester purchased. As indicated in the BMRH and other campus housing contract, the refund schedule for meals is as follows.

Refund schedule for dining plans (applies only to a student withdrawing from KCAI or whose illness requires withdrawal from KCAI):

- Prior to assigned move-in date and start of meal service: 100% refund
- Prior to end of add/drop period, typically end of first week of classes each semester: Prorated by week
- After add/drop deadline each semester: No refund

Commuting Students

Commuting students can add or upgrade a meal plan at any time during the fall and/or spring semesters; however, canceling a plan or adjusting to a lesser plan can only be done through the add/drop period as stated in the [KCAI academic calendar](#). Commuter meal plans are sold on a semester basis and are valid only for the duration of the semester purchased. Meal plans are non-transferrable. Meals and dining dollars purchased with the purchase of a meal plan are forfeited if not used by the end of the semester purchased. Refunds for meals and dining dollars will be prorated only when the student withdraws from KCAI or cancels/adjusts a meal plan during the add/drop period. Refunds will not be granted after the add/drop period. Commuting students, as well as parents and family members of commuting students may purchase a commuter meal plan by contacting the Business Office at bsnoffice@kcai.edu or by calling 816-802-3500.

Parking and Parking Fines

Policy:

It is highly recommended that vehicles be registered with the college and have a valid and properly displayed parking permit or sticker. Stickers are available from the Security Department free of charge.

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. 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 on campus parking space (except spaces reserved for the disabled and fire lanes) on a first come/first serve basis without being ticketed.

KCAI RESIDENTS IN THE RESIDENCE HALL:

Parking spaces are available for lease for residents living in the Barbara Marshall Residence Hall in the resident parking garage (located directly under the building). Spaces are available 24/7. Spaces are

offered to residents of the Residence Hall in order of application date. The student will be assigned a space in the parking garage and expected to display the proper hang tag, as well as abide by all parking regulations set forth by KCAI. The lease is an agreement that is non-refundable and non-transferable. KCAI is not responsible for any liabilities and damages to property as a result of loss, theft, injury, or damage, nor for personal injury resulting or arising out of the use of the designated parking lot.

SPECIAL EVENTS

KCAI, at times, may designate any area, reserved and/or unassigned, as reserved parking to accommodate special meetings, events, or individual needs. 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.**

FINES

KCAI tickets will carry a \$20.00 fine added to your student account or payable at the Business Office (Vanderslice Hall, 2nd Floor). Kansas City Missouri Police Department fines are payable according to the ticket.

FINES NOT PAID

KCAI fines are considered a financial obligation to the college and may result in holds being placed until they have been paid in full.

Appeals may be directed to the Director of Safety and Security within 3 business days of the date of the ticket.

Posting on Campus

KCAI community members and outside organizations may advertise on campus using methods including, but not limited to: posters, signs, table tents, sidewalk chalk, etc. Advertising may only be done after approval has been secured and may only be done in designated areas for advertising events as designated by the college. Content may not include threatening or harassing language, information that violates the law, defames a specific person and/or organization (or the likeness thereof), violations of privacy, and/or is inconsistent with the KCAI Student Code of Conduct and the mission of the Kansas City Art Institute.

In order to be approved all materials must include the name of the organization, time, date, and location of the event and/or pertinent information relevant to the event organization.

The Kansas City Art Institute reserves the right to remove advertisements and/or information that has not been approved and/or follow the above listed process and guidelines.

Process for Approval:

Approval must be obtained prior to posting on campus.

1. Contact Student Affairs via email at studentaffairs@kcai.edu and include a summary of the request (poster, sign, table tent, sidewalk chalk, etc.), the timeline for the information to be shared, and attach an image of the item(s) that is to be posted.
2. A member of the KCAI Student Affairs staff will review the request and notify the individual making the request of approval or denial of the request.
3. If approved, the KCAI Student Affairs staff member will share the designated locations where the items may be placed on campus. Push pins are the expected method of posting. No other methods will be permitted.

Additional note:

The Kansas City Art Institute supports the rights of the campus community to engage in free speech and open assembly. These rights are based on appropriate time, place, and manner cues, and provided under the guideline that any activities or demonstrations are non-violent toward people and property, and not disruptive to the functioning of the college. If members of the campus community wish to hold an assembly/demonstration on the KCAI campus and/or property, or at a KCAI sponsored event, there is a request process in place and approval must be secured in advance. More information on this policy and procedure can be found in KCAI's Assembly and Demonstration policy, which is in the [Campus Policies tab in MyKCAI](#).

The Posting on Campus Policy is to be used for the posting of general information and/or advertising. If postings are advertising for or an aspect of an assembly or demonstration, they must be submitted and reviewed per the KCAI posting policy in a process that is separate from that of the Assembly and Demonstration policy approval track. This policy also does not take the place of the Installation of Artwork on Campus policy/procedure. More information on this policy and procedure can be found in KCAI's Installation of Artwork on Campus policy, which is in the [Campus Policies tab in MyKCAI](#).

Required Forms

Policy:

All new degree seeking students must submit all required KCAI forms as instructed, including documentation of immunizations, meningococcal waiver or proof of vaccination (if residing in the Residence Hall), tuberculosis (TB) screening questionnaire (with applicable follow up for those identified as high risk), medical history, Family Educational Rights and Privacy Act (FERPA), disclosures, and the student handbook acknowledgment. If all required forms are not received by the first day of the first semester in which the student attends, the student may be charged a \$100.00 fine and a hold may be placed on their student account until all required forms have been submitted and the \$100.00 fine has been paid in full. A hold on a student account will prohibit the student from registering for the next academic semester. Students receiving a fine and hold placed on their student account will be notified by a member of the Student Affairs staff via email.

Procedure:

Students will be notified via email with instructions on how to complete each required form.

Seizure Disorder Protocol

Basic response procedures and information regarding students with seizure disorders:

- Instructors of students with disclosed seizure disorders will be provided with protocol each semester.
- Included in this procedure is a list of addresses for each of the buildings on campus. When calling 911, the instructor will need to share the building and address with emergency services.
- The student has the right to refuse transportation to a medical facility once the ambulance has arrived and EMT's have assessed the situation. If the student refuses transportation but still needs hospitalization, the EMT's will make the decision to override the refusal of transport. Always let emergency responders make that call.
- Due to liability issues, transportation to the medical facility must be via ambulance.

If transport to an emergency facility is not warranted, the student will be escorted by security to another location, where the student can rest while being monitored.

General Information:

Seizures are caused by periodic excessive and sudden outburst of electrical activity from abnormal neurons (impulse conductors) in the brain. This causes an interference of normal behavior. The following is a list of symptoms you may notice when a person has a seizure:

- Body becomes stiff.
- Loss of consciousness.
- Face appears pale and facial features distorted.
- Eyes may appear glazed or fixed.
- Breathing may be shallow.
- Twitching or jerking movements of the body lasting 1-5 minutes.

Protocol for responding to a seizure:

- Call 911 – ALWAYS
- Call Security to give location and request assistance (30 second call or less):
816-931-6666
- Attend to student's physical needs, as listed below:

Recommendations from the National Institute of Neurological Disorders and Strokes:

- Roll the person on their side to prevent choking on any fluids or vomit.
- Cushion the person's head.
- Loosen any tight clothing around the neck.
- Keep the person's airway open. If necessary, grip the person's jaw gently and tilt their head back.
- Do NOT restrict the person from moving unless they are in danger.
- Do NOT put anything into the person's mouth, not even medicine or liquid. These can cause choking or damage to the person's jaw, tongue, or teeth. Contrary to widespread belief, people cannot swallow their tongues during a seizure or any other time.
- Remove any sharp or solid objects that the person might hit during the seizure.

- Note how long the seizure lasts and what symptoms occurred so you can tell a doctor or emergency personnel if necessary.
- Stay with the person until the seizure ends.

Campus Addresses
4415 Warwick Blvd
Kansas City, MO 64111

Severe Weather Protocol

Spring in Kansas City comes with the occasional threat of severe weather. Please take just a moment to review the information below about weather safety tips and procedures.

The National Weather Service and local Emergency Management will issue severe weather related advisories and alerts. A “WATCH” is an advisory that indicates weather conditions are favorable for the development of severe thunderstorms which may or may not include a chance for tornadoes. A “WARNING” is an alert that indicates the weather condition described is actually occurring or is imminent very near to or in our immediate vicinity. This is the time to seek shelter.

Do not rely upon hearing an outside warning siren. In most cases outside warning sirens cannot be readily heard from inside commercial structures. Outside sirens are designed to notify persons who are outside that a weather threat is occurring so they can seek shelter.

If a *Tornado WATCH or WARNING* is issued for the KCAI area, the RAVE campus notification system and email notifications will be made.

We encourage everyone to take advantage of the RAVE notification service. To enroll, just copy and paste <https://www.getrave.com/login/kcai> to your web browser and follow the instructions.

When a Tornado Warning is issued, KCAI Faculty & Staff will:

1. Direct students and other visitors to proceed to the designated shelter areas; they should not leave the building
2. Once rooms have been evacuated, turn off lights and close classroom/office doors
3. Provide assistance to persons with disabilities
4. Refrain from using the elevators
5. Remain in the shelter area until the ‘All clear’ message has been given via the RAVE system.

If you are outside when a tornado occurs and are unable to take inside shelter, lie flat in a ditch or depression and protect your head. Avoid large trees, metal poles and other electrical conductors. Vehicles should not be used as shelter.

In general, designated shelter areas will be the lowest level of the building you are occupying, preferably the basement. Move to an interior space and away from windows. Restrooms, closets and other smaller spaces make for good tornado shelter areas. Metal structures or those without a solid core should be avoided.

Tornado sheltering tips:

- Go to an inside hallway, restroom or below ground level, preferably a basement.
- Do not use an elevator to access the shelter space.

- When possible, protect yourself by sheltering under heavy furniture for protection from falling objects and storm debris.
- Stay inside away from windows, mirrors and glass.
- Do not use elevators to access safe areas in case of power failure.
- Remain sheltered until the “official” all clear has been announced.
- Remain calm and be prepared to shelter for several minutes.
- Contact Campus Security at 816-931-6666 for assistance.
- Call 9-1-1 for any emergency requiring immediate response, i.e. medical emergency, trapped person(s), to report an actual tornado strike.

Smoking on Campus (Smoke Zones)

Policy:

In an effort to limit the potential exposure of students, faculty, staff and visitors to the effects of secondhand smoke, reduce the risk of fires on campus, and provide the community with a healthy, respectful working and learning environment, smoking on KCAI campus property is permitted only in designated Smoke Zones.

