

College Catalog 2011 - 2012

Kendall College of Art and Design began in 1928 through a generous endowment provided by Helen M. Kendall as a memorial to her husband, David Wolcott Kendall, known as the Dean of American Furniture Designers. Helen Kendall envisioned a school whose graduates would be leaders in the world of art and design, and throughout its history, Kendall College of Art and Design has prepared generations of students for careers as professional artists and designers. In addition, Kendall College of Art and Design is an active partner with the community, annually providing more than 2,000 children and adults with the opportunity to pursue courses in art and design through one of the richest and most varied continuing studies programs in the United States.

In 1996, the Board of Trustees of Kendall College of Art and Design voted to merge Kendall with Ferris State University, a process that was completed in December 2000. Founded in 1884 as Ferris Industrial School, Ferris State University is dedicated to providing an education that prepares its students for professional careers. Ferris State also seeks, through its educational programs, applied research and expertise, to support and strengthen the economy of Michigan and the nation.

In combining these two distinctive institutions, the Boards of both Kendall and Ferris have forged a union that offers students the educational opportunities and strengths of each institution. At the heart of both institutions is the commitment that graduates are prepared to pursue professional careers. Each institution shares a dedication to educational excellence and innovation coupled with practical application. As partners, the two institutions will build upon and expand the unique educational opportunities they offer in world-class programs in art, design, and technology.

As a college within Ferris State University, Kendall College of Art and Design prepares students for leadership in the visual arts, design, art history, and art education; provides innovative, collaborative education that fosters intellectual growth and individual creativity; and promotes awareness of ethical and civic responsibilities of artists and designers, locally and globally.

Kendall College of Art and Design of Ferris State University is committed to the principle of equal opportunity in education and employment. It is the policy of the University to prohibit unlawful discrimination in connection with any aspect of educational programs or opportunities, services to the public, or employment, on the basis of race, color, religion or creed, national origin, sex, age, marital status, veteran or military status, height, weight, protected disability, or any other characteristic prohibited by applicable State or federal laws or regulations. In addition, although not mandated by law, it is the policy of the University to prohibit discrimination in education and employment on the basis of sexual orientation.

This Policy on Non-Discrimination is designed to express the University's intent and commitment to comply with the requirements of State and federal non-discrimination laws. This Policy and all other policies and procedures of the University shall be interpreted and applied co-extensively with such laws. This Policy shall not be interpreted as creating any legally enforceable rights, contractual or otherwise, that are greater than those existing under applicable non-discrimination laws. The prohibition against discrimination on the basis of sexual orientation does not apply to the University's relationships with outside organizations, including the federal government, the military, ROTC, and private employers. Nothing contained in this Policy shall be construed as prohibiting the University from applying bona fide occupational qualifications.

The University reaffirms its policy of administering all of its educational programs, and related support services and benefits, in a manner that does not discriminate with respect to a student or prospective student in any way that violates the University's Policy on Non-Discrimination. The University is committed to providing education relevant to a changing society to all students who have the motivation to succeed and the ability to benefit from the opportunity and have been admitted to the University. A practice of affirmative recruitment and retention of members of under-represented or disadvantaged populations supports this policy of opportunity and accessibility. This policy applies to each and every phase of educational programs, services and benefits, including recruitment, applications, admissions, enrollment, counseling and guidance, financial assistance, degree requirements, athletics, student life and other activities.

The University reaffirms its policy of providing social, cultural and other services, consistent with its mission, in a manner that does not discriminate with respect to members of the public in any way that violates the

University's Policy on Non-Discrimination. This policy applies to each and every phase of all services to the public conducted by the University, or by University-sanctioned organizations, or at facilities under the control of the University.

As a condition of enrollment, students consent to the use of any works produced by them while a student at Kendall College of Art and Design of Ferris State University for the purpose of publicizing and promoting the University. Kendall will affix a copyright notice to all materials containing student's work.

This information represents the best data available at the time of publication. Kendall College of Art and Design of Ferris State University reserves the right to change the contents of this Catalog at any time without notice, and because this Catalog is for informational purposes only, it does not establish any contractual relationship with the University.

As part of Ferris State University, Kendall College of Art and Design is accredited by:

The Higher Learning Commission of
the North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
800.621.7440

Kendall College of Art and Design of Ferris State University is an accredited institutional member of:

The National Association of Schools of Art and Design
11250 Roger Bacon Drive, Suite 21
Reston, VA 22090
703.437.0700

and Kendall's Interior Design program is accredited by:

The Council for Interior Design Accreditation
206 Grandville SW
Grand Rapids, MI 49503-2822
616.458.0400

Kendall College of Art and Design of Ferris State University is authorized under the laws of the State of Michigan to grant:

Bachelor of Fine Arts in:

Art Education with K12 Art Education Certification
Digital Media
Drawing
Drawing-Printmaking Focus
Furniture Design
Graphic Design
Illustration
Industrial Design
Interior Design
Metals/Jewelry Design
Painting
Photography
Sculpture/Functional Art

Bachelor of Science in:

Art History- Studio
Academic

Master of Art Education

Master of Fine Arts in:

Drawing
Painting
Photography
Printmaking

Master of Business Administration

Certificate in Design and Innovation
Management (as part of Ferris State
University's MBA program)

This catalog is intended to provide students, prospective students, and families with written information regarding Kendall College of Art and Design of Ferris State University. The University has the right to change the contents of this Catalog at any time without notice, and because this Catalog is for informational purposes only, it does not establish any contractual relationship with the University.

2011 Kendall College of Art and Design of Ferris State University, Grand Rapids, MI.

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Academic Affairs

Admissions Policies and Procedures

Kendall College of Art and Design of Ferris State University offers many educational opportunities for students to develop professional careers as artists and designers. Its programs are challenging and rewarding for the student whose motivation is to succeed in the visual arts, design, art history and art education.

Kendall students come from varied backgrounds, including students who enter directly from high school, transfer from other colleges, and those who have had professional careers and choose to continue with their studies. Some individuals entering Kendall have extensive art or design training; others are just beginning.

Campus Visits

The choice of a college is a difficult and important decision. A personal visit to a college can be a valuable step in that process. Kendall encourages all potential students, their families, friends, and other interested parties to visit the school. The energy on campus and the quality of the facilities are difficult to communicate through the website (kcad.edu) and publications alone. Please call the Admissions Office at 616.451.2787 or toll-free 1.800.676.2787 to schedule a visit. The Admissions Office is open 8:00am-5:00pm Monday through Friday.

“Connect to Kendall”

Held several times during the school year, “Connect to Kendall” is designed to give a prospective student the experience of being a Kendall student. Contact the Admissions Office or visit the Kendall website (www.kcad.edu) for the schedule and to make your reservation.

“Art Day” Competition

The annual “Art Day Competition”, held each March, is an opportunity for high school seniors to win Kendall scholarships. To participate, students bring three pieces of art or design work to the campus, where judging takes place by Kendall faculty. Awards are presented the same day. Contact the Admissions Office or visit the Kendall website (www.kcad.edu) for details..

National Portfolio Days

Kendall representatives regularly participate in National Portfolio Days throughout the country. In addition to hosting a Portfolio Day, Kendall representatives participate in numerous Portfolio Day events throughout the United States, and Canada.

Orientation

Before the start of each semester (fall, spring, summer), new students attend Orientation. This is a one-day event which provides an opportunity for students to meet Kendall staff and faculty, receive important information about transitioning into Kendall, and have any questions answered. If you have questions regarding future Orientation dates, times or any other information, contact the Coordinator of Student Activities at 616.451.2787.

Kendall Experience

Kendall Experience is a required non-credit course for all freshmen students. This is an optional course for transfer students. The course is taught by the Director of Counseling, Tutoring and Disability Services and the Coordinator of Student Activities. This class meets 3 times during the beginning of the fall semester. The topics covered are designed to help students learn about resources and strengthen the skills necessary to be successful in college. Examples of topics covered: time, money, and stress management, goal setting, values and beliefs, alcohol awareness and community and college resources.

Continuing Studies

The Continuing Studies program offers a variety of non-credit courses for students of all ages throughout the year, both at Kendall and a variety of outside locations. Courses are taught by adjunct faculty, professional artists, and Kendall students. Drawing, painting, sculpture, fiber, photography, design, metals, and computer art (Adobe Photoshop, Adobe Illustrator, Macromedia Flash, Macromedia Dreamweaver, and Quark) are among the courses offered for adults on weeknights, Saturday and Sunday afternoons. Portfolio Camp for ages 16-18 is offered weekdays each summer, and classes for youth ages 6-17 are held on Saturdays throughout the school year, and on weekdays during the summer.

Admissions Policy - General

Kendall College of Art and Design of Ferris State University admissions applications shall require applicants to provide information about their prior criminal conviction record, pending criminal charges, juvenile determinations of delinquency, and disciplinary records from other universities or secondary schools. Admission may properly be denied or revoked based upon a review of prior criminal, juvenile or disciplinary actions of the applicant. Failure to accurately and completely provide this information may result in denial of admission, revocation or admission, or discipline, up to and including permanent dismissal from the University.

A committee of appropriate University officials shall develop and implement a procedure for making admissions decisions regarding applicants who provide information regarding prior criminal records, pending criminal charges, juvenile determinations and relevant disciplinary actions.

Admissions Policy - First-year Students

The First-Year Student Admissions Policy pertains to an applicant who has not attended any college or university and may apply, or to an applicant who has successfully completed fewer than 30 semester or 45 quarter hours of college-level work. Applications may be submitted only after completion of the junior year of high school.

A first-year student applicant is admitted to Kendall College of Art and Design of Ferris State University and considered in good standing if the first-year student has either an ACT composite score of 17, SAT combined score of 810, or a high school grade point average (GPA) of 2.50 or better on a 4.0 scale was earned, as determined by the University. An applicant who does not meet the 2.50 GPA minimum for admission in good standing may be considered for probationary admission.

An applicant is required to submit the results of the American College Test (ACT) Student Profile Report or the Scholastic Aptitude Test (SAT). The results should be sent from ACT or SAT directly to Kendall College of Art and Design of Ferris State University. The ACT or SAT requirement shall not apply to international students and non-traditional students aged 23 and older.

Admissions Policy - Dual Enrollment

Kendall College of Art and Design of Ferris State University offers early admission to high school juniors and seniors who demonstrate exceptional ability in studio art and academic areas. Students who wish to be considered must follow the steps for dual enrollment admission. In addition, written permission from high school officials and parents is required. Please contact the Admission's Office or visit the Kendall website (www.kcad.edu) for further information.

Admissions Policy -Transfer Students

Course and Transcript Evaluation

Students transferring to Kendall College of Art and Design of Ferris State University from other institutions of higher education may be granted transfer credit. Transfer credit is subject to the following criteria.

General Considerations:

1. Transfer credits are considered for transfer upon representation of official evidence of completion (e.g., official transcripts, DD214, etc.)
2. Credits from transferred course work are recorded on the University transcript, but do not count toward the cumulative GPA or academic honors computation.
3. Transfer equivalency credit is approved by the Kendall College of Art and Design of Ferris State University faculty and the Registrar and becomes a part of the student's official transcript.
4. Course evaluations allow equivalency determination where courses are at least 75% the same content. Course equivalency is not denied simply on the basis of differences in course numbering. For instance, a community college course at the 200-level is not denied equivalency for a 300-level Kendall course if the two courses are substantially the same in content.
5. In those cases where specific course equivalencies are not transferred, prerequisite course requirements may be waived and the course equivalency granted when the transfer student completes the next course in a sequence with a grade of "C" or better, demonstrating prior preparation equivalent to preceding courses in the sequence. Failure to achieve a grade of "C" or better in the latter course indicates that the student needs to take the appropriate Kendall prerequisite course.
6. Only grades of "C" or higher are accepted ("C-" is not accepted).
7. Art History and General Education credits may be granted for equivalent course work.
8. Studio credit may be granted for equivalent course work through a portfolio presentation.
9. A 30 semester credit hour residency is required of all B.F.A. and B.S. candidates, normally the last 30.
10. All students must earn at least half of their major core credits at Kendall College of Art and Design of Ferris State University.

Admissions Policy: Transfer Students (MACRAO)

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Agreement applies to students entering bachelor's degree programs only.

1. Students who transfer to Kendall College of Art and Design of Ferris State University from a Michigan community college with a MACRAO-stamped associate of arts (A.A.) degree or an associate of science (A.S.) degree, and with a cumulative GPA of 2.0 or better based on a 4.0 scale are admitted with junior standing and lower-division general education requirements are considered to have been fulfilled. To graduate with a Kendall College of Art and Design of Ferris State University bachelor's degree, these students are required to fulfill the following additional general education requirements: three semester credits in an upper-level humanities course, three semester credits in an upper-level social science course, and KCHU 340-Visual Rhetoric. The required Art History courses are in addition to the General Education requirements.
2. Students who transfer to Kendall College of Art and Design of Ferris State University from a Michigan community college with a MACRAO-stamped associate of applied arts (A.A.A.) degree or an associate in applied science (A.A.S.) degree, and with a cumulative GPA of 2.0 or better based on a 4.0 scale are admitted to Kendall with junior standing. If the pre-transfer curriculum fulfills all of the general education requirements established for a MACRAO-stamped associate of arts (A.A.) degree or an associate of science (A.S.) degree, the student is considered to have fulfilled the lower-division general education requirements. Additional general education requirements necessary to graduate with a bachelor's degree are as indicated in #1 above.
3. Students who transfer to Kendall College of Art and Design of Ferris State University from a Michigan community college with a MACRAO-stamped transcript who do not possess an associate degree are considered to have fulfilled the lower-division general education requirements. Additional general education requirements necessary to graduate with a bachelor's degree are as indicated in #1 above.

Admissions Policy - Former Students

A student formerly enrolled at Kendall College of Art and Design of Ferris State University must file a readmission application if an interruption in enrollment has occurred. An interruption in enrollment occurs whenever a student withdraws from the University or fails to enroll for a succeeding semester, not including summer semester. Admission consideration of a re-entering student's academic standing is based on all courses attempted at Kendall College of Art and Design of Ferris State University and at other colleges and universities attended. An applicant must meet the same academic requirements expected of new applicants or obtain special admission permission.

Depending on individual circumstances, certain other conditions may apply to the readmission process.

1. If a student seeking readmission has attended another college or university since leaving Kendall, an official transcript from that institution must be submitted as part of the readmission application.
2. If during a previous enrollment the student was suspended or dismissed from Kendall College of Art and Design of Ferris State University, or if disciplinary proceedings are pending, the student is subject to the criteria and standards of the program where admission is sought.
3. If the student returns to Kendall after an interrupted enrollment (not including summer semester), normally the requirements of the curriculum which are in force at the time of the return must be met, not the requirements which were in effect when the student was originally admitted.
4. A readmission application is required. However, no processing fee is needed.

Application: How

The academic year at Kendall College of Art and Design of Ferris State University consists of fall, spring and summer semesters. Some academic programs may be entered at the beginning of any semester. A student who plans to enroll at Kendall College of Art and Design of Ferris State University can call the Kendall Office of Admissions, at 616.451.2787 or 800.676.2787 or download the application or apply online by visiting the Kendall website at www.kcad.edu.

Application: When

Students should apply for admission at least thirty (30) days prior to the beginning of the semester in which enrollment is planned. A student from another country should apply at least four months in advance of planned enrollment.

Students who are accepted must submit a \$150 tuition deposit (matriculation fee) to guarantee enrollment. This deposit is applied directly to tuition and is non-refundable.

Application: First-time and Transfer Students

The following materials constitute a completed application to Kendall College of Art and Design of Ferris State University. Application decisions will not be made until all of these materials have been received.

1. A fully completed application for admissions.
2. A \$30 non-refundable application fee is required by applicants that apply via paper application. No application fee for online applications.
3. Official high school transcripts and transcripts from all colleges attended (if any). Transcripts should be sent directly to the Admissions Office from each issuing institution. Request these transcripts at the time of application or as far in advance as possible to assure their prompt arrival. Since all official transcripts submitted become the property of Kendall College of Art and Design of Ferris State University (transcripts cannot be copied or returned). Unofficial copies of transcripts for advising or personal purposes should be obtained directly from the institutions attended. If altered transcripts, falsified, or incomplete applications are knowingly submitted, admission status and registration could be cancelled.
A student who is currently enrolled in another university but has not completed at least one semester must have the transcript sent at the completion of the semester.
4. Portfolio review for programs in Art Education, Drawing, Fashion Studies, Fine Arts-Printmaking, Digital Media, Graphic Design, Illustration, Industrial Design, Metals/Jewelry Design, Painting, Photography, and Sculpture/Functional Art. Note: Applicants applying to the Interior Design program are required to complete an observational exercise. Please go to the Kendall website (www.kcad.edu) for more details.
5. ACT or SAT test scores for students making application within three years of high school graduation or who have earned fifteen or less college credits. (See section Testing: ACT/SAT Student Profile Report).
6. Statement of Purpose (personal essay- please refer to the website for details.)

Portfolio Requirements

Your portfolio must contain:

1. 10-15 pieces of your strongest, most recent art work, in original form. These finished pieces must include 5-7 observational drawings (still life, portrait, landscape, figure) not from photos or other printed images.
The other 5-8 pieces should include all types of creative work of an individual or assigned nature. Subject matter and medium is your choice, but feel free to include paintings, prints, photos, graphics, ceramics, furniture, models, jewelry, etc.
2. We prefer to see the work in person as this allows us to have insight into your personal skills and abilities. However, if it is large or difficult to transport, digital images are acceptable. Please call the Admissions Office to discuss format and software to use to be compatible with systems available to the Admissions Office.
3. We are looking for strong art making skills and individual expression in your work. Design qualities, color usage, craftsmanship, composition, concept development and draftsmanship, as well as creativity, motivation, dedication, and enthusiasm. It is best not to bring in work that is framed, as it is heavy and cumbersome. Matting and mounting or leaving work loose with cover sheets between the art pieces is acceptable.
4. With the exception of Art History, Furniture Design, and Interior Design (requires an observational exercise), all majors require a portfolio review. You may do your portfolio review at any time; however, your file will not be considered complete by Admissions until the review is completed. If you have questions, call Admissions at 800.676.2787 or 616.451.2787 or visit kcad.edu.

Application: International Students

Kendall College of Art and Design of Ferris State University recognizes the value of international educational exchange. International students are served by Kendall College of Art and Design of Ferris State providing advising, orientation and visa assistance.

A student from another country should apply for admission at least four months in advance of the planned arrival at Kendall College of Art and Design of Ferris State University. In addition to regular admission procedures, an international student must follow these procedures:

1. Include an official copy of the scores of the TOEFL, which is administered world-wide about four times a year. Students with a score of 500 (paper-based) or 173 (computer based) or 61 (IBT based) or more on the TOEFL and who meet Kendall College of Art and Design of Ferris State University admission requirements may be admitted directly to Kendall's programs.
2. The applicant must provide proof of adequate financial resources. A letter of intent from a private sponsor indicating the amount of funds and the length of availability of those funds (or a similar letter from a government sponsor) plus a letter from a bank guaranteeing the sponsor's ability to pay are required. All letters should be on official stationery and should be notarized.

Application: Master of Fine Arts

1. Completed application and the \$30.00 application fee
2. Official transcripts from all institutions of higher education
3. Letter of intent outlining proposed artistic goals
4. Concise artist's statement that addresses the philosophical foundation of your work
5. Curriculum Vitae
6. Portfolio to be submitted as CD of 20 digital images (Macintosh compatible TIF or JPEG format). Please also include an image list with title, size and media for each image.
7. Three (3) letters of recommendation from professionals in your field (sent directly to KCAD)

Application: Master of Art Education

1. Completed application and \$30.00 application fee
2. Official transcripts from all institutions of higher education
3. Letter of intent outlining proposed artistic goals
4. Curriculum Vitae
5. Portfolio to be submitted as CD of 20 digital images (Macintosh compatible TIF or JPEG format). Please include 10 images of your own work and 10 of your students' work.
6. Image list with name, title, size and media for each image.
7. Three (3) letters of recommendation from professionals in your field (sent directly to KCAD).

Admissions: Veterans

When applying for admission and at the beginning of each semester, students who are eligible for veteran's benefits should complete a Request for VA Certification form, available from the Registrar's Office at Ferris State University in Big Rapids. The veteran is required to notify the Registrar's Office of any change in enrollment, including drop/adds and withdrawals (official or unofficial).

If the veteran is receiving veterans' benefits, a 2.00 cumulative grade point average must be maintained. Failure to maintain a 2.00 GPA will result in the veteran being placed on academic probation. If at the end of the next semester, the GPA is not raised to 2.00 or above, the veteran will no longer be certified for veterans' benefits to the U.S. Department of Veterans Affairs and may be academically dismissed. The U.S. Department of Veterans Affairs will be notified of the veteran's failure to have academic probation removed and of any academic dismissal.

Any veteran receiving a failing grade (F) for a course must report to the Registrar's Office, in writing, the last date of attendance in that course for which the failing grade was issued within ten calendar days from the end of that course. Failure to report the last date of attendance in writing will result in the University informing the U.S. Department of Veterans Affairs that the last date of attendance was the first class meeting for the course for which the failing grade was issued. This could result in an overpayment situation for the veteran on veterans' benefits.

The educational records of students receiving veterans' benefits may be provided to authorized state and federal personnel with a legitimate educational interest, without prior consent of the students concerned. For additional information concerning VA benefits, please contact the Registrar's Office or your VA Regional Office.

Kendall College of Art and Design will make reasonable accommodations for students who are absent from the University when called to temporary active military service. It is the responsibility of the student to notify the faculty in writing as soon as the temporary assignment has been received. Upon formal notification, the faculty will excuse the student from the class for the temporary active military service (not to exceed 12 consecutive calendar days of classes) and allow the student to make up all class work including missed exam, and presentations; however, the student is responsible for completion of all missed work within a reasonable time as determined by the faculty. If the class requires class participation during the time missed, the student's participation grade will be averaged only for the class periods excluding the temporary active military service.

If a student disagrees with the faculty member's determination, the student may make a written appeal to the dean of the college. The decision of the dean is final.

Students that need to miss more than 12 consecutive calendar days of classes may need to consider a military withdrawal.

A 100% refund of tuition and fees will be processed for all students called to active duty in the various branches of the United States military or state National Guard. A refund will only be processed for registered courses in which credit has not been received.

Admissions: Special Students

A student may attend Kendall College of Art and Design of Ferris State University as a special, non-degree-seeking student. Provided the course prerequisites and/or department consent has been met, a student may take any class, up to a maximum of nine credits. Special students are required to complete an application form and provide a copy of their most recent academic record. Special students cannot receive financial assistance. Once the nine-credit limit has been reached, an application would be submitted as a degree-seeking student, pending meeting all admissions requirements.

Admissions: Guest Students

Students attending other accredited institutions of higher education in Michigan may be eligible to attend Kendall for a semester as a guest student. Interested persons need to contact their home institution and the Kendall Admissions Office.

Testing

1. ACT or SAT Student Profile Report

Kendall College of Art and Design of Ferris State University requires new students to submit an ACT or SAT Student Profile Report as part of their admissions application. When taking the ACT or SAT, the applicant should list the Kendall Code Number 1983(ACT) or 1376(SAT) on the material. If the test has been taken, but Kendall was not listed as a recipient of the profile report, the applicant should contact the ACT, Iowa City, Iowa 52240, or College Board, SAT Program, P.O.Box 620, Princeton NJ 08541-6200 and request that the profile be sent to Kendall College of Art and Design of Ferris State University. All new students must submit the ACT or SAT unless excused from testing. To be excused from testing, a student must have been enrolled in college and one of the following conditions must be met. A student must (1) have successfully completed both a college English and algebra or higher mathematics class, (2) have completed 60 semester hours or 90 quarter hours of college work, or (3) have an associate or higher degree from a regionally accredited college or university.

2. Advanced Placement Program

Kendall College of Art and Design of Ferris State University cooperates in the Advanced Placement Program sponsored by the College Board. The Advanced Placement Program is an organized instructional program offered in high school in cooperation with the College Board. Credits are granted for course areas in which a student has completed advanced placement course examinations with scores of five, four, or three, provided official test score reports are submitted (Kendall's code is 1376). The amount of advanced credit shall be determined by Kendall in which the subject area is offered. Credit granted on the basis of an advanced placement test is entered on a student's record without a grade and is not included in the computation of the Kendall grade point average (GPA) or graduation honors.

3. College Level Examination Program (CLEP)

Kendall College of Art and Design of Ferris State University cooperates in the College Level Examination Program (CLEP) offered by the College Board. Kendall's code is 1376. The basic purpose of CLEP is to enable those who have attained college equivalent experiences to assess the level of their knowledge and to use the test results in establishing college credit for advanced standing. Credit granted on the basis of CLEP examinations is entered on a student's record without a grade and is not included in the computation of the Kendall grade point average (GPA) or graduation honors. Any person who enrolls at the University following a period of employment or other informal learning experiences may establish credit applicable toward subject areas considered as "general" requirements or general electives for the student's program in the areas listed below, subject to performance at the 50th percentile score as published by College Board.

a. General area examinations: English composition, humanities, mathematics, natural science, social sciences/history.

b. Subject examinations: Any student who has previously taken one or more of the examinations listed above should have the scores reported to Kendall College of Art and Design of Ferris State University.

4. Course Competency Assessment

Kendall College of Art and Design of Ferris State University recognizes that college-level learning occurs in places other than the traditional college classroom. Except for courses specifically excluded, all courses at Kendall are open through a process of course competency assessment. The method of assessing the learning resulting from prior experiences is determined by the faculty of the appropriate course, program, or department. Course assessments meeting the standards required for a grade of "C" are recorded on the permanent academic record as credit, but are not included in the computation of the Kendall grade point average (GPA) or graduation honors. A student may not take a course competency assessment for any course if credit for that course or equivalent has already been received from an accredited college or university. Once competency assessment credit for a given course has been awarded, a student may not subsequently enroll in that course and receive a grade.

Registration

Students register for Kendall courses directly with Kendall College of Art and Design of Ferris State University. Schedules are online and information regarding registration is available in the Kendall Student Services Office.

Maximum Load

A student may carry a maximum load of 18 semester hours without the approval of the Kendall Registrar's Office and the Program Chairperson of the student's major.

Non-Registration

A student will not receive credit for any course that has not been properly registered.

Student Accounts

Registration is not complete until the student has paid all required tuition and fees. The University reserves the right to cancel the registration of any student who has not made proper payment arrangements once the term has begun.

Attendance

At the beginning of each semester, professors inform students about their expectations regarding class attendance.

Course Requirements

Each professor determines the requirements for the successful completion of a given course. The professor will inform the student in writing of these requirements, and the grading policies, within the first week of class.

The Right to Changes

The University reserves the right to cancel courses without sufficient registration, to close enrollment in courses that are filled, and to modify course offerings, programs, and/or degree requirements when necessary. Every effort will be made to announce such changes promptly.

Determinations as to Michigan Residence

Statement of Policy

Because Kendall College of Art and Design of Ferris State University is a State institution, some of the costs are determined by whether or not the student is a resident of the State of Michigan. Since normally a student comes to the University for the primary or sole purpose of attending the University rather than to establish a domicile in Michigan, one who enrolls in the University as a non-resident student shall continue to be so classified throughout his or her attendance as a student, unless and until he or she demonstrates through clear and convincing evidence that his or her previous domicile has been abandoned and a Michigan domicile established.

Administration of Program

The Vice President of Administration and Finance of Kendall College of Art & Design of Ferris State University shall be responsible for administering policies and procedures governing residency. Such policies shall include factors and circumstances considered in establishing the domicile of a student, and procedures for the establishment of residency and/or reclassification.

Residency Requirements for Tuition Purposes

A student enrolling at Kendall College of Art & Design of Ferris State University shall be classified as a “resident” or “non-resident” student for the purposes of administering admission, fees, and tuition charges. It is the student’s responsibility to register under the proper “resident” or “non-resident”. If a student has a question regarding his/her classification, the student should contact the Vice President of Administration and Finance of Kendall College of Art & Design of Ferris State University at least one month before registering.

The following regulations set forth the major points governing determination of “resident” and “non-resident” status and the payment of “resident” and “non-resident” tuition.

General Provisions

1. Students who are domiciled in Michigan are eligible to be classified as “resident” for tuition purposes.
 - a. For University purposes, “domicile” is defined as the place where an individual intends his/her true, fixed and permanent home and principal establishment to be, and to which the individual intends to return whenever he/she is absent from the University.
 - b. An individual whose activities and circumstances, as documented to the University, demonstrate that he/she is domiciled in Michigan will be eligible for classification as a “resident” student. An individual whose presence in the state is based on activities or circumstances that are indeterminate or temporary, such as, but not limited to, educational pursuits, will be presumed not to be domiciled in Michigan and will be classified as a “non-resident”. In order to rebut this presumption, the burden of proof is on the student to demonstrate by clear and convincing evidenced that he/she is domiciled in Michigan and, thus, eligible for “resident” classification.

2. For tuition classification purposes:

- a. A student is presumed to be a dependent of his/her parents if the student is 24 years of age or younger and has been involved primarily in educational pursuits, or has not been entirely financially self-supporting.
- b. The domicile of a minor or dependent student is presumed to be the same as that of the student's natural parents. If only one parent is domiciled in Michigan, the student will be presumed to be a Michigan domiciliary regardless of whether that parent is the student's custodial parent.
- c. The domicile of a dependent student's legal guardian will be presumed to have the same evidentiary effect as that of a dependent student's parent, and references to parents in these regulations shall include legal guardians, only when the student is the dependent of the legal guardian, or such guardianship has been established due to the complete incapacity or death of the student's parent(s). A parent's inability to provide funds necessary to support a college education shall not qualify as complete incapacity.

Before it grants a student "resident" status for tuition purposes, the University will require that a student have continuously resided in Michigan for one year immediately preceding the first day of classes of the term in which the student is applying for "resident" classification. The year of continuous presence is never the only criterion used for determining "resident" classification and, in itself, will not qualify a student for "resident" status. Nor will a student's failure to have continuously resided in Michigan for one year automatically prevent the student from obtaining "resident" status. If the student presents clear and convincing evidence which demonstrates the establishment by the student of a Michigan domicile, the student will be eligible for "resident" classification even if the student has not resided in Michigan continuously for one year prior to the first day of classes in the applicable term.

Establishing Michigan Domicile

An applicant or student may provide any and all evidence that he/she believes will prove that he/she is domiciled in Michigan. No one type of evidence will be considered dispositive of the issue of domicile. Rather, the University will consider all of the evidence provided to it concerning a claim of domicile.

Circumstances that may demonstrate Michigan domicile: The following circumstances and activities, though not conclusive, may lend support to a claim to eligibility for in-state classification. This is not an exhaustive list:

In the case of a dependent student: at least one parent domiciled in Michigan, as demonstrated by the parent's permanent employment, establishment of a household and severance of out-of-state ties.

In the case of an independent student: Student employed in Michigan in a full-time, permanent job, provided that the student's employment is the primary purpose for the student's presence in Michigan; student's spouse employed in Michigan in a full-time, permanent job provided that the spouse's employment is the primary purpose for the student's present in Michigan.

An independent student may be granted "resident" status for tuition-paying purposes, once the student provides evidence of 12 consecutive months (one year) of physical presence in the State of Michigan immediately preceding the first day of classes of the term in which the student is applying for a change in status.

The year of continuous presence is never the only criterion used for determining whether to reclassify a "non-resident" student to "resident" classification and, in itself, will not qualify a student for reclassification to "resident" status for tuition paying purposes at Kendall College of Art & Design of Ferris State University.