This policy defines smoking as the act of drawing smoke or a vaporized substance into one’s mouth that has been ignited, combusted or vaporized. Smoking products include, but are not limited to, tobacco, cloves, all cigarette products (cigarettes, e-cigarettes, bidis, kreteks, etc.), vaping devices, and all smoke-producing devices (cigars, pipes, hookahs, etc.)

For information about the location of each designated Smoke Zone, please refer to our campus map located in the [KCAI Policy Library](#).

This policy applies to all members of the Kansas City Art Institute community, guests of the campus, and visitors to the campus.

While there are procedures in place to address violations, it is the expectation that community members act as the primary enforcers of the standards articulated in this policy. If, however, members of the campus community fail to comply with the policy, the following actions may be taken:

- First time violations may include warnings and/or fines. Fines may range from \$25.00 and up to \$100.00 per fine. Multiple violations and/or violations that include additional conduct concerns will be addressed through the KCAI student code of conduct policy/procedures and Staff and Faculty handbook disciplinary policies.
- Visitors: Visitors are expected to observe all KCAI policies; those who violate the smoking policy may be removed from the campus or event and denied re-admittance.

An important part of any successful smoking policy is campus and community support for those wishing to quit smoking. Resources for smokers include:

- <http://www.ksquit.org/>
- <https://www.quit.com/>
- 1-877-448-7848, National Cancer Society Hotline
- 1-800-784-8669, Missouri State Hotline
- 816-237-2352, KCAI Employee Assistance Program

Smoke Zones (Map)

Student Complaints and Grievances

Policy and Procedure:

The Kansas City Art Institute is committed to resolving student complaints in a timely and effective manner. If a student has a significant complaint or grievance that cannot be addressed within another established college policy, students may choose to file a formal complaint with the Vice President and Dean of Student Affairs. This complaint process is not an appeal to re-examine a decision made through an institutional or academic policy, nor does it serve as a replacement for another defined grievance process. Decisions made through another defined grievance process and/or policy will not be reversed or re-examined.

Any currently enrolled student or a person recently enrolled in the previous two semesters of an academic year may submit a formal complaint that meets the above criteria. Formal complaints should be submitted in writing to the Vice President and Dean of Students, and include specific information about the concern, measures the student has already taken to address the concern, and any resolution sought. The Vice President/Dean will determine the best process to investigate and address each complaint, and the student will be informed of the process that will be used to resolve the situation.

In addition, KCAI has an obligation to track and log significant student complaints as required by federal regulations and the Higher Learning Commission of the North Central Colleges and Schools. This log does not include concerns reported to other individuals and concerns for which other processes exist. KCAI will log complaints that are made formally in writing, signed by a student, and submitted to the Vice President/Dean.

Retaliation against individuals making complaints or participating in investigations of such complaints will not be tolerated.

Students may also make a complaint to the Higher Learning Commission at:

<https://www.hlcommission.org/Student-Resources/complaints.html>

Students can also invoke the Missouri Department of Higher Education's Complaint Resolution Policy in certain circumstances. This policy is available at:

<http://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>

Students with Encumbrances

Policy:

A hold will be placed on student accounts for students who have KCAI encumbrances including, but not limited to:

- unpaid parking, missing equipment, and library fines
- unreturned library books and college owned equipment

- non-payment of emergency loans
- past due tuition, fees, and room and board charges
- incomplete conduct sanctions
- missing required forms (immunization records, FERPA disclosure, etc.)

A hold on a student account will not permit students to register or finalize registration for the following semester. Additionally, students cannot obtain official transcripts or grade reports, or receive additional emergency loans until their encumbrances have been cleared.

Student Health Insurance for Domestic and International Students

Policy:

KCAI does not provide health insurance for students.

Health Insurance Guidelines for International Students:

The Kansas City Art Institute requires all international students to be covered under the following minimum level of health insurance:

- USD \$50,000 medical benefits
- USD \$10,000 repatriation of mortal remains
- USD \$10,000 emergency medical evacuation
- The plan may not hold a deductible higher than USD \$500

Students must provide the Primary Designated School Official (PDSO) or Designated School Official (DSO) with proof of current health insurance coverage matriculation and must maintain coverage throughout the entirety of their enrollment at KCAI. Students who fail to submit proof of insurance coverage or fail to keep it current, may jeopardize their enrollment.

Use of Student Artwork

Policy:

The Kansas City Art Institute documents student artwork and campus activities in order to promote the college's programs and events in a variety of publications and activities. Therefore, KCAI may use images of students and students' artwork (both studio and literary) for such purposes. Such uses may include but are not limited to reproduction in the college's viewbook, magazine, newspaper and digital advertising, promotional brochures, and posting on the college's website and social media accounts. The college will make a reasonable effort to credit students' work when possible. Students will not receive any compensation for such use.

Covid-19 Vaccination, Testing, and Face Coverings **Implemented January 2022**

Immunizations

Policy:

All new students are required to submit the following information before attending classes at KCAI.

- Immunization records
- Meningococcal waiver OR documentation of receiving the meningococcal vaccination
- Tuberculosis (TB) screening questionnaire

If student immunization records, meningococcal waiver and/or proof of vaccine, and TB screening questionnaire (with applicable follow up if identified as high risk) are NOT received by the first day of the first semester in which the student attends, the student may be charged a \$100.00 fine and a hold may be placed on their student account until all forms and documentation has been submitted and the \$100.00 fine has been paid in full. A hold on a student account will prohibit the student from registering for the next academic semester. Students receiving a fine and hold placed on their student account will be notified by a member of the Student Affairs staff via email.

Required Immunizations

MMR – Students born on or after January 1, 1957 must comply with the MMR immunization policy, which requires two (2) vaccines against measles and one against mumps and rubella. The first measles vaccine or combination measles/mumps/rubella vaccine (MMR) must have been given at age 12 months or later. A second vaccine for measles or MMR must have been administered at least one month after the first one.

MUMPS – The Centers for Disease Control and Prevention (CDC) now recommends a second dose of mumps-containing vaccine for students attending colleges, or other post high-school educational institutions, who lack other evidence of immunity.

Updated recommendations for the control and elimination of mumps

Students attending colleges are considered at high risk for infection. It is now recommended:

- Receive a second dose of mumps-containing vaccine, for a total of 2 doses, if vaccinated once before; or
- Receive 2 doses of mumps-containing vaccine, separated by a minimum interval of 28 days, if never vaccinated. Additional information on mumps prevention and control can be found at www.cdc.gov and by checking with your local public health agency

Recommended Immunizations

- Update tetanus booster (every 10 years)
- Varicella vaccination (if there is no childhood history of chickenpox)
- Hepatitis B
- Annual influenza vaccine
- Meningitis vaccination (all students who will reside in the Living Center)

IF YOU ARE RESIDING IN THE LIVING CENTER, YOU MUST PROVIDE DOCUMENTATION OF RECEIVING THE MENINGOCOCCAL VACCINATION OR SIGN A WAIVER THAT YOU HAVE RECEIVED EDUCATIONAL MATERIALS, BUT HAVE CHOSEN NOT TO RECEIVE THE VACCINATION. *You will not be allowed to move into the Living Center without this waiver or a copy of your meningitis*

immunization. Failing to comply with art institute policy will interfere with your ability to attend classes.

Examples of acceptable documents include:

- Copies of personal immunization records or baby book records
- Copies of high school or previous college immunization records
- Copies of physician office or Health Department immunization records
- Copies of medical records from personal health provider or hospital
- Copy of Rubeola titer (measles)

Exemptions

- Students born prior to January 1, 1957 are exempt from providing proof of vaccination to measles, mumps and rubella only.
- Religious or Personal belief: Students must submit assigned and dated document detailing the objection to immunizations based on religious texts or practices and/or personal beliefs.
- Medical: If there is a medical condition that constrain dictates the vaccine(s), student must submit a signed declaration from their personal healthcare provider.

Jannes Library Circulation

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.

Summary of Circulation Rules				
Item Type	Loan Period	Fines for Overdues	Recall Policy	Requests for Renewal: Always request on or before the due date.
Circulating Books	28 days	\$.20 per day, each item	May be recalled 28 days after checkout; overdue if not returned within 7 days of recall; fine if not returned \$.20 per day.	Renew once, for an additional 28 days, if no one else has requested the item. Renewal is possible on due date and up to 6 days before. Overdue items cannot be renewed.
Circulating Media: DVDs, CDs, Blu-ray	10 days (spoken-audio items: 28 days)	\$.50 per day, each item	May be recalled 7 days after checkout; overdue if not returned within 7 days of recall; fine if not returned \$.50 per day.	Cannot be renewed.
Restricted-Circulation Media	3 hours, in-library	\$.50 per hour	Cannot be recalled.	Renew once, for an additional 2 hours. Cannot renew until one hour before item is due.

Hourly Reserve	2 hours, in-library	\$.50 per hour, each item	Cannot be recalled unless overdue; usual overdue fines apply.	Cannot be renewed.
Overnight Reserve	24 hours	\$.50 per hour, each item	Cannot be recalled unless overdue; usual overdue fines apply.	Cannot be renewed.
Book from other library within the KC-Towers Cluster of Mobius	28 days	No daily fines. Lender sets date of billing for unreturned items at \$75.00 per item. See Guidelines below.	May be recalled immediately; the recall policy of the lending library applies.	Renew twice, for additional 28 days each, if no one else has requested the item. Renewal window: 6 days before due date through due date.

Summary of Circulation Rules, continued				
Item Type	Loan Period	Fines for Overdues	Recall Policy	Requests for Renewal: Always request on or before the due date.
Book from another library in Mobius, outside KC-Towers Cluster. See full policy: "MOBIUS Libraries".	28 days	No daily overdue fines. \$120.00 per book is billed 28 days after the due date. Bill reduces to \$20.00 fine per item when returned after billing.	May be recalled 27 days after checkout; overdue if not returned within 7 days after recall issued. \$120.00 per book is billed 28 days after the new due date.	Two renewals allowed for additional 28 days each, if no one else has requested the item. Renewal window: 7 days before due date through due date.