Presumptions of "Resident" Classification

A student will be presumed eligible for "resident" classification in the following circumstances:

1. If a student, or the parent of the dependent student, is an active member of the regular armed forces who maintains Michigan as his/her official home of record, is registered to vote in Michigan and files a Michigan income tax return as a resident, the student shall be classified as a "resident".
2. If a student, or a parent of a dependent student, is domiciled in Michigan but has been temporarily transferred outside Michigan by his/her employer (but has not become domiciled outside Michigan), the student shall be classified as a "resident".
3. A student who is a veteran of at least 12 consecutive months of active United States military service (excluding reserve programs) who moves to Michigan within 90 days following an honorable separation from the service with the intent to become a domiciliary of Michigan will be classified as a "resident".

4. An independent “prospective” student who physically resides in Michigan for 12 consecutive months without enrolling in any academic courses at any two-year or four-year degree granting institution may matriculate as a “resident” student immediately.
5. Domicile in Michigan of family, guardian or other relatives or persons legally responsible for the student.
6. Ownership of a home (primary residence) in Michigan.
7. Long term military commitments in Michigan.
8. Employment records demonstrating permanent employment in Michigan.
9. Acceptance of an offer for permanent employment in Michigan.

Other factors not mentioned above indicating an intention to make Michigan the student’s domicile will be considered by the University in classifying a student on a case by case basis.

The circumstances and activities listed below are temporary or indeterminate and, in and of themselves, do not demonstrate domicile in Michigan. They may however have probative value in support of a claim for residence classification.

1. Military assignment in Michigan.
2. Possession of a Michigan driver’s license or voter’s registration, automobile registration.
3. Payment of Michigan Income Taxes.
4. The lease of living quarters.
 1. Other public or personal records, e.g., marriage record, tax returns.

Non-Citizen Students

The intent and legal ability to establish domicile in the United States are both required in order for a student to be eligible for “resident” classification at the Kendall College of Art & Design of Ferris State University. Although a “permanent resident” of the United States is permitted by law to establish domicile in the United States, the University also requires that he/she demonstrate that he/she has in fact established a domicile in Michigan in accord with these regulations in order to be eligible to be classified as “resident” for tuition purposes. For purposes of these regulations, a “permanent resident” of the United States is a person in possession of a valid I-551 Alien Registration Receipt Card, a Temporary “I-551” Stamp in his/her passport, or an I-797 Receipt Notice for Form I-485 which can be verified telephonically as active and pending.

Similarly, a person accorded “refugee” or “asylee” status is permitted by law to establish a domicile in the United States. A “refugee” or “asylee” may therefore apply for resident status in accord with these regulations. As with a “permanent resident”, the University also requires that a “refugee” or “asylee” demonstrate that he/she in fact established a domicile in Michigan in accord with these regulations in order to be eligible to be classified as “resident” for tuition purposes. For purposes of these regulations, a “refugee” or “asylee” is a person in possession of a current I-94 card designating their status as “refugee” or “asylee”.

Other non-citizen students who are not “permanent residents”, “refugees”, or “asylees” may be classified as “resident” for tuition purposes only if they are not precluded by the Immigration and Naturalization Act (8 USC 1101 et seq.) from establishing domicile in the United States. Unauthorized entrants, persons out of status, and many non-immigrant visa entrants are precluded from establishing a domicile in the United States and are therefore ineligible to be classified as “resident” for tuition purposes.

Under current law, persons holding A, E (primary), G, I, K-3/K-4, S, T, U, and V visas may legally establish a domicile in the United States. Persons holding documentation of these listed classifications may, therefore, apply for “resident” status in accord with these regulations. The University intends to update this list of eligible classifications as it becomes aware of changes in the law.

Related Information

1. If a student, or the parent of a dependent student, moves out of Michigan during the time he/she is enrolled at Kendall College of Art & Design of Ferris State University, the student’s “resident” classification will be maintained as long as he/she continues to be enrolled. If a student moves out of Michigan for more than 12 months while enrolled as less than full-time student, the student will be reclassified to “non-resident” status, unless the student presents clear and convincing evidence that he/she has maintained his/her domicile in Michigan despite the move.
2. The “resident” status of a prospective student domiciled in Michigan will not be affected by that student’s attendance at a non-Michigan college or university prior to enrolling at Kendall College of Art & Design of Ferris State University.

3. If the family of a current dependent student or of a prospective dependent student who has completed at least the junior year of high school moves out of Michigan during the time he/she is a student, the student's "resident" classification will be maintained as long as he/she continues to be enrolled on a regular school year basis in a Michigan high school, college or university.
4. The domiciliary status of any person, other than a parent, who may furnish funds to a student for payment of University fees, shall not have any presumptive effect on the classification of that student.
5. If a student has accepted a bona fide offer of permanent, full-time employment in Michigan following graduation, the student may be reclassified to "resident" status for the ensuing semester.

The University will correct errors that may occur in classifying a student. Further, the University reserves the right to audit enrolled or prospective students at any time with regard to eligibility for "resident" status and to reclassify students who are registered in an improper classification.

Student's seeking classification as a "resident" at the time of initial enrollment or "non-resident" students seeking reclassification to "resident" status have the burden of proving, by clear and convincing evidence, that they are domiciled in Michigan.

A student seeking reclassification to "resident" must also demonstrate, by clear and convincing evidence, satisfaction of the one-year durational residency. If the student is a minor or dependent (as indicated in General Provisions), these burdens shall be on the person from whom the student derives residence. Determination of domicile shall be based on factors set forth in the preceding sections.

Discretion to adjust individual cases within the spirit of these regulations is vested in the Vice President of Administration and Finance of Kendall College of Art & Design of Ferris State University.

Procedure for Residency Reclassification

These regulations shall be administered by the Vice President of Administration and Finance of Kendall College of Art & Design of Ferris State University in accordance with the following residence review procedures: it shall be the responsibility of the student to register under the proper residence classification and to notify the Vice President of Administration and Finance of Kendall College of Art & Design of Ferris State University of possible changes in residence and to furnish all requested information pertinent thereto; applications for reclassification shall be filed within the first 20 calendar days of the semester after the student has satisfied the one year continuous residence requirement; any student may appeal the decision made by the Vice President of Administration and Finance of Kendall College of Art & Design of Ferris State University within 7 calendar days after date of notification.

When a student files a Request for Classification to Resident Status, the student must submit the following documentation with the Residency Regulations Petition for Change in Status request form which may be obtained from the Vice President of Administration and Finance of Kendall College of Art & Design of Ferris State University.

1. For all students: a copy of the driver's license of the student and, if applicable, of the person or persons upon whom the student is basing the claim to resident status.
2. For all students: copies of the front and signature pages of the most recent year's federal and state income tax returns and W2's for the student and, if applicable, of the person or persons upon whom the student is basing the claim to in-state status.
3. For students born outside the U.S.: verification of U.S. citizenship or visa status.
4. For students who are dependents: copies of the front and signature pages of the most recent year's federal and state income tax returns of the person claiming the student as a dependent.
5. For students whose claim to eligibility for resident classification is based on their permanent, full-time employment or that of another person: a letter from the employer, written on letterhead (including phone number), stating the student or other person's position, status and dates of employment. The letter should be accompanied by a copy of the most recent pay stub showing Michigan taxes being withheld.

Students are also responsible for providing any additional documentation necessary to support their claim to in-state eligibility if such documentation is requested by the University.

The Request for Classification to Resident Status with attached documentation may be submitted to Vice President for Administration and Finance, Kendall College of Art & Design of Ferris State University, 17 Fountain Street N.W., Grand Rapids MI 49503-3002 as early as one month in advance of but no later than the

first 20 days of the semester in which reclassification is sought. The Residency Regulations Petition for Change in Status accompanying documentation will not be returned. The student is advised to keep a copy of his/her records.

If it is determined that the student is domiciled in Michigan, “resident student” status shall be granted to the student as of the date the student established domicile, but no earlier than 18 months prior to the first day of classes in the semester in which the application for reclassification was submitted. A student failing to submit an application for reclassification within the first 20 calendar days of the semester after which the student has satisfied the one-year continuous resident requirement may submit an application for reclassification within the first 20 calendar days of any subsequent semester; however, in such cases, the student waives the right to receive “resident student” classification any earlier than 18 months prior to the first day of the semester in which the application for reclassification was submitted. In no case, however, shall a student be afforded “resident student” status before the date of establishing a domicile in Michigan.

Appeal Procedure

1. Within seven (7) calendar days after receiving notification of the residency decision, the student must file a copy of the appeal together with a request that all documents submitted in support of the application be forwarded to the President of Kendall College of Art & Design of Ferris State University.
2. Failure to timely comply with the above paragraph shall constitute a waiver of all claims to reclassification for the applicable term.
3. The decision of the President of Kendall College of Art & Design of Ferris State University shall be final.
4. Resident tuition rates shall be effective for the semester in which a student is reclassified to “resident” status. Appropriate refunds shall be made or accounts credited within a reasonable time following such reclassification subject to the limitations of Procedures for Residency Reclassification.

Classification or reclassification based upon materially erroneous, false or misleading statements or omissions by or in support of the applicant shall be set aside retroactively upon the discovery of the erroneous nature of such statements. Any student having paid less than required to the University because of an erroneous classification or reclassification which is subsequently set aside, will repay any amounts not properly paid because of the erroneous classification or reclassification.

Inquiries may be directed to:

Vice President for Administration and Finance
Kendall College of Art & Design of Ferris State University
17 Fountain Street N.W.
Grand Rapids MI 49503-3002

Education of Persons with Documented Disabilities

Nondiscrimination Policy of the University

In conformance with the provisions of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Michigan Persons with Disabilities Civil Rights Act and other applicable laws and regulations, the University will not unlawfully discriminate against any student or any applicant for admission to the University because of a protected disability. The University will provide reasonable accommodations to students with disabilities who are otherwise qualified to perform college-level work and are able to fulfill the requirements of their chosen programs with reasonable accommodations.

Self-Identification of Persons With a Documented Disability

Opportunity for self-identification as a person with a documented disability is available beginning with the initial application, during the enrollment period or at any time while attending Kendall College of Art and Design of Ferris State University. Each person is encouraged to contact the Director of Counseling, Tutoring and Disability Services to discuss eligibility and documentation requirements needed in order to arrange for reasonable accommodations. Call (616) 451-2787 ext. 1136

Requests for Reasonable Accommodations

Students must register with the Disability Office in order to make an accommodation request. Students must provide current, comprehensive documentation, and make an accommodation request each semester while

attending Kendall College of Art and Design of Ferris State University. The student must make an accommodation request at least one week in advance of when the accommodation is needed.

Reporting Discrimination Against Persons with Disabilities

State and federal laws prohibit discrimination against individuals with disabilities, including current students and applicants. The Vice Chancellor for Administration and Finance of Ferris State University Grand Rapids coordinates the University's compliance with these state and federal nondiscrimination laws, including the federal Vocational Rehabilitation Act of 1973, the federal Americans with Disabilities Act and the amended Michigan Handicappers Civil Rights Act. The Vice Chancellor for Administration and Finance is also the grievance officer designated to handle any complaints or concerns regarding the University, its programs, procedures, or employees. If you believe that a violation or potential violation of these state or federal non-discrimination laws has occurred, is occurring, or will occur, please notify: Office of the Vice Chancellor for Administration and Finance of Kendall College of Art & Design of Ferris State University, 17 Fountain NW, Grand Rapids, MI 49503-3002 (616) 451-2787.

Academic Policies and Procedures

Grading System

All credits offered in degree programs are expressed in semester hours. One semester hour of credit is granted for the successful completion of one hour per week of lecture, or two or more hours per week of studio work, for a period of fifteen weeks. At the end of each term, faculty members are required to submit final course grades. Students may access their grades by using MyFSU.

The following grading system and grade point values are used for all courses at Kendall College of Ferris State University:

Letter Grade: A (4.0), A-(3.7), B+(3.3), B(3), B-(2.7), C+(2.3), C(2), C-(1.7), D+(1.3), D(1), D-(.7), F(0)

Grades of CR (Credit), NC (No Credit), AU (Audit), I (Incomplete), IP (In Progress), W (Withdrawal), and AW (Administrative Withdrawal) are not considered in computing grade point averages. Grades of WF (Withdrawal Failing) or AWF (Administrative Withdrawal Failing) are computed as a grade point value of (0.0).

Mid-Term Grades

At mid-term (fall and spring terms only), faculty assign mid-term grades to all students. Mid-term grades are available through MyFSU the ninth week of fall or spring term by using the internet.

Grade Changes

The assignment of grades is a faculty responsibility and only in exceptional circumstances is an original grade subject to change. If a student disagrees with an assigned grade, the student has recourse to seek resolution of that disagreement. The student has the burden of demonstrating the erroneousness of the original grade. An appeal for a grade change must be initiated by no later than two weeks following the issuance of the grade.

1. To begin the process, the student must seek to resolve the dispute by discussing the grade with the instructor. This discussion must take place within two weeks of the issuance of the grade. In those circumstances in which the student can provide reasons which preclude such a discussion taking place, the grade appeal process begins with Step 2.
2. If the disagreement cannot be resolved through Step 1, the student shall provide the Registrar with a written statement setting forth the justification for the requested change in grade, together with a copy of the course syllabus and work he/she completed in the course. This written statement must be submitted by no later than one week following the meeting with the instructor.
3. The Registrar will provide the instructor with a copy of the student's written statement and ask that the instructor respond in writing within two weeks.
4. The Registrar will recommend to the Dean of the College of Kendall College of Art and Design of Ferris State University that a faculty grievance committee be convened. The Dean of Kendall will name a committee of three faculty members. This committee shall function as an impartial body to gather information and to clarify issues.
5. Facilitated by the Registrar, this committee will review the student's work and the written statements of both the student and the instructor. At the Committee's discretion, the members may seek a meeting with the student and the instructor.

6. After carefully and confidentially weighing the issues, the Committee will submit its recommendation to the Registrar, who will forward the recommendation to the Dean of the College of Kendall College of Art and Design of Ferris State University, who, in turn, will inform the student and the faculty member of the committee's decision.

Incomplete Grades

Receiving a grade of incomplete (I) in a course indicates that you have successfully completed a major portion of the course requirements, and you should not re-register for the course. The grade of "I" is a temporary designation that is assigned for illness, injury, birth of a child, death of a family member, jury duty or other necessary absences, generally beyond the control of the student, which prevents you from completing the course requirements. Completion of at least 75% of course work at passing levels is required before an (I) grade is assigned.

The instructor must file the Incomplete Grade form with the Kendall Registrar's Office authorizing a grade of incomplete along with the requirements for completing the course. The student must make arrangements with the professor to complete all required work by the close of the following term, excluding summer. Instructors may require students to sign an agreement stipulating assignments and deadlines that must be met. Once the student completes the course requirements the professor must submit a grade change form to the Kendall Registrar's Office for approval and processing.

Incomplete grades that are not made up within the following term, excluding summer term, are changed to the grade of "F", unless written authorization for a time extension from the instructor is received by the Registrar's Office. No time extensions will be given beyond one year after the close of the semester in which the "I" was received.

Auditing a Course (No Credit)

Students are permitted to register for courses, space permitting, on an audit (no credit) basis during the designated "Institutional Change Days" during the first four (4) days of the term. Approval and signature of the faculty member offering the course is required and forwarded to the Registrar's Office for processing. Where course capacity is limited, students taking the course for credit will have registration priority over audit students.

Repeat a Course

A student may repeat a course previously taken up to three (3) times. For exceptions to this limitation a student may appeal to the Chairperson of the major offering the course. Credit is given for a course only once, even though it can be repeated up to three times.

The grade received the last time the course is taken, excluding I, W, CR or NC, is the only grade used in computing the cumulative grade point average (GPA).

Academic Probation

A student will be placed on academic probation whenever any one of the following conditions happens.

1. The student's cumulative grade point average (GPA) falls below a 2.0 based on a 4.0 scale.
2. The student's semester grade point average (GPA) for two consecutive semesters is less than 2.0 based on a 4.0 scale.
3. The student is on semester trial as a new student.

Any Student who is on academic probation cannot enroll for more than 14 credit hours without receiving permission from his or her advisor.

The temporary grade of "I" will not prevent a student from being placed on probation. Grades of "I" are not figured into the GPA.

Academic Warning

A student will receive an academic warning if his or her current *semester* GPA falls below a 2.0.

Any student who receives an academic warning cannot enroll for more than 14 credit hours without receiving permission from his or her advisor.

Academic Dismissal

A student may be academically dismissed whenever any one of the following conditions is met:

1. The student fails in 50 percent (50%) or more of the student's credit hours in any semester.

- The Dean of the College of Kendall College of Art and Design determines at the end of a probationary semester that academic performance does not warrant continuation.
- The student's cumulative grade point average (GPA) falls below the minimum level indicated below.

Kendall credit hours graded	Kendall cumulative minimum GPA
0 - 20.9	1.40
21 - 30.9	1.60
31 - 50.9	1.70
51 - 67.9	1.80
68 - 97.9	1.90
98 and above	1.99

Appeals from Academic Dismissal

A student who is dismissed from Kendall College of Art and Design of Ferris State University for academic reasons, but who believes there are extenuating circumstances that warrant consideration, may appeal the dismissal in writing to the Kendall Registrar. Final appeal rests with the Dean of the College of Kendall College of Art and Design of Ferris State University.

Readmission after Dismissal for Academic Reasons

A student who has been dismissed for academic reasons may apply for readmission subject to the following: any student who is dismissed for academic reasons will not be readmitted to Kendall for at least one semester, excluding summer semester. A student must provide a written letter to the Registrar regarding readmission.

Academic Counseling and Advising Services

A student is assigned a faculty advisor within the program of the student's concentration when enrolled at Kendall. For advising in connection with problems related to educational planning, student skills, time planning and related areas, students consult their academic program faculty advisors. Faculty advisors should be considered as the first point of contact on all problems and they refer students to other staff members for specialized assistance whenever necessary.

Withdrawal from a Course

Once the semester begins, a student may withdraw from a course and receive a grade of "W" through the ninth week of the fall and winter semesters, as published in the Schedule of Classes, or the equivalent time period if the class meets on a different schedule (e.g., a double-paced summer semester course). After that date, a grade of "W" may be given for a justifiable reason. Late withdrawal from a class without justifiable reason results in a "WF" grade. WF has a grade point value of (0.0) and is used when computing the grade point average. Neglecting to drop a class through Kendall Registrar's Office results in an "F" grade.

Medical Withdrawal from a Course

When a Kendall College of Art and Design of Ferris State University student is unable to continue attending a class due to illness, injury, or mental health reasons, and needs to medically withdraw from a course after the withdrawal deadline, the student should request approval for a medical withdrawal through the College Counselor of Kendall College of Ferris State University and provide a written letter to the Vice President of Administration and Finance. The Vice President notifies the Kendall Registrar. Based on the recommendation, the Registrar may process a class withdrawal, which assigns a grade of "W" in the class.

Withdrawing from the University

Beginning the first day of the term, if you decide to process a total withdrawal from the University (stop attending all classes), you must complete an academic withdrawal form from Kendall's Student Services. If you stop attending classes, but do not officially withdraw from the University, grades of "F" will be recorded in all courses. If your total withdrawal is due to a medical reason you should contact the Kendall College Counselor. Students receiving disciplinary suspension or dismissal from the University will receive a grade of "AW" (Administrative Withdrawal) that equates to a "W" grade prior to the last day to process a partial withdrawal from the University or an "AWF" grade that equates to a "F" grade after such date.

A student formerly enrolled at Kendall must file a readmission application if an interruption in enrollment has occurred. An interruption in enrollment occurs whenever a student withdraws from the University or fails to enroll for a succeeding term, not including summer term. Admission consideration of a re-entering student's academic standing is based on all courses attempted at the University and at other colleges and universities attended. An applicant must meet the same academic requirements expected of new applicants.

A reduction in course load (a class withdrawal) after the fourth (4) day of classes is not a basis for a refund. After the fourth day of the term a student may withdraw from a course and receive a “W” grade within the established time period. After that time period, without justifiable reasons or neglecting to withdraw from the class through the dean’s office, results in a “F” grade.

Medical Withdrawal from the University

Official Medical Withdrawals from the University are initiated by contacting the Kendall College Counselor and provide a written letter to the Kendall Vice President for Administration and Finance. These withdrawals must be signed by the College Counselor. A Medical Withdrawal is a total withdrawal from all classes for the semester, not a partial reduction in a student's schedule. Medical Withdrawals will result in the grade of “W” assigned to all courses after the fourth (4th) calendar day, or the approved last 'drop day' of the semester for the course(s).

Within the semester, the Medical Withdrawal is effective upon the date the student is/was no longer able to attend classes due to documented medical reasons. If documentation is not available at the time the Medical Withdrawal is initiated, the student will be advised to process an Academic Withdrawal through the Registrar's Office. The student must submit the required medical documentation to the College Counselor within 14 calendar days of his or her Academic Withdrawal from the University to amend his or her withdrawal status to medical. Upon receipt of the required documentation, the College Counselor will submit a Medical Withdrawal to the Registrar's Office. Failure of compliance by the student will result in the Academic Withdrawal remaining in effect. Refer to the Academic Withdrawal policy for grade determination.

After the end of the semester, Medical Withdrawal requests must include medical documentation and be submitted to the College Counselor within 30 days of the last day of classes for the given semester.

Students who receive a Medical Withdrawal effective fall or spring semester, and wish to return to the University, must reapply for admission and financial aid. Summer semester Medical Withdrawals will not affect a student's fall class schedule or financial aid; the student is not required to reapply for admission. The College Counselor may place a “Medical Hold” on the student's record, preventing the student from registering for future semesters, until the hold is cleared by the College Counselor.

The withdrawal process is the responsibility of the Registrar's Office. The Kendall Vice President for Administration and Finance will review exceptions to all withdrawal policies. To remain in compliance with federal regulations, the University may change withdrawal policies without prior notification.

Academic Withdrawal from the University In compliance with Federal Title IV Regulations

All students who wish to leave the University during a semester must formally withdraw. A formal withdrawal is when students provide official notification to the Registrar's Office of their intent to withdraw. Simply not paying for classes or not attending does not constitute a formal withdrawal.

Students must follow the steps below to formally withdraw from the University (Official Withdrawal):

To initiate a withdrawal from all classes, students contact the Registrar's Office by calling 616.451.2787 or students may also do so in person by going to the Kendall Student Services Office.

The contact date of student notification will be the official withdrawal date; however, the Registrar's Office may choose to use the last documented date of attendance at an academically related activity if it more accurately reflects the student's withdrawal.

Tuition and financial aid will be adjusted according to current University policies.

Academic Record

Students who officially withdraw on or after the first day of the semester, up to and including the fourth (4th) calendar day, or the approved last drop day of the semester for their course(s), will have no transcript record for that semester. After these time frames, a grade(s) of "W" or "WF" will appear on the transcript. The grade of "W" is issued when no more than 63% of a student's class(es) have been completed. The grade of "WF" is issued when 63% or more of a student's class(es) have been completed. A "W" grade is not computed in a

student's cumulative grade point average (GPA); however, a "WF" grade has a grade point value of zero (0.00) and is used when computing the GPA.

Student fails to formally withdraw from the University due to circumstances beyond student's control, such as illness or grievous personal injury (Unofficial Withdrawal):

If the Registrar's Office determines that a student did not begin the formal withdrawal process due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date will be determined by Registrar's Office of the documented circumstances.

Academic Record

The student's academic record will be treated the same as if they officially withdrew.

Student fails to formally withdraw from the University (Unofficial Withdrawal). If during the semester, the Registrar's Office determines a student has ceased attendance and did not follow the steps to formally withdraw, an unofficial withdrawal will be processed. The unofficial withdrawal date will be the midpoint of the semester, or in other words, the date at which 50% of the semester is completed. The Registrar's Office may choose to use the last documented date of attendance at an academically related activity if it more accurately reflects the student's withdrawal.

Any office within the University that becomes aware of a student not attending a scheduled class on a repetitive basis, must notify the Registrar's Office.

Academic Record

Students who fail to formally withdraw from the University and whose withdrawal date is determined to be on or after the first day of the semester, up to and including the fourth (4th) calendar day, or the approved last drop day of the semester for their course(s), will have no transcript record for that semester. After these time frames, a grade(s) of "W" or "WF" will appear on the transcript. The grade of "W" is issued when no more than 63% of a student's class(es) have been completed. The grade of "WF" is issued when 63% or more of a student's class(es) have been completed. A "W" grade is not computed in a student's cumulative grade point average (GPA); however, a "WF" grade has a grade point value of zero (0.00) and is used when computing the GPA.

Student fails to earn a passing grade in any of their classes (Unofficial Withdrawal). At the end of each semester, the Registrar's Office will identify students receiving federal Title IV aid (e.g., Pell Grant, Supplemental Education Opportunity Grant, Perkins Loan, Direct Loans) who have not received any passing grades for the semester, but did not officially withdraw. Within 30 days from the end of the semester, an unofficial withdrawal will be processed and the unofficial withdrawal date will be the date at which 50% of the semester is completed. Students will be notified in writing of the unofficial withdrawal and will be allowed to appeal the determination within the indicated deadline. Future class schedules may be cancelled.

Academic Record

The student will have "WF" grades for any classes from which they were not previously dropped or withdrawn. A "WF" grade has a grade point value of zero (0.00) and is used when computing the GPA.

To Cancel an Academic Withdrawal

Within one week from the original withdrawal notification, the student must submit to the Registrar's Office written correspondence of his or her intent to remain enrolled. If the student subsequently withdraws after canceling the withdrawal notification, the Academic Withdrawal date is the date the student first provided to the University; however, the Registrar's Office may choose to document a last date of attendance based on an academically related activity.

Notice to Students:

Students who completely withdraw from all classes in a semester and then wish to return to the University may need to reapply for admission after a break in enrollment, not including summer. When reapplying, a student may need to contact the Financial Aid Office to request reinstatement of his or her financial aid. Summer withdrawals will not affect a student's fall class schedule and the student is not required to reapply for admission.

To remain in compliance with federal Title IV regulations, the University may change withdrawal policies without prior notification.

Alternative Means of Earning Credit

Internships

Internship opportunities, where students receive elective or required credits while working in a professional environment, are an option for qualified students. Designed to complement and enhance career development, these positions may be paid or unpaid. To be eligible, a student must have a cumulative 3.00 GPA and junior/senior standing. Interested students should contact the Activities and Resource Center. Internships are graded on a pass/fail basis only and a maximum of nine credits may be earned.

Independent Study/Special Problems

An independent study opportunity to pursue special topics or projects beyond the classroom setting, or a special problem in a classroom setting, may be available under the direction of a professor, with the approval of the program chairperson, and the dean of faculty. A minimum 3.00 GPA and junior/senior standing are required. The forms for requesting approval are available through the Registrar's Office.

Foreign Study

Each summer, various foreign study programs may be offered.

Study at Another Institution

To guarantee that course work taken at another institution will be transferred and applied to Kendall B.F.A. or B.S. requirements, a student must have prior written permission from the Registrar. For the work to apply to the major, prior written approval of the program coordinator and program chairperson is required.

Note: studio classes are transferred only after a portfolio presentation and approval. In addition, the Transfer Credit policy is also in effect for current Kendall students.

All Michigan institutions of higher education honor attendance from students in good standing who are currently enrolled at other Michigan colleges and universities. If a student attends as a "guest" student, after having completed the appropriate form at the home Registrar's Office, the normal application process for that institution (including application form and fee) will be bypassed. Official transcripts are required for all course work that the student wishes to have evaluated for transfer.

Class Standing

The class standing for all undergraduate students at Kendall College of Art and Design of Ferris State University is based on the following criteria:

Class standing	Credit hours earned
Freshman	0 to under 26
Sophomore	26 to under 56
Junior	56 to under 86
Senior	86 or more credit hours passed

Full-time Enrollment Status

An undergraduate student enrolled in twelve (12) or more hours of credit is considered to be a full-time student at Kendall College of Art and Design of Ferris State University. Full-time status for a student in a master's degree program requires a minimum of nine (9) hours of credit.

Academic Program Change

Kendall students may elect to change from one academic program to another within Kendall College of Art and Design of Ferris State University by contacting the Kendall Registrar's Office. Students wishing to change from a Kendall program to another Kendall program must meet with the Registrar's Office at Kendall. Students wishing to change to a program offered at Ferris State University must meet with the Dean's Office at Ferris State University that offers the new program in order to determine whether or not the student is eligible to make the change and the semester the change goes into effect. Eligibility for admission to a new academic program is based primarily on the following criteria: academic credit earned; cumulative GPA; and the availability of space (quota) in the program.

If the student meets the requirements for acceptance into the new program at Kendall, a change of academic program form must be completed and processed by the Registrar's Office. Once admitted to the new program, the student must meet all course requirements needed in order to graduate from the program.

Academic Minor

A minor is an option available to students. Within Kendall College of Art and Design of Ferris State University, a minor generally consists of courses totaling 15 semester credit hours in a single discipline. One course from the student's major may be used in the minor. The specific courses for each major are listed after each major program plan in this catalog, or are available in the Registrar's Office. A student must declare the minor with the Registrar's Office in writing.

Academic Recognition

President's List

Full-time students who achieve a semester GPA of 3.5 or higher are placed on the President's List.

Graduation

The Bachelor of Fine Arts degree requires the satisfactory completion of at least 120 semester credit hours of Studio, Art History, and General Education course work.

To earn a B.F.A. degree from Kendall College of Art and Design of Ferris State University a student must: 1. Complete a minimum of 120 semester credit hours (134 hours for Art with K-12 Art Education Certification).

2. Complete a minimum of 30 semester hours (normally the last two semesters), in residence at Kendall.
3. Complete all Foundation, Art History, and General Education requirements.
4. Complete a major program of study (at least half of these credits must be completed in residence at Kendall). Please refer to the individual majors' course requirements and sequencing in this catalog.
4. Earn a cumulative grade point average (GPA) of at least 2.0 in courses taken at Kendall College of Art and Design of Ferris State University; earn a minimum GPA of 2.25 in major studio core courses (studio electives exempted). For Art Education, 2.50 in Art Major/Minor requirements, 2.50 in General Education requirements and 2.75 in Professional Education requirements.
5. For Art Education, complete all Professional Education requirements, including Basic Skills Test and Content Area Test.
7. Complete and file an "Application for Degree" with the Registrar no later than one semester prior to the one in which graduation is planned, preferably when 90 semester hours have been earned. It is the student's responsibility to inform the Registrar in writing of any change in expected graduation date.
8. Submit a 35mm mounted and labeled slide or digital image that is representative of the student's work to become part of the Kendall College of Art and Design of Ferris State University Alumni Collection.
9. Be in good standing with the University.

The Bachelor of Science degree in Art History requires the satisfactory completion of at least 120 semester credit hours of Art History, Studio, and General Education course work.

To earn a B.S. degree in Art History from Kendall College of Art and Design of Ferris State University a student must:

1. Complete a minimum of 120 semester credit hours.
2. Complete a minimum of 30 semester hours (normally the last two semesters), in residence at Kendall.
3. Complete all Foundation, Studio, and General Education requirements.
4. Complete all Art History requirements (at least half of these credits must be completed in residence at Kendall).
5. Earn a cumulative grade point average (GPA) of at least 2.0 in courses taken at Kendall College of Art and Design of Ferris State University; earn a minimum GPA of 2.25 in major studio core courses (studio electives exempted).
6. Complete and file an "Application for Degree" with the Registrar no later than one semester prior to the one in which graduation is planned, preferably when 90 semester hours have been earned. It is the student's responsibility to inform the Registrar in writing of any change in expected graduation date.
7. Be in good standing with the University.

Diploma & Degree-granting Dates

Degrees are granted and diplomas are issued to Kendall degree candidates in May, August and December.

The annual commencement ceremony is held in May. Students completing their coursework at the end of summer semester may participate in the commencement exercises just prior to or following that summer semester. Students are provided with a graduation booklet detailing all of the necessary information and requirements for participating in commencement. This booklet is distributed in early March.

Annual Student Exhibition

The exhibition is held during the week preceding the May commencement ceremony. All floors of the College are transformed into a gallery displaying graduate and undergraduate work from all major areas of study. The event is open to the public.