Additional Guidelines:

- A student ID card and currently enrolled status is required in order to check out materials from the library.
- Students are responsible for monitoring their KCAI email accounts; most library communications are sent via email.
- Students are responsible for keeping the library informed of their current mailing address. Bills and academic encumbrance notices are sent through the mail.
- No more than 20 items can be checked out at a time, including up to two media items (DVD, Blu-ray).
- Borrowing privileges are suspended while there are outstanding obligations (fines, overdue items, bills) on the student's library account.
- ALL items borrowed from Jannes Library and all other libraries in the Mobius system are due no later than the last day of the semester or of Summer Session 2. When nearing the end of the semester or Summer Session 2, loan periods will be shorter than 28 days.
- Failure to return Mobius items by the end-of-semester due date will result in suspension of Mobius borrowing privileges, beginning immediately and continuing through the following full semester. Failure to return recalled Mobius items within 7 days of recall may result in suspension of Mobius borrowing privileges for up to one full semester.
- Students who are registered for classes in the upcoming semester may request to have borrowing privileges over semester breaks.
- Items must be returned to the drop-slot in the Circulation Desk or deposited in the outdoor drop box located behind the library (west side of building.)
- Reference books, magazines, artist files, items in special collections, and select media items are non-circulating, meaning they are available only for in-library use. Scanning to email on library copier/scanners is available for most items.

- Students are responsible for returning all materials on time and in good condition and for returning recalled items within one week of recall.
- Renewal requests can be made by phone, online, or in person, on or within the renewal window (see chart). Overdue items and items requested by another borrower cannot be renewed.
- Lost or damaged books and media items from KCAI's Jannes Library and from libraries within the KC-Towers Cluster are billed to the student at \$75.00 per unreturned or damaged item.
- Lost or damaged books and media items borrowed from a Mobius Library are billed to the student at \$100.00 plus a \$20.00 processing fee (\$120.00 total) per unreturned or damaged item. See the full policy: "MOBIUS Libraries".
- A portion of a lost item fee that the library has collected will be refunded if a 'lost item' is returned to the library within 30 days of the payment. For KCAI and in-cluster books, \$10.00 of the total fee collected is non-refundable; for Mobius items, \$20.00 per item is non-refundable; the rest of the fee will be refunded to the borrower.
- Failure to return items and/or pay fines may result in encumbrance of the student's academic records. This may result in withholding transcripts and/or a diploma, or may hold up the registration process.
- Students will be notified by US Mail sent to the local and to the legal/home/permanent addresses in their library record when the student's academic record has been encumbered by the library for overdue books or outstanding fines. To release a library encumbrance, the student must return items, pay any fines, and speak with a library staff member to request removal of the encumbrance. Leaving items in the book return without speaking directly to a staff member regarding the encumbrance will mean the encumbrance on the student's academic record stays in place.
- The library may use a collection agency to recover books or replacement fees; in this event, the borrower will be responsible for any collection costs incurred.

MOBIUS Libraries

KCAI belongs to Mobius, a consortium of libraries in Missouri and other states 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, in Missouri, and from many libraries in nearby states. The Jannes Library online catalog, found at <http://www.kcai.edu/library>, is integrated with and provides links to the Mobius system-wide catalog. Through the system-wide online catalog, students can place borrowing requests from distant libraries for delivery to Jannes Library via library courier. Students may visit other Mobius-member libraries and borrow in person by presenting a current KCAI student ID card.

Borrowing from Mobius Libraries: Rules and Guidelines

- The loan period is 28 days. Two renewals are allowed for an additional 28 days each, if no one else has requested the item. The window to request renewals is 7 days before the due date through the due date; overdue items cannot be renewed.
- In order to place online borrowing requests or to borrow from a Mobius library in person, a student's Jannes Library account must be free of overdue items, fines, and lost or damaged item charges; and Mobius privileges must be active (not suspended).
- Items borrowed from other libraries through Mobius should be returned to Jannes Library. Jannes Library staff will check in items, then package and return to the lending library via library

courier. (Items may be returned by the student directly to the lending library, but this can result in processing delays, depending on that library's volume of returns. Returning through Jannes is preferred.)

- Overdue fines: There are no daily overdue fines on items borrowed from other libraries through Mobius. At 28 days after the due date unreturned books are billed at \$120.00 each. If a book is returned after 28 days, the bill is reduced to a \$20.00 fine per item.
- Items borrowed through Mobius may be recalled 27 days after check out; the book's new due date is 7 days after the recall is issued, and items are overdue if not returned within 7 days. Failure to return recalled items within 7 days may result in loss of Mobius borrowing privileges for up to one semester. \$120.00 per book is billed 28 days after the new due date; if returned after billing, the bill is reduced to a \$20.00 fine per item.
- Students are responsible for actively monitoring their KCAI email accounts, as this is how the library will notify students of important information: overdue notices, recall notices, billed-item notices, and notices that your requested item is ready for pick-up. Billed-item notices will also be sent via US Mail to the postal address in the student's library account.
- Students are responsible for keeping Jannes Library staff informed of their current mailing address. To see your address on file, log in to your [library account](#).
- Suspension of Mobius privileges: All borrowed items are due no later than the final day of the semester or of Summer Session 2. Failure to return items borrowed through Mobius by the final day will result in suspension of Mobius borrowing privileges, beginning immediately and continuing through the following full semester. Failure to return recalled items within 7 days of recall will result in suspension of Mobius borrowing privileges for up to one full semester.
- Lost or damaged books and media items borrowed from a Mobius Library are billed to the student at \$100.00 plus a \$20.00 processing fee (\$120.00 total) per unreturned or damaged item.
- The library may use a collection agency to recover books or replacement fees; in this event, the borrower will be responsible for any collection costs incurred.

User Guidelines for Jannes Library Computer Lab

Policy:

Student users of the Jannes Computer Lab will abide by KCAI's Computer User Code of Conduct.

Students are asked to sign in at the Jannes Lab's lab assistant desk for each visit. Students must be prepared to present their student ID card if asked to do so by a lab assistant or KCAI staff member or by campus security.

The Jannes Lab is only minimally staffed by student assistants. Lab assistants are able to assist users in the following areas: printing, scanning, cloud-based file storage, access to the wireless network, access to KCAI e-mail, and access to MyKCAI.

Users should have a basic understanding of the applications they intend to use, and should not assume application expertise on the part of the lab assistant or library staff members.

Black and white printing is available in the Jannes Lab (color printing is available on the first floor of Jannes Library). All printing in Jannes is tracked through the use of a print vending system, and each

student is assigned a password-protected print vending account. Students are advised to establish and maintain a balance of funds on their print account. This can be done by making a payment online using a credit card at <https://print.kcai.edu>. Printing can be done only through the print vending system; each page printed results in a charge that is automatically deducted from your personal print-vending account balance. 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.

Authorization and Release for Medical Treatment Form - Minors

BFA Students who are under 17 at time of matriculation

A majority of students who choose to attend KCAI will be of adult age (18) by the time they start the BFA program as a first-year student, or soon thereafter during the fall semester. In some cases, however, a student may be admitted who is not 18, nor will be during the duration of their first year of school. This policy articulates how KCAI will handle students who are under 17 when they start, what is expected of these students, and parents of said students.

Students will be expected to complete the following tasks prior to starting school:

- Submit a Family Educational Right and Privacy Act (FERPA) waiver that allows college officials to be in contact with their parents/guardians.
- Complete the KCAI medical release form.
- Parent/guardian must complete the addendum to the Housing Application and acknowledge the parent/guardian is responsible for the terms and conditions of the Housing Application, while the student remains a minor.

KCAI expects these actions to be taken and does so in the spirit of legal compliance, and student success. While college officials will make reasonable efforts to assist a student who falls into this category, it is also important that the student and parents/guardians have a clear understanding that KCAI is a college, and faculty and administrators design its curriculum and programs for adults, and they may contain adult subject matter and themes. The KCAI curriculum will not be altered due to the presence of a minor student enrolled in the college. Further, College employees do not owe a heightened duty of care to minor students enrolled as college students, and will not be acting in the role of parents/guardians to students, nor will they monitor their behavior or view their choices differently than they would those of students who are older.

Secondly, it is KCAI's expectation that students and their parents/guardians have a discussion of the realities and potential risks of living away from home in an adult environment, and that they have determined the student has the maturity to live and function in this setting. We also expect that the student is empowered and capable of making day-to-day academic and life-style decisions and choices on their own. Both the parents/guardians and students understand that the student will be subject to and expected to comply with the same College policies as all other KCAI students.

Minors on and off campus and reporting child abused

Policy:

Members of the KCAI faculty, staff, and administration, including student employees and volunteers who are working with minors related to any KCAI sponsored activity or program on or off campus, have an obligation to notify the KCAI Human Resources Department and the Children's Division of the Missouri Department of Social Services if they witness child abuse, neglect, or if they have reason to believe that child abuse or neglect has occurred.

Reports are to be made to:

KCAI Office of Human Resources 816-802-3434

Children's Division of the Missouri Department of Social Services

800-735-2966

<http://dss.mo.gov/>

Installation of Artwork on Campus and Public Spaces

Policy:

Students may put their work on view in public areas on campus with proper approval.

Procedure:

To propose an installation, students are required to complete an Art on Campus installation request form, available in the Academic Affairs Office, located on the first floor of Vanderslice, and online on MyKCAI under forms and handouts. The completed form should include a description of the work, medium, proposed location, dates and a signature from the student's academic 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 Executive Vice President for Academic Affairs for final approval and at least three business days in advance of the proposed installation dates.

The student may be responsible for fees if KCAI property is damaged during the installation or de-installation of the artwork, as well as if the student does not remove the artwork appropriately and at the time agreed upon.

Click [HERE](#) for the Art on Campus Installation Form.

Pandemic Response Plan

According to the Oxford Dictionary, a pandemic occurs when a disease becomes widespread over the world or a whole country.

In the event of a pandemic, KCAI will respond according to the appropriate response levels.

Response Levels Level 1: Centers for Disease Control (CDC), state or local health departments issue

warnings of potential threat of a pandemic Level 2: Suspected case on KCAI campus or

suspected/confirmed cases in KCMO Level 3: Confirmed case on KCAI campus

Level One:

CDC, state or local health departments issue warnings of potential threat of a pandemic

In the event of a Level One pandemic, the President of KCAI will assign an Incident Commander (IC). This person is responsible for activating KCAI's Pandemic Response Plan. The Incident Commander, as necessary, will select and assign personnel to perform the various functions of general staff (operations, planning, logistics and finance) and command staff (information, safety and liaison).

The Incident Commander will ensure that the administration is brought together and provided with the latest information on the pandemic and is responsible for coordinating the implementation of the following:

- Increase disease surveillance according to CDC and local health department directives and identify appropriate protections, care for cases, testing, etc.
- In collaboration with other KCAI staff, develop/send/post communications to inform the KCAI community about the threat, recommended preventive measures, and actions the college is taking to prepare for and combat an outbreak.
- Determine the need for and procure Personal Protective Equipment (PPE), such as masks, antiviral wipes and sprays, etc. and plan for installation/distribution throughout campus.
- Confirm community / public sites and access for testing, antiviral meds, vaccine, etc.
- Work with appropriate college personnel to prepare for possible Level Two and Level Three pandemic.

Academic Affairs – Determine methods for remote instruction, absence policies for students, cancellation of classes, SEVIS reporting to Homeland Security, etc.

Human Resources and President's Cabinet – Determine essential personnel, absence policies for employees, methods for remote payroll, identify a call and/or email center and staff responsible, methods for paying bills remotely, etc.

Housing and Dining – Identify rooms for isolation, methods for quarantine, food delivery, identify essential dining staff, etc.

Supervisors/Directors – Notify staff of need to be prepared to work from home (software programs installed on laptops, take computers home each evening, etc.), prepare a list of vendors to contact in order to redirect mail and/or deliveries.

Facilities/Custodial – Ensure proper supplies in all buildings such as disinfectant, soap, etc. Increase cleaning schedule in high traffic areas.

Communications/IC – Identify a call and/or email address for directing all inquiries with identified, responsible parties responding.

Level Two:

There is a suspected case on the KCAI campus or suspected/confirmed cases in KCMO

In the event of a Level Two pandemic, if not already assigned, the President of KCAI will assign an Incident Commander (IC). This person is responsible for activating KCAI's Pandemic Response Plan. The Incident Commander, as necessary, will select and assign personnel to perform the various functions of

general staff (operations, planning, logistics and finance) and command staff (information, safety and liaison).

The Incident Commander is responsible for coordinating the implementation of the following:

- Perform all Level One duties.
- President's Cabinet meets with IC and prepares to activate the plan and appropriate communications.
- Human Resources and/or Student Affairs - Work with KCAI community to provide support and resources for care, as well as follow up communications regarding diagnosis, medical recommendations, etc.
- IC will report the suspected case to the local health department and issue/follow directives given.
- Per directives of the CDC and/or health department assess the need for isolation/quarantine, absences from work, etc.
- Activate a call and/or email address for directing all inquiries with identified, responsible parties responding.

If On-Campus Resident

- In the event of isolation and/or quarantine, Housing and Dining services will activate measures including, delivery of meals, facility cleaning and custodial services, determine essential staff in the residence hall, notify residents of diagnosis and provide guidance, etc.

If Off-Campus Student or Employee/Vendor

- Human Resources will activate measures for absence from work, working from home, and/or determine essential staff on campus.
- KCAI personnel overseeing 3rd party vendors and/or deliveries are to communicate directly with vendors regarding expectations of services moving forward.
- Academic Affairs and Continuing Education – Determine the need for and communicate to faculty regarding remote instruction and/or cancellation of classes, study-abroad, and academic affairs and/or CE related events/programs.
- Executive Leadership – Determine the need for and communicate the cancellation of events, admissions visits, and/or travel.
- Communication – Develop and share updated communication for the KCAI community.

Isolation is used for the person suspected to have or positively diagnosed with the disease. The person could be in isolation in a hospital, their own home, or in on-campus housing.

Quarantine is used for healthy persons who have been exposed to the suspected or diagnosed case. The persons are kept in a place where they have no contact with others for the duration of the incubation period. If no symptoms develop in that timeframe they are taken out of quarantine. When a person develops symptoms they are moved to isolation.

Level Three: Confirmed case of member in the KCAI community

In the event of a Level Three pandemic, if not already assigned, the President of KCAI will assign an Incident Commander (IC). This person is responsible for activating the Institute's Pandemic Response Plan. The Incident Commander, as necessary, will select and assign personnel to perform the various functions of general staff (operations, planning, logistics and finance) and command staff (information, safety and liaison).

The Incident Commander is responsible for coordinating the implementation of the following.

- President's Cabinet meets/conferences with IC and prepares to activate the plan and appropriate communications.
- Based on absenteeism, public health recommendations, and the severity of the illness the President's Cabinet will consider:
 - Remote instruction of classes where possible and/or cancellation of classes (degree-seeking and Continuing Education).
 - Cancellation of public events, field trips and travel (students and staff on behalf of or sponsored by the college), use of college spaces by outside groups and/or visitors, etc. o Closure or partial closure of campus, residence hall and/or meal services.
 - Remote work for staff and faculty where possible and/or determine if essential staff are needed on campus, etc.
- Communications will develop and distribute communication to internal and external groups regarding Level Three status, as well as cancellation of events, classes, essential employees only to report, etc.
- Activate a call and/or email address for directing all inquiries with identified, responsible parties responding.
- Supervisors are to communicate with vendors to cancel and/or reschedule deliveries.
- Human Resources will prepare and deploy payroll remotely, if necessary.
- IC will communicate with the public health department, CDC, and first responder community.
- Security will secure campus in the event of a campus closure.

Alcohol, Controlled Substances, and Drugs

Policy:

ALCOHOL

To the fullest of its ability, KCAI seeks to offer each student a campus environment in which they 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 with which they are not comfortable. 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, POSSESSION OF, AND BEING IN THE PRESENCE OF ALCOHOL IN ANY STUDIO WORKING SPACE, INSTRUCTIONAL SPACE, INSTRUCTIONAL SUPPORT SPACE, CLASSROOM, CAMPUS GROUNDS, OR BARBARA MARSHALL RESIDENCE HALL IS PROHIBITED. VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION. ALCOHOL WILL BE CONFISCATED AND DISPOSED OF.

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 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.

Under Missouri law, it is also illegal to drive while intoxicated, which means that if a person has a blood alcohol concentration (BAC) of .08 or higher or it is

determined by other factors that the person's driving ability is impaired (even if the BAC is below .08). A first offense can result in a \$500 fine and up to 6 months imprisonment. The potential fines and times of imprisonment increase when there are multiple offenses.

ALCOHOL AT EVENTS

Alcohol is only permitted on campus, and at KCAI-sponsored events off campus, in connection with special events sponsored by the H&R Block Artspace, the Advancement and Alumni Office, and The Nerman Family President's Office. At these special events, alcohol may be served only by a bonded bartender. All students in attendance must abide by local, state, and federal regulations related to the possession and consumption of alcohol. Missouri law prohibits the consumption of alcoholic beverages by persons under the age of 21. Underage drinking and public intoxication are unacceptable, and those who violate these standards will be subject to disciplinary action.

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 controlled substance, other than that taken under a physician's prescription (excluding medical marijuana), is not the answer to 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 and/or controlled substances.

KCAI'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, drug paraphernalia, or misuse of legal/prescription drugs on college premises, or at college-sponsored events.

The severity of the legal sanctions imposed for drug possession, or distribution conduct history, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near college premises. In addition, other federal laws require or permit forfeiture of personal or real property used for illegal purposes, to facilitate possession, transport or conceal a controlled substance. A person's right to purchase a firearm, or receive federal benefits, including federal student aid(<https://studentaid.ed.gov/sa/eligibility/criminal-convictions>), contracts, and 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 a 7 year imprisonment and a maximum fine of \$5,000, unless the offense involves 35 grams or less of marijuana, which entails up to one 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. Conviction of a federal drug offense can also result in the loss of federal financial aid eligibility.

CONSEQUENCES

Students found in violation of the KCAI alcohol and controlled substances and drugs policy are subject to student code of conduct proceedings, and potentially also disciplinary sanctions. KCAI endeavors to use

sanctions that are educational, and range from a written warning, all the way to removal from the Barbara Marshall Residence Hall, and suspension/expulsion from the college. Sanctions are not prescribed, and may be used flexibly to meet each student's educational needs and severity of the incident.

ASSOCIATED HEALTH RISKS AND RESOURCES FOR HELP

The use of drugs, and/or alcohol, may result in the risk of serious health problems, such as impaired driving, negative interactions with prescribed medications, interpersonal problems, heart disease, and depression.

The major categories of drugs are listed below and include the significant health risks of each.

AMPHETAMINES – Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

NARCOTICS – Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

DEPRESSANTS – These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

HALLUCINOGENS – may cause psychosis, convulsions, coma and psychological dependency.

Resources for help:

Alcoholics Anonymous, Area Information Center (answered 24 hours)	816-471-7229
Cocaine Anonymous, national referral line	800-347-8998
Narcotics Anonymous	816-531-2250
Al-anon Family Groups Information Center	816-373-8566
Pride Institute, national referral*	800-547-7433
*Chemical dependency/mental health referral and information hotline geared for the gay, lesbian, bisexual and transgender communities	
National Suicide Prevention Crisis Line	988
Foundations Recovery Network	866-807-7412
KCAI Counseling Services, MyKCAI>Student Services	

Student Code of Conduct

Policy:

The Kansas City Art Institute (KCAI) 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 personal development. With that freedom comes a responsibility to respect others. All individuals at KCAI are considered adults, 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. A student is defined as an individual who is accepted until the time of graduation, but does not include time periods in between acceptance and graduation when a student is not enrolled for a semester or more. The

student code of conduct aims to be educational and supportive of positive community development while providing accountability for standards of conduct.

Individuals enrolled solely as summer residency students in programs sponsored by KCAI are expected to uphold the standards of behavior outlined in this code. Additional guidelines for behavior may be provided by said programs. Individuals who violate these standards are subject to action at the discretion of the Director of the program, Student Affairs, or their designee. Such action may include restricting and/or dismissing students from programs, classes, and activities.

UNACCEPTABLE CONDUCT

All students at KCAI are charged with the obligation to conduct themselves in a manner compatible with the college's function as an educational institution; consequently, conduct which interferes with that function may be prohibited regardless of whether such conduct is specifically sanctioned or prescribed by the provisions of the student code of conduct, and KCAI reserves the right to address conduct it deems inappropriate even though it may not be specified below. 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.

1. Harm to self or others

Causing physical harm to one's self, or another person, on or off college premises, at college-sponsored activities, or causing reasonable belief of such harm is prohibited conduct.

2. Threats, abuse, and bullying

Verbally threatening, abusive, and/or bullying related behavior directed at other students, and/or any members of the KCAI community that poses an immediate danger, or perception thereof, to life, health, welfare, safety, or property are prohibited behaviors. These behaviors are further defined as those that would: cause physical or emotional harm to a person or their property, create fear for harm to oneself or property, and/or create a hostile environment on campus that infringes on rights and disrupts the educational environment.