Graduation with Honors

The Kendall College of Art and Design B.F.A. or B.S. degree is awarded "with Honors" when a student has earned a cumulative GPA of 3.5 or higher by the semester preceding graduation. Transfer students must have earned at least 30 semester credit hours in residency prior to their final semester for honors consideration. The honors recognition is indicated on the diploma and official transcript.

Excellence Awards

One student from art education, art history and each studio program is recognized for superior achievement by their program faculty and is honored during graduation and with an exhibit in the Kendall Gallery.

Highest Honor

One student is chosen from each year's graduating class to receive the highest academic honor, represented by the receipt of a Bachelor's Hood. Selection is based on academic achievement, on earning the majority or all 120 credits at Kendall College of Art and Design of Ferris State University, on the recommendation of the student's major studio faculty, on community service to the College, and on leadership qualities.

Second Bachelor's Degree

Candidates for a second baccalaureate degree, whether the first degree was earned at Kendall or another accredited institution, must complete a minimum of 30 semester credit hours in residence at Kendall College of Art and Design of Ferris State University. All course requirements for the B.F.A. or B.S. degree must be fulfilled.

Release of Information about Transcripts Transcripts

A transcript of credit is a complete and faithful copy of a student's college academic record.

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, transcripts are issued only upon the written request of the student. Requests for official transcripts must be made in writing to the Registrar's Office. Only original, signed, written requests by the student will be accepted. Telephone and facsimile requests cannot be accepted. Allow for a minimum of two working days for processing plus time for mail delivery. There is a fee for each official transcript, payable at the time of request. Official transcripts bear the signature and seal of the Registrar and are sent only to other colleges, universities, prospective employers, etc.

Students may request an unofficial copy for their own use. The University will not issue transcripts for anyone with outstanding account balances or obligations.

Note: for transcripts from previous educational institutions attended, the student should contact each institution directly.

Release of Unofficial Copies of Academic Records to Faculty and Administrative Officers

Unofficial copies of a student's academic record or academic information contained therein may be issued to those faculty and administrative officers of the University who have a legitimate interest in the material and a need to know. However, the contents of the official folder and the official permanent record shall not be sent outside the Registrar's Office except under circumstances specifically authorized by the Registrar.

Enrollment Certification

The University can certify a student's enrollment status for only the current term or for past enrollment terms. Student enrollment status is based upon the number of semester credit hours for which a student is currently registered. Full-time enrollment comprises twelve or more semester credit hours. Requests for current term enrollment verification will be processed once the second week for that term has ended. Requests for enrollment certification should be submitted in writing to the Registrar's Office by the student concerned. Any required

forms should be completely filled out and signed by the student. A minimum of one week should be allowed for processing, plus time for mail delivery.

Student Address

Students are required to report in writing to the Registrar's Office their off-campus, local address and telephone number as well as any changes to their local, permanent, and billing addresses and telephone numbers.

Student Business Affairs (Financial Aid, Scholarships, Tuition and Fees)

Financial Aid Policies and Procedures

Applying for Financial Aid

In order to be considered for financial aid, you must first complete the Free Application for Federal Student Aid (FAFSA). You can file the FAFSA on the internet at <http://www.fafsa.gov/>. Filing via the Internet will take 7-10 days for processing versus 4-6 weeks with the paper submission. Make sure you use the correct federal school code number of 002260 (for Ferris State University). A student should file the FAFSA as soon after January 1 of each year when a student is considering attending college for the following academic year.

Special Note about PIN

A Personal Identification Number (PIN) serves as an electronic signature. A PIN is not necessary, but does reduce processing time. If you do not already have a PIN, immediately go online at www.pin.ed.gov to request PIN for student and parent(s).

Approximately 33% of all FAFSA's that are submitted to the federal processor are randomly selected for a process called verification. You will be notified and instructed by Ferris State University on what you need to supply for documentation. Generally, this consists of a verification worksheet and submission of federal 1040 tax forms.

Financial Aid Award Notice

Once the Financial Aid Office has received your processed FAFSA information and you have completed the verification process (if selected), an Award Notice will be made. The electronic Award Notice will state the amount and type of financial aid you are eligible to receive for the designated semesters(s). You must accept/decline your awards electronically through "MyFSU". Financial aid awards are based upon full time enrollment. If you enroll less than full time, certain grant, loan and scholarship funds will be reduced on the fourth class day of each semester.

Payment of Financial Aid

After you have completed all paperwork required by the Financial Aid Office, your financial aid will be credited to your student account at the Student Business Affairs Office. (Note: Work-study awards DO NOT automatically credit to student's accounts. Students will receive a paycheck bi-weekly for actual hours worked). You are responsible for paying what financial aid does not cover. If your financial aid exceeds the amount you owe the University, a refund will be available to you after classes have begun. Dates of refunds are posted on the Ferris website (fsu.edu).

Direct Loan Program

Kendall College of Art and Design of Ferris State University participates in the Direct Lending Program, which means that we work directly with the United States Department of Education for lending students federal loans. The Award Notice you receive from the Financial Aid Office will indicate the maximum amount of federal loans you are eligible to receive. You will need to accept, decline or reduce the loan amount offered. Students are strongly encouraged to borrow only what is necessary to cover educational costs in order to minimize loan indebtedness.

If you are a first time Direct Loan borrower, you must complete and sign a Master Promissory Note and complete Entrance Counseling at www.studentloans.gov before any loan funds can be credited to your account.

Satisfactory Academic Progress

To remain eligible to receive Financial Aid at Kendall College of Art and Design of Ferris State University, a student must make satisfactory academic progress in the following areas:

1. Cumulative GPA – each undergrad student must maintain a minimum GPA (grade point average) of 2.00 and each graduate student a minimum GPA of 3.0 to be eligible for further funding.
2. Students must complete at least 67% of their cumulative total attempted hours.
3. A bachelors or professional degree must be earned within 180 attempted credit hours. A graduate degree must be earned within 60 attempted credit hours.

Students will be monitored once a year at the end of the spring semester.

General Information

The Financial Aid/Student Business Affairs Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Counselors are available on a walk in basis between 8:30 a.m. and 4:30 p.m. – appointments are recommended. You may contact the office by telephone: (616) 451-2787 or (800) 676-2787; or visit us on the web by going to the Kendall homepage at www.kcad.edu.

Kendall Scholarship Program

The Kendall Scholarship of Program awards almost 2 million in scholarships and grants annually. Scholarships are awarded on the basis of artistic merit and academic achievement of freshman applicants, transfer students, and currently enrolled students. Scholarship award amounts vary. The Kendall Scholarship amounts are based on full-time enrollment. Part-time student awards will be prorated. Contact the Kendall Admissions Office for an application or for more information.

Other College Scholarship Opportunities

Ferris Institutional Scholarships

Go to WWW.KCAD.EDU

Click on FINANCIAL AID under Admissions (bottom of the page)

Click on SCHOLARSHIPS AND GRANTS

Click on any of the KENDALL SCHOLARSHIPS for more information or

Click on FSU INSTITUTIONAL SCHOLARSHIPS, then OTHER SCHOLARSHIP OPPORTUNITIES

Outside Scholarships

Go to WWW.KCAD.EDU

Click on PROGRAMS AND FACULTY

Click on UNDERGRADUATE or GRADUATE PROGRAMS, depending on which degree you are seeking

Click on your MAJOR

Click on SCHOLARSHIPS in the blue box.

Both major specific and general scholarships will be listed, if applicable.

For further details on any financial aid program, please refer to the Financial Aid section of the Kendall website at www.kcad.edu or contact the Financial Aid Office at (616) 451-2787.

Financial Policies and Procedures

Tuition & Fees

Current tuition and fee information for Kendall College of Art and Design of Ferris State University may be obtained from the Kendall Student Business Affairs Office and is published in the Kendall Student Handbook. Any questions regarding tuition, fees, and refunds should also be directed to the Student Business Affairs Office.

Kendall College of Art and Design of Ferris State University 2011-2012 Tuition and Fee Rates

	Per 1	3	6	9	12	15
	Credit Hr	Credits	Credits	Credits	Credits	Credits
Resident General Education	\$348	\$1,044	\$2,088	\$3,132	\$4,176	\$5,220
Resident Studio	\$684	\$2,052	\$4,104	\$6,156	\$8,208	\$10,260
Non-Resident General Education	\$522	\$1,566	\$3,132	\$4,698	\$6,264	\$7,830

Non-Resident Studio	\$1,026	\$3,078	\$6,156	\$9,234	\$12,312	\$15,390
Graduate Student	\$763	\$2,289	\$4,578	\$6,867	\$9,156	\$11,445

Related Fees

Admissions App. Fee \$30	Kendall Experience Fee \$250
Enrollment Deposit \$150	Technology Fee - 0+ credits \$150
Sculpture/Woodworking/3D Studio Fee \$155	Student Life Fee \$10
Printmaking Class Fee \$155	Deferred Payment Charge \$30
Digital Resource Level 1 Fee \$50	Studio Space Fee (per semester) \$315
Digital Resource Level 2 Fee \$100	Studio Deposit \$100
Digital Resource Level 3 Fee \$150	Transcript Fee \$5
Metals/Jewelry Studio Fee \$300	Late Payment Penalty 2% of unpaid balance
Metals/Jewelry Design Fee \$155	
Model Fee \$80	

Tuition Refund Policy

Kendall College of Art and Design of Ferris State University has two policies that must be followed when students withdraw from all classes. The two policies are the following: 1) Total Withdrawal Tuition Refund Policy and 2) Federal Financial Aid Refund Policy mandated by Federal Title IV Regulations. The first policy deals with crediting charges to students' accounts depending on the point that students withdraw in a semester. The latter policy deals with the returning of federal financial aid to the Title IV Programs. Both policies are explained below, in addition to procedures for returning funds to non-federal financial aid programs.

Kendall College of Art and Design of Ferris State University's Tuition Refund Policy

Refunds, or credits to students' accounts, are made in cases of total withdrawal from the University. A reduction in course load, for example one class is dropped, after the 4th day of classes is not a basis for a refund. All tuition charges and financial aid credits are used in calculating student refunds. The number of class days used to determine the percentage point of the semester will vary with each semester. Students who are judicially suspended or dismissed will not receive refunds for tuition and fees.

Total Withdrawal Refund Policy

Point of Withdrawal Within Semester	Percentage of Tuition Refund
On or before the first day of classes	100%
First day of classes through 4 th day of semester	100%
5 th day of semester through 25% of semester	50%
26% of semester through 50% of semester	25%
51% of semester and after	0%

Example: Days in semester: 76, Date of withdrawal: 15th class day, 15/76 = 20% of semester.
Student is eligible for 50% reduction in tuition charges

Note: If you withdraw during the 100% period and there is a credit balance remaining after the refund calculation, you will be charged an administrative fee of up to 10% of charges or 10% of the amount of financial aid received

Withdrawal Due to Extenuating Circumstances

In the event that a student withdraws from one or more classes because of a serious illness or other extenuating circumstances, the student must submit a letter in writing, within five days of the last class attended, explaining the extenuating circumstances in order to be considered for a tuition refund. This letter should be addressed to the attention of the Vice Chancellor for Administration and Finance of Kendall College of Art & Design of Ferris State University. If a refund is granted, it will be prorated based on the percent of the semester completed and the portion of tuition.

Refunds for Students called to Active Military Duty

1. The term "active military duty" means active duty in the various branches of the United States military or

State National Guard.

2. A refund will be processed for only those registered courses in which credit has not been received.
3. Written verification (withdrawal form) must be completed by the student and submitted to the Kendall Student Business Affairs Office for a refund. A copy of the military orders must be attached to the withdrawal form to obtain a refund under this subpart.
4. Upon receiving the completed withdrawal form, the Business Office will process a refund based on the criteria in this policy. All charges, such as emergency loans, library, telephone, etc. will be deducted in calculating the refund amount.
5. Refund will be made payable to the student in the same proportion as payments were received to liquidate the charges.
6. Amounts that have been provided by financial aid awards for tuition and fees are not refundable. However, such amounts will be returned to the respective financial aid account.
6. This policy is not applicable to students who voluntarily enlist in the various branches of the military or the State National Guard.
7. The Vice President for Administration and Finance of Kendall College of Art and Design of Ferris State University or his/her designee must approve exceptions to this policy.
8. Upon discharge or termination of such period of active duty with the Armed Forces of the United States, re-enrollment rights will be granted to all such persons electing to continue their academic studies at Kendall College of Art and Design of Ferris State University.

Absences for Temporary Active Military Service

Kendall College of Art and Design of Ferris State University will make reasonable accommodations for students who are absent from the College when called to temporary active military service. It is the responsibility of the student to notify the faculty in writing as soon as the temporary assignment has been received. Upon formal notification, the faculty will excuse the student from the class for the temporary active military service (not to exceed 12 consecutive calendar days of classes) and all the student to make up all class work including missed exams and presentations; however, the student is responsible for completion of all missed work within a reasonable time as determined by the faculty. If the class requires class participation during the time missed, the student's participation grade will be averaged only for the class periods excluding the temporary active military service.

If a student disagrees with the faculty member's determination, the student may make a written appeal to the Dean of the College. The decision of the Dean is final.

Students that need to miss more than 12 consecutive calendar days of classes may need to consider a military withdrawal.

Federal Financial Aid Refund Policy

Federal financial aid funds will be reduced according to Federal Title IV Regulations. The reduction will be in direct proportion, beginning with federal loans, to the length of time a student remains enrolled, up to 60% of the enrollment period. Federal Financial Aid (Title IV) consists of the following: Pell Grant, SEOG, Perkins Loan, William D. Ford Direct Subsidized and Unsubsidized Loans, William D. Ford Direct Parent Loan for Undergraduate Students (PLUS), and Federal Work Study. Federal Work Study is not included when figuring withdrawal refunds. The number of calendar days used to determine the percentage of unearned federal aid will vary with each semester.

Example:

You withdraw on the 63 rd calendar day	Total Cost to Attend:	\$2,000
One semester = 110 calendar days	Total Federal Aid:	-\$1,000
	Personal Payment:	<u>-\$1,000</u>
	Balance Due:	\$0

Student has earned 57% of federal aid (63/110)

Student has not earned 43% of federal aid, therefore, it must be returned to the Title IV Programs. The amount returned is \$430 ($\$1,000 \times 43\% = \430)

Total Cost to Attend:	\$2,000	*Be advised that if you process a total withdrawal, you could owe
Total Federal Aid:	-\$1,000	
Personal Payment:	-\$1,000	

Federal Aid Returned: +\$430 **the University money.**
Balance You Owe Kendall: \$430*

Refunding Federal and Non-Federal Financial Aid

If you have federal financial aid funds and other types of financial aid, your account will be credited according to the Kendall College of Art and Design of Ferris State University's Tuition Refund Policy. Federal financial aid funds will be paid back first according to the aforementioned Federal Financial Aid Refund Policy. If there is still a credit on your account, the amount of the credit will then be used to return funds to the remaining financial aid programs until the credit has been reduced to zero.

Refunding Non-Federal Financial Aid

If you have financial aid other than federal financial aid funds, your account will be credited according to the Kendall College of Art and Design of Ferris State University's Tuition Refund Policy. The amount of the credit on your account will be refunded back to the financial aid programs. After the financial aid programs have been repaid and if there were personal payments by you, any credit remaining will be refunded to you.

Refunding Non- Financial Aid

For the non-financial aid student, your account will be credited according to the Kendall College of Art and Design of Ferris State University's Tuition Refund Policy and the credit on the account will be refunded directly to you.

NOTE: The refund schedule may change without notice to comply with Federal Regulations.

Student Affairs

1.Overview: Code of Student Community Standards

Kendall College of Art and Design of Ferris State University exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the University community requires a system of order in which its members, including the faculty, students, administration and staff, support the educational functions and objectives of the University. It is the responsibility of each member of the University to promote standards of personal integrity that are in harmony with the educational mission of the institution.

As a member of the University community, students are expected to respect and value the rights of others, to support the academic environment, and to encourage the proper use of University facilities. Students are expected to observe national, state, and local laws as well as University rules, regulations, and policies. However, in developing this policy, the University wishes to reaffirm its traditional support of freedom of speech, freedom of inquiry, and freedom to dissent.

The Code of Student Community Standards, which is the official policy of the University, is comprised of principles and policies on Student Rights, Student Dignity, Misconduct, Victims' Alcohol and Other Drug Policies, Disciplinary Procedures, and other principles and procedures.

Definitions

For the purposes of this code, the following definitions shall apply.

1. The term "Kendall College of Art and Design or "Ferris "or Kendall" or "University" means Ferris State University.
2. The term "student" includes the following: a person who has been notified of his/her acceptance for admission to the University, who is admitted and enrolled in any credit-bearing course or program in any school or division of Ferris State University; or who is a continuing student between academic periods. A person who has withdrawn after allegedly violating the policies regarding misconduct, who is not officially enrolled in any credit-bearing course or program but who has a continuing relationship with the University.
3. The term "faculty member" means any person hired by the University to conduct classroom responsibilities.
4. The term "Vice President for Administration and Finance of Kendall College of Art and Design of Ferris State University" means that Vice President and all appropriate designees.
5. The term "Dean of the College of Kendall College of Art and Design of Ferris State University" means that Dean and all appropriate designees.

6. The terms “University official” or “staff member” include any person employed by the University, performing assigned administrative, professional, or paraprofessional responsibilities.
7. The term “University property” includes all land, buildings, facilities, and other property that is owned, used, or controlled by the University, including adjacent streets and sidewalks.
8. The term “business days” is defined as all days, excluding those when the University officially is not in session. Non-session days are identified as those that occur between the last day of final examinations of one semester and the first day of classes of the following semester, including official closing days for Thanksgiving, Memorial Day, and the Fourth of July.

Investigations

The Department of Public Safety shall have the responsibility of the investigation of acts that involve potential violation of federal, state, local laws, or University policies. Where appropriate, the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University may designate another University official to conduct investigations as well. All cases shall be investigated and the results promptly submitted to the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University for evaluation and/or action.

Time Limitations

Time limitations that are specified in the preceding sections of this code may be extended for a reasonable period of time if an extension is justified by good cause under the totality of circumstances. An interested party to a proceeding may make a request for an extension of a specific time limitation. A request for an extension must be submitted in writing to the person conducting the proceeding or the presiding officer of the committee hearing the matter.

If a time limitation is not specified for a particular action or proceeding under this code, the action or proceeding must be taken or conducted promptly or within a reasonable period of time as determined from a consideration of the totality of the circumstances. An interested party to a proceeding may make an appropriate objection concerning the promptness or reasonableness of the time within which an action is taken or a proceeding is conducted. An objection must be made to the person conducting the proceeding or the presiding officer of the committee hearing the matter.

Any interested party to a proceeding may appeal a decision concerning an objection or request concerning a time limitation. The appeal must be taken to the person or body that is authorized under the code concerning the time limitation. The decision concerning the appeal is a final decision and is not subject to a further appeal.

Student Rights and Responsibilities

Student Rights

Each University student has the right to:

1. The freedom to exercise all his or her citizenship rights, without University interference or fear of University disciplinary action for such activity;
2. All the rights guaranteed by the Constitution and laws of the United States and the State of Michigan;
3. Freedom from discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, sexual orientation, or gender identity under federal and state laws.
4. Information pertaining to his or her academic standing, graduation requirements, and course requirements;
5. Confidentiality of his or her records, consistent with federal and state laws, and University policies;
6. Join associations of their common interest(s);
7. Peacefully protest, demonstrate, or picket as long as it does not disturb the functions or operations of the University;
8. Initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the University academic community;
9. Be provided all pertinent information that may be considered part of his or her hearing.
10. Not to be falsely accused of violating policies of the Code of Student Community Standards.

Student Responsibilities

Kendall College of Art & Design of Ferris State University, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. Enjoyment of the freedoms described here depends in part on a student maintaining

effective communication with the University. Kendall College of Art & Design of Ferris State University expects all students to maintain a current local and permanent address. Addresses may be updated in the Student Services Office. It is the student's responsibility to regularly check his/her mail and respond to University notice appropriately. The University has developed general regulations concerning student conduct, which safeguard the right of every individual student to exercise fully the freedom to learn without undue interference.

Importance of Free and Open Discussion

Nothing in this Code shall be construed as limiting free and open discussion of all matters, including matters of morality and public safety.

Disclaimer

Kendall College of Art & Design of Ferris State University reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. University officials will make every attempt to communicate changes to those affected in a timely manner.

II. Disciplinary Procedures

Kendall College of Art & Design of Ferris State University procedures for imposing academic and disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all the circumstances in a particular case, including a student's prior records of misconduct, if any.

Jurisdiction

The Kendall College of Art & Design of Ferris State University Code of Student Community Standards shall apply to conduct that occurs on the University property, at the University sponsored activities, and to off campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment and even if the conduct is not discovered until after a degree is awarded. Additionally, the Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of the College of Kendall College of Art & Design of Ferris State University shall decide whether the code shall be applied to conduct occurring off campus, on a case by case basis, at his/her sole discretion.

The Dean of the College of Kendall College of Art & Design of Ferris State University has the authority to initiate disciplinary proceedings against groups of students or student organizations in any case involving allegations of misconduct.

Disciplinary Procedures for Personal Misconduct

1. Applicability of Procedures

Disciplinary proceedings for acts of personal misconduct are governed by the following procedures.

Disciplinary proceedings for an act of personal misconduct that is committed simultaneously with an act of academic misconduct are governed by the following unless the Dean of the College of Kendall College of Art & Design of Ferris State University agrees otherwise. The disciplinary procedures in this section do not govern proceedings involving the university's use of "holds" to collect money from students.

2. Initiation of Proceedings

A report that a student has committed an act of personal misconduct may be filed by any person. A report that a student has committed an act of personal misconduct must be submitted in writing to the Dean of the College of Kendall College of Art & Design of Ferris State University or appropriate designees. After reviewing a complaint, the Dean of the College of Kendall College of Art & Design of Ferris State University has the discretion to decide whether disciplinary proceedings should be instituted. If the Dean of the College decides to initiate proceedings, the case will be assigned to a hearing committee. A student may request that the case be, or not be, assigned to a specific hearing committee, with the understanding the Dean of the College has complete discretion over the eventual assignment. Due process will be afforded to all University students when charged with violating University regulations or policies.

3. Notice

The Dean of the College of Kendall College of Art & Design of Ferris State University shall make arrangements for Disciplinary Hearings; thereafter, with notice to the student, the Dean of the College may dismiss the case. The Dean of the College shall send notice of the hearing to the student's address as it then appears in the official records of the University to be delivered by U.S. postal service or campus mail, personally to the student, to the student's Ferris email account or in a manner most likely to inform the student that a hearing date has been set and charges are pending. **The University considers it a student's responsibility to check their mail regularly and respond to disciplinary notification appropriately.**

The notice shall inform the student of the following: The opportunity to read all written reports regarding the circumstances and allegations of the case. The opportunity to attend a hearing. A student's hearing shall be scheduled minimally three business days after the date of the notice. For hearings scheduled with the hearing committee shall be scheduled minimally five business days after the date of notice. The opportunity to give a reaction to the reports and to offer any additional information which might help in the resolution of the case. The student is not required to answer any questions asked during the hearing; the choice to remain silent will not be taken as an admission of responsibility. The opportunity to review all information related to the case that may adversely affect the student and to ask questions related to this information. The opportunity to present witnesses who may substantiate information related to the incident. A list of witnesses must be submitted no later than one business day before the hearing. The hearing committee reserves the right to limit the number of witnesses based on the relevancy to the facts of the case.

4. Disciplinary Hearing

A hearing shall be conducted before a hearing committee at the discretion of the Dean of the College of Kendall College of Art & Design of Ferris State University.

A University Committee on Discipline (UCD) hearing committee shall consist of three members, including one student, one faculty member, and one staff member, with the committee selecting either the faculty or staff member to preside as the committee chair. The UCD shall be selected by the Dean of the College from a hearing committee list containing names of at least five students, five faculty, and five staff members. No UCD hearing shall be held unless all three members of the hearing committee are present. If any member of a hearing committee is unable to be present or should request to be excused from serving for any good cause, another committee member shall be selected from the hearing committee list. The decision of the UCD will serve as a recommendation to be approved by the Dean of the College.

The hearing committee's presiding chair, in consultation with any other members, shall maintain necessary order and shall make all rulings necessary for the fair, orderly, and expeditious conduct of the hearing. The committee may question all witnesses. When it appears necessary to avoid undue hardship, the committee may, at their discretion, grant a reasonable continuance of the hearing. At the hearing, the Dean of the College and the charged student may present and question witnesses, present other evidence, and question other witnesses. The student charged with a violation may respond to the charges but shall not be ordered to respond by the committee, nor shall failure to respond be considered an admission of responsibility. The burden of proving that the student has committed the violation(s) as charged shall be upon the University. The decision of the committee shall be based solely upon matters presented and introduced at the hearing and must be based upon a preponderance of the evidence. A committee decision shall be made by majority vote.

The hearing committee shall make a finding as to whether the student has committed only the violation(s) as charged. If the hearing committee finds that the student has committed the violation(s), the committee shall, after review of any disciplinary record the student may have, require one or a combination of the disciplinary sanctions enumerated under this code.

Within ten University business days after the conclusion of the hearing, the Dean of the College of Kendall College of Art and Design of Ferris State University shall render a written decision of the hearing and outline any sanctions imposed.

If the student fails to attend the hearing after proper notification by the Dean of the College, the hearing will proceed and a decision may be made in his or her absence. Or if the charged student withdraws from the institution prior to the adjudication of his/her case and the former student chooses not to appear, the hearing will proceed and a decision may be made in his or her absence. A representative may not appear in lieu of the charged student.

When an extension of time appears necessary to avoid undue hardship, the committee may extend the time to enable a student to respond to an accusation or prepare a response.

5. Victim's Rights

Kendall College of Art & Design of Ferris State University has policies set up to preserve the rights of victims of violent crimes involved in disciplinary process. The University has established the following victim's rights:

- a. The right of the victim to have a support person accompany him/her throughout disciplinary proceedings. A support person will not represent the victim nor will he/her speak during a hearing. A support person may not act as legal counsel.
- b. The right of the victim to choose to be visually screened from the accused during the hearing process.
- c. The right of the victim to determine his/her level of involvement in the hearing process. The victim may be present during the hearing process and participate in questioning the charged student and witnesses. The victim may choose instead to be only involved as any other witness, in which case, the victim may submit a list of questions prior to the hearing. If they are deemed relevant by the hearing officer or committee chair, the questions will be asked during the hearing.
- d. The right not to have irrelevant past conduct discussed during the hearing.
- e. The right to make a "victim impact statement" to be submitted in writing at the time of the hearing. The impact statement will be considered by the hearing body only if the student is determined to be "in violation" of University policy.
- f. The right to be informed of the ultimate outcome of the hearing within constraints established under applicable confidentiality statutes. After the accused has been notified of the initial decision, the victim will also be notified as soon as practical. The victim will also be apprised that the accused may appeal the initial decision.
- g. The right to review all evidence that is to be admitted during the hearing process. Evidence will be available consistently both to the victim and the accused.
- h. The right not to be discouraged from proceeding with appropriate adjudication channels.
- i. The right to be treated with dignity.

6. Sanctions

The Dean of the College of Kendall College of Art & Design of Ferris State University is authorized to impose any one or a combination of the following sanctions for acts of misconduct. The University may impose other sanctions singularly or in combination with any of those listed below. The University recognizes two kinds of sanctions: administration (inactive) and educational, and they are often combined in an effort to hold students accountable while also providing resources to aid in a student's success.

a. Administration Sanctions

Administrative Warning

Administrative Warning is an official warning informing a student that he/she has been found in violation of the University policy and that he/she should understand that further violations could result in further sanctions. With an Administrative Warning, a student should have a clear understanding of the University's expectations for his/her future behavior.

Disciplinary Probation Level I

Disciplinary Probation Level I is a period of observation and review. Probation is intended to convey to the student that his/her conduct is unacceptable by University Standards. Disciplinary Probation Level I will result in the student being on Probation for the remainder of the semester up to an additional academic year. Probation may involve the loss of specified privileges.

Disciplinary Probation Level II

Disciplinary Probation Level II is the highest administrative sanction a student may be issued and still actively attend the University. Disciplinary Probation Level II will result in a minimum of one academic year on Probation up to the duration of the student's academic career. Further violation of University policies at any point during the probationary period will be viewed not only as a violation based upon the act itself, but also as a violation of the Probation. This shall result in further action up to, and including, suspension or dismissal from the University.

Suspension

A student may be prohibited from participating in all aspects of University life for a specified period of time, usually a semester or a full academic year. When a student is suspended from the University, the suspension applied to all campuses of the University and prohibits that student from entering the grounds of all University campuses. When the term of the suspension has ended, the student may apply for readmission. Should a student choose to reapply and be readmitted to the University, the student would be placed on Disciplinary Probation for the remainder of his/her academic career at the University.

Dismissal

A student may be dismissed from the University permanently. When a student is dismissed from the University, the dismissal applies to all campuses. Furthermore, the student may not petition the University for readmission.

Please note: For those individuals who are either suspended or dismissed from Kendall College of Art & Design of Ferris State University, an AW (Administrative Withdrawal) will be placed on the student's transcript if the suspension or dismissal is effective prior to the deadline for withdrawal from classes published by the University. This means that no grades A through F will be issued for that semester in which the student was suspended or dismissed. If the suspension or dismissal is effective after the deadline for withdrawal an AWF (Administration Withdraw Fail) will be assigned in the same manner as other students who withdraw after the deadline. That is, after the Withdrawal deadline, a suspended or dismissed student would receive a grade of F for the semester in which they were suspended or dismissed.

Disciplinary sanctions do not become final until the opportunity to appeal has passed. Students who choose to appeal suspension or dismissal decisions may continue to go to class and engage in customary University activities (unless otherwise stipulated) until an appeal decision is made.

b. Educational Sanctions

Alcohol On-line Education

Alcohol On-Line Education is an alcohol education program that encourages students to look at their every day choices regarding alcohol use. This exercise is for first time offenders who have violated University alcohol policy or for students that have made poor choices while intoxicated. The goal of this experience is to share with students the risks involved in misuse of alcohol, and assist students in gathering information to make more informed choices about their habits. There is a \$100 programming fee for this on-line experience.

Community Service

The student may have the opportunity to choose the type of service he/she would like to perform and have the opportunity to work with staff at the Activities Resource Center to find service opportunities that are meaningful to them.

Individual Assessment/Counseling

A student may be sanctioned to visit with Kendall College of Art & Design College Counselor for an individual assessment and/or counseling. Sometimes conduct issues arise because students are experiencing difficulty in their lives. The College Counselor can assist students in addressing these issues to help minimize the chances of future behavioral issues. These situations are handled confidentially.

Marijuana 101

Marijuana 101 is an online drug education course. This program discusses marijuana's effects on the brain, health issues, school and job performance, and the consequences and realities of using marijuana. This intervention course includes a self-assessment and acts as a first response for a marijuana violation. There is a \$100 programming fee for this experience.

Mediation

Mediation is an opportunity to peacefully and appropriately resolve differences with another individual or individuals through the assistance of a trained, unbiased, third-party facilitator. A student or student organization(s) may be encouraged or required to attend mediation in lieu of formal adjudication or as a result of formal adjudication.

Parental Notification

A letter may be sent home to the parents or guardians of any student found in violation of an alcohol or drug violation. The intent of this letter is to ensure that the student, parent, and institution are able to work in partnership regarding individual student success. The parental notification letter informs the parent or guardian that a student's relationship with the University is tenuous and may be severed if the student's behavior is not altered.

Restitution – A student may be required to pay the costs for the replacement or repair of any property damaged by the student.

7. Appeal

The student may appeal the outcome of the hearing by filing a notice of appeal. **Only the student may submit an appeal on their behalf. Appeals submitted by any other party will not be considered.** Appeals for outcomes of suspension or dismissal are reviewed by the Dean of the College of Kendall College of Art & Design of Ferris State University. All appeals should be directed to the Dean.