3. Disruptive behavior and disorderly conduct

Disruptive behavior, or disorderly conduct that prevents the orderly conduct of education, business, living in the Barbara Marshall Residence Hall, dining areas, areas of student activity, administration areas, or classrooms is prohibited. Examples include, but are not limited to; inappropriate/offensive language, public intoxication, being under the influence of alcohol or drugs, involvement in lewd, indecent, or obscene behavior on college premises, or at college-sponsored activities, a consistent pattern of disruptive behavior(s) that requires excessive faculty/staff intervention, etc.

4. Academic misconduct

Academic misconduct, such as cheating and plagiarism, furnishing false information; forgery, alterations, or unauthorized use of college documents, records, identification, or property is prohibited. Violations of this nature will be addressed through the Academic Honesty Policy and Procedures.

5. Weapons and firearms

Possession, use, or storage of weapons, firearms (including toy or artificial firearms), fireworks, paint-guns, pellet guns, knives, swords, incendiary devices, martial arts equipment, or other dangerous

weapons, and/or explosives on college property, or at college sponsored activities without KCAI authorization is prohibited.

6. Failure to comply with college officials

Failure to comply with the directives given by college officials who are acting in the performance of their duties is prohibited. College officials may include, but are not limited to: Resident Assistants, Assistant Director for Housing and Student Activities, Assistant Dean of Students, Vice President and Dean of Student, Instructors, Security Staff, etc.

7. Theft and damage to property

Stealing, misusing, or damaging property of the college, or others, and/or theft of services belonging to the college or others is prohibited. Further, possession of stolen property on college premises, at college-sponsored activities, etc. is also prohibited.

8. False reporting

Initiating, or causing to be initiated, fire, any false report of fire, warning or threat of fire, explosion, or other emergency on college premises, or at college-sponsored activities is prohibited.

9. Fire

Fires on campus property are prohibited. Any student wishing to use fire for academic or artistic purposes must get permission from faculty, Plant Services and Security before fire is used.

10. Interference with college activities

Interfering with normal college or college-sponsored activities, including but not limited to studying, teaching, college administration, security, fire, police, or emergency services is prohibited.

11. Violating terms of disciplinary sanctions

Violating the terms of any disciplinary sanction imposed in accordance with this code is prohibited.

12. Littering and trash

Littering or dumping trash on college grounds or common areas is prohibited.

13. Unauthorized presence

Unauthorized presence in, entry into, or use of college facilities, or premises is prohibited.

14. Duplication of keys and other materials

Unauthorized duplication or use of any keys or other access related materials to KCAI buildings or facilities is prohibited.

15. Behavior off campus

Actions that are not committed on college property, but impact the security, or reputation of the college community, or the integrity of the educational process of KCAI are prohibited.

16. Smoking

Smoking in prohibited areas, and or use of smoking related items and devices including, but not limited to; vaping devices, bongs, e-cigarettes, cigars, pipes, hookahs, etc. is prohibited.

17. Medical marijuana

The use or possession of medical marijuana is prohibited on college property. Any students with prescriptions for medical marijuana are expected to consult with the Assistant Dean of Students and the Assistant Director of Student Support prior to any possession or potential use of medical marijuana on/near KCAI's campus.

18. Skateboards, scooters, etc. in campus buildings

The use of skateboards, scooters, hoverboards, or other similar items inside buildings on college property is prohibited.

19. Animals on campus

Bringing animals into campus buildings (other than authorized and approved service and emotional support animals) is prohibited. Animals on campus 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 cleanup, any damage, and other actions of their animals.

20. Vehicles and parking

Driving a vehicle in any area, other than paved campus roadways, without prior permission is prohibited.

Parking in unauthorized, reserved spaces, or fire lanes, as well as parking on-campus without a valid parking sticker is prohibited.

21. Guests on campus

Bringing non-student guests, including, but not limited to parents, significant others, siblings, children, etc., into studios, classrooms, or labs (except for end of semester shows), without prior approval from the Instructor, Department Chair, and/or Executive Vice President for Academic Affairs is prohibited.

22. Recording, reproducing, and sharing class information

Class lectures, class or personal discussions, and materials (including, but not limited to PDFs, videos, exams, and assignments that teachers post/upload on Google Classroom may not be recorded, reproduced, or shared. The only students permitted to record class activity and pre-recorded lectures are students who have been approved for academic accommodations through KCAI's Disability Services (disabilityservices@kcai.edu).

23. Electronic communication, social media, email, etc.

Behavior conducted through electronic communication, email, phone, social media, and/or other digital/online platforms to send messages/content that is discriminatory or sexual harassing, threatening, and/or bullying is prohibited. Additional examples include but are not limited to sharing content that causes a significant disruption on campus, intentionally or unintentionally inflicting distress on others, or content/actions that violate published KCAI policies and regulations or local, state and federal laws.

While KCAI does not monitor students' personal social media platforms or other electronic communication and respects students' free speech rights, students must be aware that electronic communication and social media postings/pages are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are

posted online. Further, students must be aware that users of electronic communication may be regarded as representing the Kansas City Art Institute. Therefore, KCAI may address behaviors/content or take action when it is reported to college officials. KCAI reserves the right to remove inappropriate, and/or injurious content from the KCAI social media pages.

Students are advised to be respectful, responsible, and accountable for their use of electronic communication, as well as recognize student's right to make a statement does not mean that there are no consequences in terms of the message's impact on others, judgments made by others about the student, or the impact on their future employment. All individuals at KCAI are considered adults, and it is assumed they will maintain standards of conduct appropriate to membership in the college community.

24. Misrepresentation

Misrepresentation of oneself, or of an organization, to be an agent of the college is prohibited.

25. Reasonable control of areas

Failure to maintain reasonable control of areas for which a student is responsible, including assigned Barbara Marshall Residence Hall rooms, studio spaces, or other similar locations is prohibited.

26. Attempting to commit violations of campus policy

Attempting to commit, and/or complicity in, any action prohibited by the student code of conduct is a violation of the policy.

27. Use of campus facilities and resources

Inappropriate use of KCAI studios and facilities is prohibited. KCAI studios and facilities should be prioritized for use on academic projects for KCAI coursework. Use of space, equipment, and depletable resources for non-academic projects for personal or monetary gain must be approved by faculty in advance.

28. Posting on campus

Posting advertisements, flyers, posters, etc., in unauthorized areas, including doors and windows, is prohibited on campus. Students must follow the Posting on Campus Policy/Procedure.

29. Sexual misconduct

Sexual misconduct that falls outside the jurisdiction of KCAI's Title IX policy is prohibited. Sexual misconduct is a broad term that includes any unwanted or unwelcome conduct of a sexual nature that is committed without valid consent. In this respect, it serves as an umbrella term encompassing both sexual harassment and sexual violence/assault. Examples and definitions of violations of sexual misconduct may include, but are not limited to:

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.

Sexual Violence/Assault

Sexual violence/assault is a severe form of sexual harassment and includes any type of

physical sexual contact or sexual exploitation that occurs without the explicit consent of the recipient. Falling under the definition of sexual violence/assault are sexual activities such as non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation.

30. Hostile environment

Unwelcome behavior that creates a hostile environment, including but not limited to harassment, sexual harassment, discrimination, victimization, bullying, violence, and many other kinds of inappropriate behavior is prohibited. A hostile environment is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the institution's educational programs or activities.

31. Violations of campus policies

Violations of other published college regulations, policies, or federal, state, and local laws are prohibited. Such regulations and policies may include hazing, campus academic departmental safety manuals and policies, discrimination and harassment (related to protected class) policy, computer/technology use policy, alcohol, controlled substance and drugs policy, Residence Hall Guide, as well as other college regulations and policies.

STUDIO USE

Students are provided the opportunity to work in an assigned studio space in their major department. Some of those spaces are individual work spaces, and some are group work spaces. Students are encouraged to use their assigned studio space to advance their creative process. Students may also make work to be shown in spaces outside of the assigned studio spaces or create pieces outside of their assigned studio space, but are required to secure necessary approval through the [on-campus installation process and form](#). Students who wish to make or install work within their home department, but outside of their assigned studio space, must complete the departmental approval process, which includes their instructor and department chair's signature on the on-campus installation form. Students who wish to make or install work outside of their home department must complete the on-campus installation form, which includes approval from their instructor, department chair, director of plant services, and academic affairs. If the necessary approvals are not obtained, students will be asked to stop making work in that space or remove their installation. Spaces outside of the department may include spaces within the same building but designated for a different major, other buildings on campus, and outdoor spaces like Rowland Commons and the campus green.

The freedom to express ideas through creative work and to debate and discuss ideas does not mean that individuals may say or do whatever they wish, wherever they wish, or however they wish. In narrowly-defined circumstances, KCAI may restrict expression, as for example, that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades privacy or confidentiality interests, or that interferes with the educational process central to the mission of KCAI. Students who wish to assemble or demonstrate are expected to follow the procedures articulated in the KCAI [Assembly and Demonstration Policy](#). Likewise, students who wish to post on campus are expected to follow the [KCAI Posting on Campus Policy](#).

Students violating the studio use policy will be required to participate in a conference with their instructor and department chair and may be referred to Student Affairs for additional consultation and/or action as related to the student code of conduct.

RISK ASSESSMENT

Several of the behaviors identified as Unacceptable Conduct raise issues that could impact the life, health, welfare, safety, or property of the KCAI community and its members. When warranted, evaluations, team assessments, emergency removals, or involuntary or voluntary withdrawals may be used at the discretion of KCAI staff.

When behavior indicates there is a significant life, health, welfare, safety, or property concern, KCAI will employ a team approach to determine the nature of the risk and any measures that can be taken to manage the risk. KCAI will make these determinations as the result of an individualized assessment. KCAI will first seek voluntary cooperation of an affected student, but, if necessary, will take involuntary action.

KCAI may conduct a risk assessment when one of the following items of Unacceptable Conduct is implicated:

1. Causing physical harm to one's self, or another person, on or off college premises, at college-sponsored activities, or causing reasonable belief of such harm.
2. Verbally threatening, abusive, and/or bullying related behavior directed at other students, and/or any members of the KCAI community that poses an immediate danger, or perception thereof, to life, health, welfare, safety, or property. These behaviors are further defined as those that would cause physical or emotional harm to a person or their property, create fear for harm to oneself or property, and/or create a hostile environment on campus that infringes on rights and disrupts the educational environment.
3. Disruptive behavior, or disorderly conduct that prevents the orderly conduct of education, business, living in the Residence Hall, dining areas, areas of student activity, administration areas, or classrooms. Examples include, but are not limited to; inappropriate/offensive language, public intoxication, being under the influence of alcohol or drugs, involvement in lewd, indecent, or obscene behavior on college premises, or at college-sponsored activities, a consistent pattern of disruptive behavior(s) that requires excessive faculty/staff intervention, etc.

The purpose of the assessment is to inform decisions about the student's future participation in KCAI's programs and to assess the level of risk the student poses to the life, health, welfare, safety, or property of the KCAI community. KCAI will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge, or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or, where applicable, the provision of auxiliary aids and services, will mitigate the risk.

Medical/Mental Health Assessment

When a student is referred to the Vice President and Dean of Students and/or the Assistant Dean of Students for behavior listed in items 1-3, above, the student is required to meet with the Vice President/Dean and/or Assistant Dean, and possibly the KCAI Staff Psychologist. If, following the meeting, the student agrees to have an evaluation, the Vice President/Dean and/or Assistant Dean will refer the student to a qualified professional. KCAI will incur the cost of the evaluation. If the student does not agree to a voluntary evaluation, KCAI may refer the student for an involuntary evaluation.

The Vice President/Dean and/or Assistant Dean will convene an Early Intervention Team (EIT) and the qualified professional will share the outcome of the evaluation with the Dean/Assistant Dean and the EIT team. The EIT team will meet with the student and the student will have the opportunity to provide documents or other information related to the team's assessment. If the student does not provide information, or submit to a voluntary evaluation, KCAI will proceed with the documents, or information, KCAI has available, which may include the results of any involuntary evaluation. The team will consider what life, health, welfare, safety, or property concerns the student's behavior raises, and whether the risks associated with those concerns can be managed by modifications, support measures, or accommodations. The team may consider the imposition of a behavioral contract, if appropriate, that may include, among other things, consultations with healthcare professionals or restrictions on participation in KCAI operations. If the team determines the student poses a risk to the life, health, welfare, safety, or property of any member of the Kansas City Art Institute community, and that the risk cannot be mitigated by modifications, support measures, or accommodations, the student may be required to take a medical leave or voluntary or involuntary withdrawal.

A student may use the appeal procedures below to appeal a decision made by the EIT.

Return Requirements

Following a determination that an individual poses a risk to the life, health, welfare, safety, or property of any member of the KCAI community necessitating a medical leave or voluntary or involuntary withdrawal, KCAI may require as a condition of the student's return that the student provide documentation that the student has taken steps to mitigate the previous behavior. KCAI may request records from the student and request permission to speak to a treating professional. The records and information that will be requested and required are determined on a case by case basis depending on what information is necessary to determine whether the student is able to return and fulfill the fundamental requirements of academic and campus life.

KCAI CODE OF CONDUCT PROCEDURES

Student code of conduct proceedings do not follow formal criminal or civil court procedures, or formal standards of evidence, although evidentiary support may be needed. Student code of conduct proceedings are facilitated by the Assistant Dean of Students and/or the Vice President and Dean of Students.

In cases of alleged quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic violence, dating violence, or stalking the process and guidelines for resolution will follow the KCAI Sexual Harassment Policy. This policy can be found online at https://mykcai.kcai.edu/ICS/Campus_Policies/. Allegations that do not fall within the scope of the KCAI Sexual Harassment Policy may be addressed through the Student Code of Conduct Policy and Procedures.

Reporting Conduct Violations

Unacceptable conduct by a student may be reported to Residence Hall Staff, Security, Assistant Dean and/or Vice President/Dean, Instructors, or any other member of the college community, including another student. In order for formal follow up to occur, a formal report must be made. All reports are then directed to appropriate college officials for analysis and follow up.

Reports of alleged violations are submitted in writing to the Assistant Dean and/or the Vice President/Dean. While any college official can take a report, it is expected that all college officials direct all reports to the Assistant Dean, Dean, and/or Security staff. Reports are accepted at any time, and KCAI will investigate any and all reports that are submitted. This being said, the passage of time from the time an incident occurred to the time it is reported may impact the ability of KCAI Staff to effectively investigate and address the situation. After review of each report, the Assistant Dean and/or the Vice President/Dean will consider all factors, determine how to proceed, and communicate the plan to the person(s) who made the report. KCAI also reserves the right to review the conduct of a graduate.

Review of Reports

The Assistant Dean and/or the Vice President/Dean will review all incident reports. Students have the right to review reports during the conduct process, but will not receive copies of the reports as they are internal documents. Examples of times when a student would be able to review a report would be during an Incident Review Conference, hearing, or at a special meeting arranged with the Assistant Dean and/or Vice President/Dean.

Upon receipt of a report which alleges there may be a violation of the student code of conduct, KCAI will proceed accordingly based on the information and evidence available. If there is evidence to support the allegation, appropriate notice will be sent, and an Incident Review Conference scheduled. If the allegation is deemed to not be a violation, or there is not sufficient evidence to support it, the case will be dismissed and the report kept on file.

The Assistant Dean and/or Vice President/Dean may appoint an investigator prior to or after the Incident Review Conference.

Notice

Students alleged to have violated the student code of conduct will receive notice of said allegation through a letter that will be sent to their KCAI email, or delivered by hand. Notice will include the date, time, location, and type of the alleged violation, as well as the time, date, and location of the Incident Review Conference. Notice may also include any interim measures imposed on the parties involved.

Interim Measures

Interim measures may be used during the investigation, and/or conduct proceeding, to ensure the safety and comfort of parties involved. Examples of interim measures may include reassignment of roommates/rooms, temporary suspension, changing of class schedules or sections, and academic accommodations, etc.

Rescheduling

The student has the right to request to reschedule, and/or participate remotely in the conference, and/or hearing. The request must be submitted in writing via email or hand delivered letter to the Assistant Dean and/or the Vice President/Dean prior to the time at which the Incident Review Conference, Administrative Hearing, and/or Code of Conduct Board Hearing was scheduled. The student waives the right to reschedule, and/or participate remotely if not filed within this timeframe. Approval of the request to reschedule an Incident Review Conference or Administrative Hearing is at the discretion of the Assistant Dean and/or the Vice President/Dean. Approval of the request to reschedule a Code of Conduct Board Hearing is at the discretion of the Hearing Officer. Acceptable means of

participation remotely will be determined by the Assistant Dean, Vice President/Dean, or Hearing Officer on a case-by-case basis.

Incident Review Conference

The Assistant Dean and/or the Vice President/Dean will conduct an Incident Review Conference with the student(s) alleged to have violated the student code of conduct. This meeting will serve as an opportunity for the Assistant Dean and/or the Vice President/Dean to explain the code of conduct process, review the reports written that allege violation(s) of the student code of conduct, or other campus policies, the student(s) to tell their side of the story, and for all parties involved to determine how to move forward based on the information and evidence available.

Based on the information and evidence gathered at the Incident Review Conference and at the discretion of the Assistant Dean and/or the Vice President/Dean, the Incident Review Conference may serve as the student's Administrative Hearing. If this is the case, the Assistant Dean and/or the Vice President/Dean will make a finding and assign sanctions as needed.

It may also be possible, based on the information and evidence available, that an Administrative Hearing, or Code of Conduct Board Hearing may be necessary following the Incident Review Conference. In either case, KCAI will provide notice to the student of the determined code of conduct proceeding within ten business days (defined as Monday through Friday 8:30 a.m. to 5:00 p.m. when the college is in session).

Investigator and Hearing Officer

In the event that an Administrative Hearing or Code of Conduct Board Hearing is necessary, the Assistant Dean and/or Vice President/Dean will appoint an individual to serve as the Investigator. The Investigator is responsible for interviewing the parties involved, including witnesses, gathering and presenting evidence, and preparing an investigative report (if necessary).

In the instance that an Administrative Hearing is deemed the appropriate resolution process, the Investigator will also serve as the Hearing Officer in the Administrative Hearing. The Investigator/Hearing Officer is responsible for presenting the evidence obtained to support the allegation. The student(s) are responsible for presenting information and evidence to support their position on the allegation.

In the instance that a Code of Conduct Board Hearing is deemed the appropriate method for resolution, the Assistant Dean and/or Vice President/Dean will appoint an individual to serve as the Hearing Officer. The Investigator is responsible for interviewing the parties involved, including witnesses, gathering and presenting evidence, and preparing an investigative report (if necessary). The Hearing Officer is responsible for overseeing the Code of Conduct Board Hearing process (scheduling the hearing, presiding over the hearing, approving witnesses in consultation with the Investigator, selecting hearing board members, etc.).

Witnesses

The Investigator and student have the right to present witnesses. Witnesses must have personal knowledge and/or evidence of the allegation. Character witnesses are not permitted. Witnesses who do not adhere to the expectation of providing knowledge based information may be asked to no longer serve as witnesses.

In an Administrative Hearing, witnesses are not required to be approved prior to the hearing. In the instance of a Code of Conduct Board Hearing, a list of witnesses and a summary of information each will provide in the hearing is required to be submitted to the Hearing Officer by the Investigator and student no later than 3 business days prior to the hearing. Witnesses must be approved by the Hearing Officer prior to the hearing. The Hearing Officer will share the list of approved witnesses with the opposing parties.

Presentation of Information

Acceptable forms of information include verbal or written statements of the student alleged to have violated the code of conduct and/or approved witnesses. Information presented may also include documents including writings and records, recordings and photographs, as well as text messages, social media posts, etc. All information must be based on personal knowledge.

Code of Conduct Board Hearing - Board Members

A pool of board members will be appointed by the Assistant Dean and/or Vice President/Dean. The pool of members will include KCAI students, faculty, and staff. Board members will be called upon to serve as members of a Code of Conduct Board Hearing. Board members will be trained by the Assistant Dean and/or Vice President/Dean and/or counsel/designees.

Administrative Hearing

The Assistant Dean and/or the Vice President/Dean will serve as the Investigator and Hearing Officer in an Administrative Hearing. The student is responsible for presenting their own position, including evidence, and may make a verbal and/or written statement. The student and the Assistant Dean and/or the Vice President/Dean have the right to present witnesses and follow protocols as detailed in the “witnesses” section of the policy. The student may have an advisor present, but they may only speak directly to the student and may not participate directly in the hearing. The Assistant Dean and/or Vice President/Dean will determine if the student is allowed in the same room as the witnesses. A decision on the case and sanctions (if necessary) are determined by the Assistant Dean and/or the Vice President/Dean. 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. The findings and sanctions of an Administrative Hearing may be appealed.