The notice of appeal must be in writing by the appeal deadline date stated in the written outcome of the hearing.

Appeals must meet one of the following criteria:

Failure by the Dean of the College of Kendall College of Art & Design of Ferris State University or hearing committee to afford the student due process, or a procedural error in the hearing which may have been substantial enough to change the case outcome; and/or the discovery of substantive new evidence that was unknown to the charged student at the time of the hearing that could have a significant effect on the case outcome; the severity of the sanction (ONLY in cases that result in suspension or dismissal from the University).

Note: Simply not wanting to be sanctioned or disagreeing with the sanction is not grounds for an appeal.

Appeals by a student from a decision of the Dean of the College or a decision resulting from the committee hearing shall be heard by the President of Kendall College of Art & Design of Ferris State University or his/her designee.

Upon review of the written appeal material, the President of Kendall College of Art & Design or his/her designee may recommend one of the following options for the approval by the Dean of the College of Kendall College of Art & Design of Ferris State University or designee:

If the grounds for appeal have been sufficiently satisfied and the appeal is accepted, one of the following will occur: the case shall be remanded back to the Dean of the College or hearing committee with specific instructions to correct a procedural error and reconsider the case; or the case shall be remanded back to the Dean of the College for a new hearing before a new hearing committee.

If the grounds for appeal have not been sufficiently satisfied, the original decision shall remain.

In unique circumstances, there may be times in which an appellate officer and/or board, in conjunction with the Dean of the College, may adjust or amend a sanction outcome.

Each student shall be limited to one appeal and shall not be entitled to appeal her/his case from one appellate officer to another.

If a student has submitted an appeal, he/she may continue to go to class and engage in customary University activities (unless otherwise stipulated) until an appeal decision is made.

8. Interim Suspension

a. The Dean of the College of Kendall College of Art and Design of Ferris State University or his/her designee may act immediately without following the hearing procedures established by the University and impose an interim suspension if it is determined that the student's or organization's continued presence on the campus constitutes a serious threat to self, other people, or property.

b. A student who is issued an interim suspension and excluded from the University shall be required to leave the property of the University immediately and shall be notified that he or she will thereafter be treated as a trespasser if he or she returns to university property without proper authorization. Within twenty-four hours after the student is excluded, a written notice must be sent to the student by regular mail informing the student of the following:

- i. That the student has been issued an interim suspension from the University;
- ii. That the student has been excluded from being on University property;
- iii. That the student will be considered a trespasser if he or she returns to University property without proper authorization;
- iv. The reasons for the interim suspension from the University and the exclusion from University property; and
- v. That the Director of Student Conduct will be initiating disciplinary action against the student.

c. The Dean of the College shall initiate disciplinary proceedings against a student who has been issued an interim suspension and excluded from the University.

- i. The student shall thereafter be permitted to enter the University campus only for the limited purpose of participating in the disciplinary proceedings conducted under this section.
- ii. The Dean of the College may require that the student be escorted to and from the disciplinary proceedings by members of the Public Safety.
- iii. Every attempt will be made to act expeditiously with the disciplinary proceedings.

d. Within fourteen (14) business days after a student has been notified of the interim suspension and exclusion from University property, the student may request an interim suspension review hearing to determine whether the interim suspension should continue or whether the student should be reinstated and allowed to return to University property.

- i. The request must be submitted in writing to the Dean of the College of Kendall College of Art and Design of Ferris State University or his/her designee.
- ii. The Dean of the College or his/her designee shall select a committee as provided by University policy.
- iii. The committee shall hold a review hearing within seven (7) business days after being selected by the Dean of the College or his/her designee.
- iv. The committee will review the information upon which the summary action was based and recommend any further action.

- v. The student is entitled to a support person of his or her choice at his or her own expense, but such support person may not act as legal counsel.
- vi. The student shall be permitted to enter the University campus for the limited purpose of this hearing in accordance with the provisions in this code.
- vii. The committee will make a decision by the end of the hearing and notify the student and the Dean of the College or his/her designee concerning the recommendation.
- viii. The committee may affirm the original decision and advise the student that the interim suspension and temporary exclusion will continue until the student is notified otherwise in the course of subsequent disciplinary proceedings, or the committee may recommend that the student be reinstated pending the conduct proceedings.
- ix. The Dean of the College or his/her designee will consider the recommendation of the hearing committee but is not bound by the recommendation. The Dean of the College or his/her designee shall thereafter notify the student that the student is reinstated or that the interim suspension and temporary exclusion are to be continued pending the outcome of the disciplinary proceedings.

8. Responses to Mental Health Crisis

The University must respond to challenges created by mental health crises promptly and with compassion. The University may respond in a variety of ways, as necessary, when a student exhibits behaviors resembling or indicating a psychological emergency and/or an inability to appropriately manage their own behaviors effectively. University staff will assess the student's overall safety and ability to reasonably manage his/her community experience and academic progress. This assessment will include consideration of any negative impact created for the community in which the student lives.

Kendall College of Art and Design of Ferris State University provides the services of a full-time Director of Counseling, Disability and Tutoring Services, without charge, to all students. All consultations are confidential and allow more personal discussions than may be possible with faculty and staff. Students seeking more extensive therapy are referred to other community resources. Appointments can be made on a need basis by stopping by the Activities & Resource Center, or by leaving a confidential voice mail message for a return call from the Counselor at 616.451.2787.ext.1136.

Topics often addressed during counseling sessions include interpersonal relationships, dating issues, family concerns, stress management, sexuality, assertiveness, substance abuse, depression, and decision making. Some students "just want to talk," while others are experiencing distressing personal situations.

Due to the confidentiality of the client-counselor relationship, counseling records are maintained separately from academic records and are solely for the counselor's use. Except in certain cases specified by Michigan law, counseling and psychological information may be released only when authorized by the student. If a student is a danger to him/herself or others, or cannot care for his/her own needs, a family member or a psychological facility may be contacted so that the student can receive appropriate care. In these instances, the counselor will involve the student in the decision-making process as much as possible.

The student may be referred to the Dean of the College of Kendall College of Art & Design of Ferris State University to participate in the standard administrative hearing process where deemed appropriate. There may be instances where the student and the University will be best served by employing alternative mechanisms. These include any combination of the following:

The student may be required to adhere to a behavioral contract.

The student may be referred for counseling with criteria for future behavior stipulated in a behavioral contract. In some circumstances, it may be necessary for the student to move to a new environment either in another residential area or off-campus.

A parent or guardian may be contacted regarding the identified behaviors and participate in the development of a plan of assistance for resolving these issues.

An Interim Suspension may be imposed until the student's health circumstances and/or behavioral issues can be properly addressed and resolved.

An Interim Suspension may be implemented if the Dean of the College or designee determines that a student may be suffering from a mental health crisis, and the student's behavior poses a current or imminent danger in any of the following ways:

Potential physical harm to the student or others;

Causing significant property damage;

Directly and substantially impeding the lawful activities of others; and/or

Creating an environment that severely compromises an individual's ability to be an appropriate student and/or campus community member.

A student who is subject to an Interim Suspension shall be notified in writing of the reasons for his/her Interim Suspension. The notification shall include the procedures related to future due process. It may also contain the terms and conditions for consideration for readmission to the University, if appropriate. Students who have received an Interim Suspension for mental health crisis or other health and safety reasons may be required to participate in the normal adjudication process depending on the circumstances of his/her case.

In all circumstances involving imminent danger or the possibility thereof, the University reserves the right to attempt to contact the student's parents(s) and/or other individuals who have been identified as potentially able to respond to and/or assist in resolving an emergency or crisis involving the student.

III. General University Policies Regarding Misconduct

A. Academic Honesty

Kendall College of Art & Design of Ferris State University encourages a mature attitude toward learning and sound academic morale, and discourages illegitimate aids in examinations, studio work and homework assignment. Cheating, plagiarism and other forms of academic dishonesty including the acquisition, without permission, of tests and other academic material belonging to a member of the University community, and the sale and/or distribution of such material are in violation of University policy and subject to disciplinary action.

“**Cheating**” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.

“**Plagiarism**” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

A student who has been found to be in violation of academic misconduct may receive a failing grade in the course and any of the disciplinary sanctions outlined in the policy of student responsibilities, including suspension or dismissal from the College.

A professor who uncovers a violation of academic honesty will discuss the matter with the student. The professor will confirm the conversation in writing with the student, the Dean of the College of Kendall College of Art and Design of Ferris State University, and the Program Chairperson.

The Dean of the College of Kendall and the Program Chairperson will review the circumstances with the professor and the student. If the violation is disputed, the Grade Grievance Procedure will be followed. If the violation is undisputed, notification of a grade reduction, failure of the course, withdrawal from the course or any other action will be discussed with the student by the Dean of the College of Kendall College of Art and Design of Ferris State University. A second or continual violation of academic honesty will subject the student to dismissal from the University. All records of violations and subsequent actions are filed in the Academic Affairs Office.

B. Personal Misconduct On or Off University Property

The University may discipline a student for the following acts of reported personal misconduct which occur on University property or at a University-sponsored function. Additionally, the University may discipline a student for the following acts of reported personal misconduct that are not committed on University property or acts that arise from University activities that are being conducted off the University campus or if the misconduct undermines the security of the University community, adversely affects the University community and/or the pursuit of its objectives, or compromises the integrity of the educational process. Such acts include, but are not limited to, the following:

1. Acting as an Accessory

Acting as an accessory to any unlawful act or the violation of any University policy. Threatening or attempting

to engage in any unlawful act or violation of any University policy or being present when a violation of policy occurs.

2. Advertising/Solicitation

Any posting of advertising materials must be done by authorized University staff only. For any posting of advertising materials within Kendall College of Art and Design of Ferris State University facilities approval must be given by the Activities & Resource Center, with the final approval resting with the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University. Solicitation is not permitted in University buildings and/or on grounds, excluding any approved University sponsored charity fundraiser programs.

3. Actions that Endanger

Actions that endanger the student, the University community, or the academic process.

4. Computer and Information System Misuse

Unauthorized and/or inappropriate use of computers are prohibited. Such use includes, but is not limited to: damaging or altering records or programs, furnishing false information or invading the privacy of another user by using files, programs, or data without permission, engaging in disruptive and annoying behavior, or engaging in any unauthorized use of or access to computer hardware, software, accounts, or passwords. Additionally, any and all actions in violation of the Digital Millennium Copyright Act are prohibited.

5. Damage to or Destruction of Property

Damage to, or destruction, or misuse of property belonging to the University or others.

6. Dishonest Conduct

Dishonest conduct including, but not limited to, false accusation of misconduct; intentionally misrepresenting the truth; forgery, alteration, or misuse of any University document, record, or identification; abuse of the disciplinary system; and giving to a University official information known to be false.

7. Disorderly Conduct

Disorderly conduct that interferes with teaching, research, administration, or other University or University-authorized activity or that disrupts the University environment either during an event or incident or as a result of an event or incident.

8. Failure to Comply

Failure to comply with the directions of authorized University officials in the performance of their duties, failure to identify oneself when requested to do so, failure to comply with reasonable requests of other students, or failure to comply with the terms of a disciplinary sanction.

9. Guests

Students are responsible for the actions of their guests and are responsible for ensuring their guests adhere to all University policies.

10. Harassment

Behavior that creates a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

11. Hazing

Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of a person's consent.

12. Initiating or Circulating a Report

Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency of catastrophe, knowing that the report is false; making a false report concerning a fire or that a bomb or other explosive has been placed in any University building or elsewhere on University property; or transmitting such a report to an official or an official agency, students, or others.

13. Intoxication

Intoxication defined as being under the influence of alcohol or other drugs, regardless of age, where such behavior causes a disturbance or other concern to the University.

14. Lewd, Indecent, or Obscene Conduct.

15. Parking

Parking on driveways, roadways, sidewalks, lawns and within yellow zones, posted or not is prohibited. All motor vehicles shall park only in the assigned parking lots assigned by the parking permits. Any violation may result in a ticket issued by the Grand Rapids Police Department.

16. Personal Identification Security

Kendall College of Art & Design of Ferris State University students are required to carry their student ID at all times. All students (and their guests) are required to provide identification upon request of a University official,

including student staff members. Additionally, a student may not duplicate or/or disseminate his/her student ID card. It is expected that students will take proper precautions to ensure the safety of their student ID. A student may not use or possess another student's ID.

17. Physical Abuse/Harm of any Person, including the following:

Physical behavior that endangers the health or safety of another person; the use of physical force or violence to restrict the freedom of action or movement of another person; physical behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in University sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in University-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

18. Possession of Firearms or Other Weapons

Possession of firearms or other weapons on University property contrary to law or University policy; possession or display of any firearm on University property frequented by the public, except, in the course of an authorized activity; and intentional possession on University property of a dangerous article or substance as a potential weapon is prohibited. *Suspension or dismissal may result in any case where a student is found responsible for violating the weapons policy.*

19. Release of Access Codes

Release of access codes for University computer and duplicating systems and other University equipment to unauthorized persons; use of an access code for a purpose other than that for which the code was originally authorized and/or intended.

20. Rioting

Rioting is defined as acting with violence and/or aiding, encouraging, and/or participating in a riot.

21. Sexual Misconduct

Sexual Misconduct as defined by the University Sexual Assault Policy, including unwelcome or unwanted touching.

22. Unauthorized Entry

Unauthorized entry, use, or occupancy of University facilities; refusal to vacate a University facility when directed to do so by an authorized official of the University.

23. Unauthorized Fireworks

Unauthorized possession, use, manufacture, distribution, or sale of fireworks, incendiary devices, flammable or combustible materials, or other dangerous explosives on University property is prohibited.

24. Unauthorized Possession or Use of Alcoholic Beverages

The use or possession of alcoholic beverages is prohibited by Kendall College of Art & Design of Ferris State University in the following areas: on or off University property, or in the course of a University activity or student organization activity, when the possession or use is contrary to law and/or University policy; on or off University property, when possession or use creates a danger to self or others, including but not limited to the sale, gift, or transfer of alcohol to minors; in or on any property of the University frequented by the public, except in areas specifically designated by the President of the Kendall College of Art & Design of Ferris State University.

25. Unauthorized Possession or Use of Illegal Drugs or Controlled Substances The term "controlled substance" is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited by Kendall College of Art & Design of Ferris State University: use or possession of any drug, controlled substance, or drug paraphernalia on University property or in the course of a University activity or student organization activity, contrary to law or without a valid and legal prescription for such drugs or controlled substances; use of University facilities to manufacture, possess, or distribute any drugs or controlled substance contrary to law; sale, attempted sale, gift, or transfer of drugs, controlled substances, or drug paraphernalia, whether or not such sale, gift, or transfer occurs on University property or in the course of a University activity or student organization activity; production, manufacture or use of any substance that is used as a drug on or off University property; abuse or misuse of any prescription drug; the unauthorized possession of a prescription medication or the sale or attempted sale of a prescription drug. Students may not be present in a room where illegal drugs or controlled substances are present or being used.

26. Unauthorized Taking or Possession

Unauthorized taking or possession of University property or services; unauthorized taking or possession of the property or services of others.

27. Verbal Abuse of Another Person, Including the Following:

An expressed or implied threat to: interfere with an individual's personal safety, academic efforts, employment

or participation in University-sponsored activities; or injure that person or damage his or her property and, under the circumstances, causes the person to have reasonable apprehension that such harm is about to occur; or inflammatory speech, spoken or written inflammatory communication as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners toward the speaker.

28. Violation of other Published University Regulations, Policies, or Rules.

29. Any Violation of any Local, State, or Federal Law is against University Policy.

IV. Administrative Policies

A. Student Dignity and Harassment Policy

Statement of Principles

Kendall College of Art and Design of Ferris State University expects all students and employees to conduct themselves with dignity and respect for students, employees and others. It is each individual's responsibility to behave in a civil manner and to make responsible choices about the manner in which they conduct themselves. Harassment of any kind is not acceptable at the University. The University does not condone or allow harassment of others, whether engaged in by students, employees, supervisors or administrators, or by vendors or others doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

To assist with the understanding of what harassment is, this Code of Community Standards contains specific definitions of two of the more prevalent types of harassment -- racial harassment and sexual harassment.