Code of Conduct Board Hearing

The Hearing Officer will conduct the Code of Conduct Board Hearing and will select members of the board. The board will include five members, comprised of staff, faculty, and students. The student is responsible for presenting their own position, and may make a verbal, and/or written statement. The student and the Investigator have the right to present witnesses and cross examine witnesses. The student may have an advisor present, but they may only speak directly to the student and may not participate directly in the hearing. The Hearing Officer 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, if necessary, will determine the appropriate sanctions. The findings and sanctions of Code of Conduct Board Hearings may be appealed.

Sanctions

If a student is found responsible for violating the student code of conduct, one or more sanctions will be assigned. The goal of sanctions, and the student code of conduct process, is to be educational and support positive community development while providing accountability for behavioral standards. To this end, sanctions are assigned on a case by case basis and, to the best of the administration's ability, tailored to meet each student's individual educational needs based on their unique characteristics and the nature of the situation. 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 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 assigned.

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

Warning

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, and more serious sanctions may be assigned.

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.

Apologies

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

Loss of Privileges

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

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, more severe, sanctions may be imposed.

No Contact Order

Students may be required to have no contact with another student specified by the Assistant Dean and/or the Vice President/Dean. This includes talking, virtual and social media communication, communication through others, possible reassignment of classes, residence hall room, etc. A no contact order may be temporary, permanent, and/or issued, pending the resolution of code of conduct proceedings.

Removal from the Barbara Marshall Residence Hall and/or KCAI secured housing, or reassignment
Removal from the BMRH and/or KCAI secured housing is the permanent removal of the student from campus-owned or leased housing, and termination of the housing contract. Housing reassignment is the relocation of a student to another room, floor, or building. If the student is deemed a danger to the safety of others, the student may be removed from housing, or reassigned, pending the resolution of

code of conduct proceedings. A student may be expelled from campus-owned or leased housing without being expelled from KCAI. A student may be held responsible for costs associated with the termination of a housing contract.

Suspension

Suspension is the exclusion from classes, college related activities, and school property for a designated period of time. If a student is deemed a danger or potential danger to others, they may be suspended pending the resolution of code of conduct proceedings. The opportunity for completion of coursework during the suspension may be granted at the discretion of the Assistant Dean and/or the Vice President/Dean.

Expulsion

Expulsion is the permanent removal of a 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.

Post Hearing

Following the determined code of conduct review proceeding, the student will be notified of the code of conduct resolution in writing within ten 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. A notification letter will detail the type, date and location of the violation, the imposed sanctions, and the information regarding the appeal process.

Or

B. The student was found not in violation, and the charges have been dropped.

Notice will be delivered to the student's KCAI email account, or by hand in a class or studio, delivered to rooms in the Residence Hall, or mailed via US postal service to the student's local or current address.

Appeals

The student may appeal the resolution and sanctions within five business days of the issued resolution letter. The written appeal must be submitted by email, or in writing via hand delivered letter to the Assistant Dean and/or the Vice President/Dean, or designee thereof. In cases of 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. If the student receives the resolution letter via US mail, the request for appeal must be submitted within five business days of the postmarked letter. The student waives the right to appeal if not filed in writing within five business days.

In consultation with the Vice President for Academic Affairs, or designee, the Assistant Dean and/or the Vice President/Dean, or designee thereof will consider the request for appeal and conduct the appeal review, if applicable. If the Assistant Dean participated in the initial hearing, the Vice President/Dean and Vice President for Academic Affairs, or designee, will consider the appeal. If the Vice President/Dean participated in the initial hearing, the Assistant Dean and Vice President for Academic Affairs, or

designee, will consider the appeal. If both the Vice President/Dean and Assistant Dean participated in the initial hearing, a designee will be selected to consider the appeal.

A resolution will only be reversed or remanded if:

- A. Procedural error occurred that significantly impacted the outcome of the hearing
- B. New information is available that was unavailable at the time of the hearing that could substantially impact the original finding or sanction.
- C. The sanction is substantially disproportionate to the severity of 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 and sanctions.
- E. Reason for appeal (see reasons for reversal listed above).
- F. Supporting material, if applicable.

The Assistant Dean and/or the Vice President/Dean, or designee thereof will render a written decision to the student within five business days of the appeal. Notice will be delivered to the student's KCAI email, to the student in person on campus, delivered to rooms in the Residence Hall/leased housing, or mailed via US postal service to the student's local or current address.

The Assistant Dean and/or the Vice President/Dean, or designee thereof 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 Assistant Dean and/or the Vice President/Dean, or designee thereof is final and binding. There are no further appeals available.

GENERAL PROVISIONS

A student is defined as an individual who is accepted until the time of graduation, but does not include time periods in between acceptance and graduation when a student is not enrolled for a semester or more.

Phones, tablets, cameras, recording devices, backpacks, purses, computers, etc. are not permitted in any student code of conduct proceeding without prior approval of the Assistant Dean and/or the Vice President/Dean.

The student may have an advisor present at any student code of conduct proceeding. An advisor is not permitted to participate directly in the hearing. The advisor cannot act as legal counsel for purposes of such proceedings, nor can the advisor create a conflict of interest (the advisor cannot be a witness, etc.). 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 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. Preponderance of the evidence is "such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in your minds belief that what is sought to be proved is more likely true than not true." [Williams v. Eau Claire Pub. Sch., 397 F.3d 441, 446 (6th Cir. Mich. 2005)]

Any student code of conduct proceeding may be stopped at any time at the sole discretion of the Assistant Dean, Vice President/Dean, or Hearing Officer.

In extenuating circumstances and/or in the event the timing of the alleged violation would necessitate an extension beyond the allotted time frames indicated in the policy, the Assistant Dean and/or the Vice President/Dean may approve an extension.

Documentation of the findings of student code of conduct violations will be placed in the student's disciplinary file but are not placed on the student's transcript.

Student records developed in connection with proceedings arising out of the student code of conduct, academic honesty and sexual harassment policies are ordinarily retained for a period of ten (10) years after completion of the matter, or until the completion of any legal or administrative proceeding, whichever is later. Students may request to review their student file on such matters by submitting a written request to the Assistant Dean and/or the Vice President/Dean. Recordings are the property of the college and will not be duplicated. After the retention period has expired, the files are typically purged and destroyed according to KCAI document destruction protocols. At its discretion, KCAI may retain specific files or classes of files (such as files relating to suspension or expulsion decisions) for longer periods.

Students with disabilities are encouraged to disclose the existence and nature of their disability to the Assistant Director of Student Support. Once the disability has been disclosed, the Assistant Director will work with the student to arrange the necessary accommodations. Arrangements must be made before the process begins (before Incident Review Conference, Administrative Hearing, Code of Conduct Board Hearing, etc.).

Students with unresolved student code of conduct allegations and charges will not be permitted to graduate, and/or withdraw, from the college at the discretion of the Kansas City Art Institute. Students who are permitted to withdraw cannot be readmitted until the pending allegation and charge is adjudicated.

Employment of Campus

Policy:

Approximately 30% of the student body works either on campus in a variety of jobs and/or off campus in community service/literacy works required by the Dept. of Education. KCAI Student Employment is coordinated through the Financial Aid Office. Employment opportunities are funded through the Federal Work-Study Program, KCAI Institutional funding, or KCAI departmental funding. All positions are posted on the KCAI website and are available to all eligible students. Positions are available on a first-come, first-serve basis, and it is the responsibility of the student to acquire a job. The amount of the maximum earnings is determined by the Financial Aid Office and cannot be exceeded without their approval.

Student employment is both a privilege and a responsibility. A student employment award is not a guarantee of employment, nor does it waive the employee's obligation to perform satisfactorily academically. Student employees must fulfill responsibilities required for their position and follow the KCAI Student Handbook. Not only do work study jobs provide an introductory work experience; to the maximum extent practicable, positions provide opportunities that complement and reinforce a student's educational program or career goals. A student employment experience can become an important item on a resume, and supervisors can become future job references.

As an employee of KCAI all student employees are required to submit proof of your COVID vaccination.

Student Employment Pay Rates:

Pay levels are designed to create opportunities for advancement, to encourage students to remain with the same department year after year, and to create equity between jobs that require minimal skills and those that are more advanced. Hourly rates are subject to change based on minimum wage and pay level increases.

Levels, pay rates, and descriptions can be found [here](#).

Procedure:

Prior to working, students are required to complete both federal and state W-4 forms, an I-9 form, a KCAI Work Authorization form, FERPA Training form (if required), and have the option to participate in direct deposit. Upon completion of appropriate paperwork and submissions to the Financial Aid Office, the student will be eligible to start work.

Timesheets must be submitted for the time worked each monthly payroll period, by the deadline per the payroll schedule, in order to receive a monthly paycheck. Timesheets and paperwork are to be completed accurately. Late or inaccurate paperwork or timesheets may delay the processing of your paycheck.

Job Descriptions:

Job descriptions are posted on MyKCAI. The job description explains the core functions of the position and outlines the requirements and skills needed for the position. Schedule availability requirements are included in the job description. Students are not allowed to work during scheduled class time. It is the responsibility of both the student and supervisor to monitor hours worked, not to exceed the limits of 20 hours per week during the fall and spring semesters, and 29 hours per week in the summer. Students may work over the holidays and winter break at their regular hourly rate if approved by their supervisor and by Financial Aid.

Student Employment Pay Levels

Level	Pay Rate	Description
1	\$12.00	This basic position involves routine tasks. Applicant may have minimal to moderate skills, experience, knowledge, or previous training necessary to complete the work. Responsibilities are clearly outlined and there will be minimal independent decision making. Special instruction may be necessary for some aspects of the position. Student is expected to perform additional duties as requested. necessary to complete the work. There must be the desire to increase skills, knowledge, and decision-making competency at this level.
2	\$12.85	This intermediate position requires more advanced knowledge and/or skill in a particular field. Must possess independent judgment and decision-making ability with little or no direct supervision. Position may involve participation in required meetings, trainings, and/or assessments. Punctual attendance is required and very important. This position represents KCAI to others, including prospective students, families, and small groups. Knowledge is required of KCAI and surrounding area. This level includes experienced Tour Ambassadors, First Year Experience Group Leaders, Community Service Reading Tutors, and basic level Tutors or Teaching Assistants.
3	\$13.70	This advanced position requires an extreme high level of specialized knowledge, skills, or abilities; independent decision making and problem- solving skills; extensive or specialized training; demonstrated ability to perform the duties involved; and may include supervisory and administrative responsibilities for large or complex activities. This level would include Tutors and Teaching Assistants with a higher level of knowledge and responsibility. Hiring at this level may require strong academic standing and a faculty/staff referral. Few positions will be at this top pay level.

Durwood Internship Program—The responsibilities for Durwood Interns are determined by the Durwood Foundation and the Nelson-Atkins Museum supervisors. The pay rate is determined by the Durwood Foundation. Currently the Pay Rate is \$15.00 per hour.

Student Leadership Council— Only Junior and Senior representatives elected by the Study Body can serve on the council leadership team. Currently the Pay Rate is \$15.00 per hour.

*Hourly rate is subject to change based on minimum wage increases.

Pay levels are designed to create opportunities for advancement, encourage students to remain with the same department, and create equity between jobs that require minimal skills and those that are more advanced.

Transportation Program

The program includes:

1. RideKC - Kansas City Regional Transportation (Bus)

- RideKC buses are Zero Fare through 2023. Fares are being changed on Freedom On-Demand, and effective Nov. 9, 2020, on 199 Micro Transit in KCK and 499 Micro Transit in Johnson County.
- Information is available online at <https://ridekc.org/routes> or download the Transit App on <https://ridekc.org/fares/transit-app>.

2. Kansas City Streetcar

- The KC Streetcar is free to ride, which means there is no fare to ride on the streetcar

as it travels the 2 miles through the heart of downtown.

- Information is available online at <https://kcstreetcar.org>.

3. RideKC Bike

- With the exception of third-party vendors, KCAI students, faculty, and staff are qualified to participate in RideKC Bike. The service is non-refundable and non-transferrable to others. Members of the KCAI community abusing the program may lose the privilege of participation in the services listed below and the loss of privileges will be at the sole discretion of KCAI and/or RideKC Bike.

Services include free and unlimited use of pedal bike ridership privileges granted for:

- All B-cycle locations in Kansas City for 1 hour per bike rental.

*If exceeding the 1-hour time limit, there is a charge of \$2 per 1/2 hour thereafter until the bike has been checked in, or \$40 per day.

- 1-hour bike rental in all B-cycle locations in other cities in the U.S. *Restrictions may apply in each city.
- The duration of the RideKC Bike program is August 1 to July 31 each year. Students, faculty, and staff who graduate, withdraw, or leave the institution within that duration may continue to use each service until July 31.
- To access RideKC Bike (including pedal and e-bikes, as well as scooters), participants must sign up on the RideKC Bike website, <https://ridekcbike.com/>. The cost of membership will be waived when entering the KCAI promotion code. To receive the code, please contact the Assistant Dean of Students or review instructions located on MyKCAI/Campus Policies.
- Participants must have either a debit or credit card to sign up for RideKC Bike. A debit or credit card is required in order for Bike Share to charge participants if they exceed the 1-hour limit, or in the instance of damages to equipment/bikes.
- Participants are also required to use their KCAI email address.
- Students, faculty, and staff may be charged for damages to RideKC Bike stations, as well as individual bikes or related equipment. Charges will be issued at the sole discretion of the Kansas City Art Institute and RideKC Bike.

Tuition and Fees Payment Deadline

Policy:

Tuition and fees plus residence hall charges and other campus housing charges, if applicable, are to be paid in full or a valid payment plan must be in place and current, approximately 1 month prior to the first day of each semester. Tuition and fee deadline dates are published in the annual academic calendar, available on the KCAI website at <https://kcai.edu/academic-calendar/>.

A valid payment plan is an approved deferred payment plan with Nelnet Campus Commerce.

Information about Nelnet Campus Commerce can be found at <https://mycollegepaymentplan.com/kcai/>.

It is the sole responsibility of students to access their tuition and fee account on MyKCAI and meet all financial deadlines as published in this policy and the KCAI Academic Calendar. Any prepayment or financial aid received will be reflected in the statement of tuition and fees, provided all financial aid requirements are met.

If payment in full is not received or a valid payment plan is not in place and current by the payment due date, the student forfeits registration and may be dropped from classes. Once tuition and fees are paid, the student may re-register for classes. However, when re-registering, KCAI cannot guarantee that spaces in classes are available as class availability may be limited at that time.

If the student is delinquent in fulfilling semester payment plans and/or if the student has a past-due balance, a hold will be placed on the student's account. The hold will prohibit the student from registering for future semesters, and may also include the inability to receive Official Transcripts or a Diploma from KCAI.

Students who find it necessary to withdraw from the college before the completion of the semester should follow the KCAI withdrawal/refund policy.

Tuition and Fees Refund/Total Withdrawal

Policy:

According to federal regulations, KCAI must use the withdrawal date for refund calculations as "either the date the student officially notifies the school that they are withdrawing or the last date of class attendance that the school can document." The Kansas City Art Institute has adopted the following withdrawal policy to establish charges based on the amount of time completed in the enrollment period.

Tuition refund policy

- Before 5 pm on the last day of the add/drop period: 100%
- Before 5 pm on Friday of the second week of class: 75%
- Before 5 pm on Friday of the third week of class: 50%
- Before 5 pm on Friday of the fourth week of class: 25%
- Anytime after the beginning of the fifth week of class there will be no refund given.

Fee refund policy

- In all cases of withdrawal, no fees will be refunded.

Federal refund policy

For those students who are eligible and receive federal financial aid, the following federal refund policy applies. The focus of the policy is to return the unearned portion of the federal financial aid for the enrollment period. The refund will be calculated based on the date you begin the official withdrawal process, the last date of the documented attendance or, for an unofficial withdrawal, the mid-point of the term or the last documented date of attendance. If a student withdraws from school on or before 60% of the term is complete, then the percentage of unearned Title IV federal aid shall be returned by the school and possibly by the student.

The following distribution of returned funds is as follows:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan Federal PLUS Loan
4. Federal Pell Grant FSEOG (Federal Supplemental Educational Opportunity Grant)

5. Other Title IV aid programs
6. Other federal sources
7. State, private, or institutional aid

Procedure:

Students must complete all withdrawal procedures to be eligible for a refund. In all cases of withdrawal, no fees will be refunded. Financial aid recipients may be required to return all or a portion of financial assistance received if they withdraw from school during the semester, which may result in a balance due by the student. If students are called by the Reserves into active duty, they may request a refund. Students withdrawing due to personal extenuating circumstances or medical issues may request a withdrawal due to hardship (through the 6th week of classes). No reduction in liability is available to students who withdraw from the Institute except when approval is given by the proper authorities or in previously cited instances. Check registration schedules and the KCAI calendar for exact liability deadline dates each semester. Withdrawal from courses does not automatically cancel housing or meal plans. It is the responsibility of residents in the Barbara Marshall Residence Hall or other campus housing to notify the Assistant Dean of Students or Assistant Director of Housing and Student Activities of their intent to withdraw from KCAI as penalties for housing and meal plans may be calculated based on the move out date. Review the campus Meal Plan Policy for information regarding refunds for meal plan dollars, dining dollars.

Minimum Standards of Progress for Veterans

Policy:

The Veterans Administration requires that all students receiving VA benefits at Kansas City Art Institute comply with the Veterans Administration minimum standards of progress. These standards require that students using VA benefits 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 can be found by reading the Satisfactory Academic Progress policy as well as the academic probation policy.

If a student's satisfactory academic progress is not met and federal aid eligibility is lost, GI bill benefits cannot be resumed until KCAI's requirements for reinstatement have been met.

Programs about educational benefits to veterans, dependents and war orphans are coordinated by Financial Aid and the Registrar. Students 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 GI Bill benefits, an undergraduate student must carry a minimum of 12 hours of credit per semester.

Veterans Benefits

Policy:

Please refer VA benefits questions to the registrar's office.

KCAI requires a current Certificate of Eligibility (COE) in order to certify Veteran's benefits. Veterans and their dependents can apply for benefits here: <https://www.vets.gov/education/apply/>.

KCAI will certify benefits each semester after attendance has been verified. Should there be a change of enrollment after the add/drop period, students must notify the registrar's office.

Students are responsible for knowing the type, percentage and duration of benefits. Should benefits expire, students will be responsible for paying the balance of tuition and fees.

Following are common benefit types:

Chapter 33 – often referred to as Post-911

- Benefits paid directly to school Benefits apply to tuition and fees
- Institutional merit awards and KCAI grants are deducted from the amount of tuition and fees covered by VA benefits
- Eligibility is determined by number of months and percent of entitlement based upon years of service
- A housing allowance of approximately \$1,200/month is paid directly to student
- KCAI participates in the Yellow Ribbon program which guarantees that the school and VA will equally pay the difference between the annual benefit

Example 1: Student has 100% benefits

Fall Semester			Spring Semester	
\$20,000	tuition and fees		\$20,000	tuition and fees
-\$6,000	merit		-\$6,000	merit
\$14,000	VA benefits		\$14,000	25K YR cap - \$14K fall VA benefits = \$11K, leaving \$3,000 gap – VA and school split the difference up to \$1,000.
\$2,500	PELL		\$11,000	VA benefits
\$6,000	merit		\$1,000	Yellow Ribbon grant
\$22,500	total award		\$2,500	PELL
\$2,500	refund		\$6,000	merit

		\$20,500	total award
		\$500	refund

Example 2: Student has 50% benefits – Yellow Ribbon does not apply

Fall Semester			Spring Semester	
\$20,000	tuition and fees		\$20,000	tuition and fees
-\$6,000	merit		-\$6,000	merit
\$14,000	VA will pay 50%		\$14,000	VA will pay 50%
\$7,000	VA benefits		\$7,000	VA benefits
\$2,500	PELL		\$2,500	PELL
\$6,000	merit		\$6,000	merit
\$15,500	total award		\$15,500	total award
\$4,500	balance owed		\$4,500	balance owed

Chapter 35 – often referred to as Survivors and Dependents Educational Assistance

- Benefits paid directly to student at the end of each month the student is enrolled
- Pro-rated for beginning and end of semester

Veterans Benefits and Transaction Act of 2018

Policy:

- KCAI will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the

Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- KCAI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Veterans Yellow Ribbon Benefits

Policy:

KCAI is a participant of the Yellow Ribbon program for Post-911 GI bill benefits and will contribute a maximum of \$1,000 per eligible student each academic year.

To determine your eligibility for veteran's benefits, please contact the VA at 1-888-GIBILL1 (442-4551).

For additional VA resources and benefits please visit [the U.S. Department of Veterans Affairs](#).

Please contact the Veteran's Benefits Coordinator in the Registrar's office for additional information, 816-802-3569 or registrar@kcai.edu.