Definition of Racial Harassment

Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following: the use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person; physical or verbal conduct, intentional or otherwise, that has the purpose or effect of (or explicitly or implicitly threatens) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities; or the conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, learning or living environment.

Definition of Sexual Harassment

Based on the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or academic advancement; submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, living or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Other Types of Harassment

The attributes of racial harassment described above are also the attributes of most other types of harassment. Harassment may be based upon a person's status that is protected by law (e.g., religion, veteran status, handicap, etc.) or may be based on some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at the University.

Harassment Concerns

Any person who believes that he or she has been subjected to harassment of any kind (sexual, racial or otherwise) should approach the individual whom he or she believes responsible. He or she should identify the

specific behavior, explain that he or she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, the Dean of the College of Kendall College of Art & Design of Ferris State University should be contacted.

If approaching the individual is not possible (e.g., the person who believes that he or she has been subjected to harassment is uncomfortable or uncertain as to how the situation should be handled or is concerned that the situation may become volatile), or if approaching the individual does not resolve the matter, it should then be reported immediately to the Dean of the College of Kendall College of Art & Design of Ferris State University. If, for some reason, the person who believes that he or she has been subjected to harassment is uncomfortable discussing the situation with this individual, the situation should be reported to any member of the University Administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to and including suspension or dismissal. Discipline may include, but is not limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy will be subject to discipline, up to and including discharge or dismissal.

B. Consensual Relationships Between University Employees and Students

Consensual relationships of an amorous or sexual nature, that might be appropriate in other circumstances, are deemed inappropriate when they occur between an employee of the University and a student for whom he or she has a professional responsibility. For example, such a relationship would be inappropriate between a faculty member, administrator, supervisor, advisor, or coach and a student for whom he or she has professional responsibility. Even when both parties have consented to the development of such a relationship, the relationship can raise serious concerns about the validity of consent, conflicts of interest, and unfair treatment for others and may result in serious consequences. Employees and students of the University are expected to make responsible choices.

It is the policy of the University that any University employee who has professional responsibility for students shall not assume or maintain professional responsibility for any student with whom the University employee has engaged in an amorous or sexual relationship. Whether the relationship predated the assumption of professional responsibility or arose out of the professional association, the University employee shall immediately disclose the relationship to the relevant unit administrator. The administrator shall immediately arrange a meeting of the parties to the relationship to discuss alternative oversight of the student, and to attempt to reach cooperative agreement on changes that will move professional responsibility for the student to another University employee. If no agreement is reached, the administrator shall determine and direct the best method to deal with the situation.

C. Sexual Assault Policy

Kendall College of Art and Design of Ferris State University does not tolerate sexual assault in any form, including what is often labeled "acquaintance rape" or "date rape". Student and Employee Dignity Policies demand all University community members to act with dignity and treat each other with respect. Sexual assault is a violation of the dignity and respect policies, as well as other policies and criminal law, and the University will strongly pursue disciplinary action and sanctions against all employee and student perpetrators, up to and including termination of employment or dismissal from the University.

Definition of Sexual Assault

If physical sexual contact occurs and there is a lack of consent (or a person is not able to consent) or force is involved, a sexual assault most likely has occurred. Lack of consent is a crucial factor. Where force, threat of force, or coercion is involved, the victim has not consented. Furthermore, persons under the influence of drugs or alcohol may lose their ability to consent and persons of insufficient age and mental capacity also may not legally consent. While use of alcohol or drugs may render the victim of sexual assault legally unable to consent, use of alcohol or drugs by the perpetrator does not diminish the perpetrator's personal responsibility or exposure to disciplinary sanctions.

The Law

Sexual assault is a violation of Michigan criminal law and may result in criminal charges and sanctions being pursued against the perpetrator in addition to University disciplinary procedures and sanctions.

The Crime Awareness and Campus Security Act, renamed the *Jeanne Clery Act* in 1998, among other things, requires Universities to disclose campus related crime statistics and to draft, publish and enforce a policy regarding the institution's campus sexual assault programs, including procedures to follow when a sex offense occurs. The University publishes annually a Campus Crime Awareness brochure, as required by the law, which is widely distributed among the University community and is available on request.

Reporting

When a sexual assault has occurred, it is essential for the safety and well being of the University community, that the incident be reported immediately to the proper authorities. The Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University has been designated as "Reporting Official" for sexual assaults at the University-Grand Rapids. The Reporting Official is designated to receive sexual assault reports. The Reporting Official will inform victims of the importance of reporting the incident to the police and will assist victims who elect to report with contacting the proper authorities. The Reporting Official will also take steps to provide support services to the victim and preserve evidence of the assault. In the event the victim is reluctant to report, the Reporting Official shall report the matter to the local law enforcement officials. Local law enforcement officials should also be contacted when the assault occurs off campus.

The Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University takes every report of sexual assault seriously. The assault report will actively be investigated and make available to the victim a variety of services located both at Ferris and in the community. It is the goal of the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University to treat victims with courtesy, sensitivity, understanding and professionalism.

Victims who wish to speak to someone who is not required to report are encouraged to find confidential counseling available on campus through the College Counselor. Upon the victim's request, the Counselor may report the sexual assault as a crime statistic without identifying the victim.

The Vice President of Administration and Finance of Kendall College of Art & Design of Ferris State University shall make arrangements, to the best of his/her ability, to receive reports from all local law enforcement agencies regarding campus related sexual assaults.

Victim's Rights

Kendall College of Art & Design of Ferris State University has policies set up to preserve the rights of victims of sexual assaults and other crimes involved in disciplinary process. The University has established the following victim's rights:

- a. The right of the victim to have a support person accompany him/her throughout disciplinary proceedings. A support person will not represent the victim nor will he/her speak during a hearing. A support person may not act as legal counsel.
- b. The right of the victim to choose to be visually screened from the accused during the hearing process.
- c. The right of the victim to determine his/her level of involvement in the hearing process. The victim may be present during the hearing process and participate in questioning the charged student and witnesses. The victim may choose instead to be only involved as any other witness, in which case, the victim may submit a list of questions prior to the hearing. If they are deemed relevant by the hearing officer or committee chair, the questions will be asked during the hearing.
- d. The right not to have irrelevant past conduct discussed during the hearing.
- e. The right to make a "victim impact statement" to be submitted in writing at the time of the hearing. The impact statement will be considered by the hearing body only if the student is determined to be "in violation" of University policy.
- f. The right to be informed of the ultimate outcome of the hearing within constraints established under applicable confidentiality statutes. After the accused has been notified of the initial decision, the victim will also be notified as soon as practical. The victim will also be apprised that the accused may appeal the initial decision.
- g. The right to review all evidence that is to be admitted during the hearing process. Evidence will be available consistently both to the victim and the accused.
- h. The right not to be discouraged from proceeding with appropriate adjudication channels.

- i. The right to be treated with dignity.

Sexual Harassment

Under Title IX sexual assault is considered to be a form of sexual harassment. The University Board of Trustees' Employee and Student Dignity Policies address the proper procedures for dealing with sexual harassment of, or by an employee or a student, which harassment does not rise to the level of sexual harassment. Sexual harassment that does rise to the level of sexual assault should be dealt with as required in this policy. Sexual assault and sexual harassment are not tolerated by the University, and violators are subject to discipline up to and including dismissal or discharge.

Informational Resources

The Reporting Official will have access to useful information for sexual assault victims, including a description of options, services, and rights to which student victims are entitled. See the following lists for the telephone numbers of important contacts.

Important/Emergency Numbers

Student Support Telephone Numbers

Counseling Office 616 451-2787 ext. 1136

Emergency Assistance

City of Grand Rapids Fire 911
Police 911
Kent County Health Department (616) 632-7100
Poison Control Center 1-800-222-1222
Salvation Army 459-9468 or
1-800-345-1393
United Way-First Call for Help (616) 459-2255

Emergency Utility Service

Consumer Energy Company 1-800-477-5050
DTE Energy Company 1-800-477-4747

Hospitals

Spectrum Health- Butterworth
100 Michigan St. NE (616) 391-1774
Spectrum Health-Blodgett
1840 Wealthy St. SE (616) 774-7444
St. Mary's Health Care
200 Jefferson St. SE (616)752-6090

Mental Health Counseling

Network 180 24-hour help line (616) 336-3909 or
(616) 336-3535 or
1-800-749-7720

Mental Health Inpatient Hospitals

Pine Rest (616) 455-9200
Forest View 800 949-8439

Law Enforcement-Non-Emergency

Grand Rapids Police Department (616) 456-3400
Federal Bureau of Investigation (616) 456-5489
Silent Observer (616) 774-2345

Legal Assistance

Legal Aid of Western Michigan (616) 774-0672

Pregnancy Help

Pregnancy Crisis Aid (616) 459-9139
Heritage Clinic for Women (616) 458-3694

Sexual Assault/Domestic Violence

Domestic Crisis Center-YWCA (616) 451-2744
Sexual Assault Hotline-YWCA (616) 776-7273

Substance Abuse/Alcohol and Drugs

Arbor Circle (616) 451-3001
Project Rehab (616) 776-0891
W Mich. Addiction Consultants (616) 365-8800
Salvation Army Substance Abuse (616) 742-0351

Urgent Care

Alpine Center Urgent Care (616) 391-6220
Broadmoor Center Urgent Care (616) 391-8020

D. Kendall College of Art & Design of Ferris State University Policy on Alcohol and Drugs and Statement Supporting Drug-Free Schools and Communities

Statement of Purpose

This policy is designed to communicate a comprehensive approach to dealing with issues related to alcohol and other drugs. The policy will assist all members of the Ferris State University community, as it provides an educational context for these issues, identifies resources available, and enunciates specific policies that relate directly to faculty, staff, and students.

The foundations for this policy reflect the University's core values:

Collaboration: the University contributes to the advancement of society by building partnerships with students, alumni, business and industry, government bodies, accrediting agencies, and the communities the University serves.

Diversity: by providing a campus which is supportive safe, and welcoming, the University embraces a diversity of ideas, beliefs, and cultures.

Ethical Community: the University recognizes the inherent dignity of each member of the University community and treats everyone with respect. Our actions are guided by fairness, honesty, and integrity.

Excellence: committed to innovation and creativity, the University strives to produce the highest quality outcomes in all its endeavors.

Learning: the University values education that is career-oriented, balances theory and practice, develops critical thinking, emphasizes active learning, and fosters responsibility and the desire for the lifelong pursuit of knowledge.

Opportunity: the University, with a focus on developing career skills and knowledge, provides opportunities for civic engagement, leadership development, advancement, and success.

Commitment and Values

By fulfilling these commitments, the University is teaching these values. However, values cannot be taught in the abstract; they must be lived in the concrete world of the everyday tasks at the University. Therefore, every member of the University community must be committed to:

Behave Ethically – to be honest, forthright, loyal, trustworthy, and compassionate

Act Civilly – to treat everyone with respect and courtesy; to resolve disputes openly and without rancor

Be Productive – to fully engage each person's intelligence, talents, and energy in fulfilling the mission and achieving the goals of the University

Be responsible – to be accountable for individual performance and behavior.

Applicability of this Policy on Alcohol and Other Drugs

This Policy on Alcohol and Other Drugs pertains to all activities on University property. This policy also pertains to off-campus, University-sponsored activities and to off-campus activities (social or otherwise) sponsored by students, organizations or individuals associated with the University.

Kendall College of Art & Design of Ferris State University, like all other institutes of higher education, supports the Drug Free Schools and Community Act Amendments of 1989. This legislation promotes the

adoption and implementation of a program to prevent the abuse of alcohol and illicit use of alcohol and other drugs by employees and students.

Materials are available in the College Counselor's office. It is important to be aware of legal consequences and University sanctions indicated by violations of local, state and federal laws and University policies and procedures.

Health Concerns and Health Risks

Any individual choosing to abuse alcohol or illicitly use alcohol and other drugs needs to be more aware that there may be a wide variety of health risks associated with this behavior. Chemical dependency, or addiction to alcohol and other drugs, is a chronic progressive illness that, if untreated, can be fatal.

Long term effects of alcohol abuse or alcoholism may include liver damage, especially cirrhosis (scarring of the liver); heart disease, including congestive heart failure; ulcers and gastritis; malnutrition; cancer of the mouth, esophagus or stomach; brain damage and possible psychosis; and fetal alcohol effect and fetal alcohol syndrome in infants of drinking mothers.

Use of other illicit drugs may pose some of the following hazards:

Cocaine results in changes in blood pressure, heart and breathing rates, severe weight loss and liver damage, and it may cause seizures, coma and possibly death.

Marijuana can effect coordination, short-term memory, visual tracking and heart rate. Regular use can produce reproductive system changes, damage to the respiratory system (lungs) and the immune system.

Depressants in large doses can cause altered perception, blurred speech and a staggering gait. Very large doses can cause respiratory depression, coma and possibly death. In combination with alcohol, another depressant, these effects can be intensified and this multiplies the risk.

Hallucinogens, like phenylcyclidine (PCP) can produce a range of effects that include slowed time and body movement, worsened muscular coordination and dulled senses. Speech can be blocked and often incoherent.

Violent PCP episodes may result in self-inflicted injury. Increasing use may produce persistent memory problems and speech difficulties, depression, anxiety and violent behavior. Large doses may result in convulsions, coma, heart and lung failure and possible stroke.

Narcotics (codeine, heroin, and a variety of prescription medications) will produce an initial feeling of euphoria followed by drowsiness, nausea and vomiting, constricted (shrinking) pupils, watery eyes and itching. Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Due to frequent use of needles with this class of drugs, infectious diseases, including AIDS are a major concern.

Inhalants, volatile breathable substances, which are abused by sniffing or inhaling, may interfere diversely with breathing or produce irregular heartbeats that can lead to heart failure and death. Long-term use has resulted in bone marrow damage, drastic weight loss, impairment of vision and memory, and the ability to think clearly.

It is not necessary to become addicted to or dependent upon any of these drugs to experience a wide variety of personal and/or family problems. "Harmful involvement" with any of the drugs mentioned here may show up in a number of different ways. Use of alcohol and/or the other drugs may result in poor judgment; poor coordination; lessened concentration; slower reaction times; impaired eyesight; slips and falls; self-induced burns due to fire; injuries from improper use of hazardous materials, tools or shop machinery on the job or in class; and motor vehicle crashes. In addition, personal motivation and productivity may decline. Quality of work and cooperation with others may also be jeopardized.

The impact of alcohol abuse and illicit alcohol and other drug use is also seen in both family and social circles. Continued use and abuse often times may increase problems in existing dysfunctional family/social systems or may give rise to the development of dysfunctional family/social systems impacting on significant others, spouses, children, parents, and friends. Friendships and work relationships may suffer and personal relationships, including marriages, very often become strained to the point of separation or divorce. The incidence of alcohol and other drug use involved in car crashes, violent and petty crime, and domestic violence and sexual assault is well documented and very high.

It is important to note that while we as individuals may not be personally affected by the behaviors and consequences noted above, each of us at one time during our lives will probably have to deal with a friend, family member, or co-worker who is struggling with his or her use/abuse of alcohol and/or other drugs. It is therefore important for all of us to know how we can access available resources in our community.

As a community, we encourage individual members to reach their full potential as persons and citizens, unencumbered by destructive or counterproductive patterns of behavior.

Alcohol and Other Drug Helping Resources

Counseling services, individual and/or group, provided to students by our College Counselor are completely confidential and are provided at no charge. Off-campus service provider fees can vary and payment arrangements, many times, can be flexible from a sliding fee scale for those with little or no ability to pay, to fees for those with health insurance coverage. Employees and students with insurance should be advised that all health insurance policies written in Michigan are required by state law to provide at least some coverage for alcohol and other drug services.

See also the list of Medical and Counseling Assistance in this document.

Drug Free Workplace Policy

Consistent with State and Federal Law, Kendall College of Art & Design of Ferris State University will maintain a workplace free from the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance, as defined under the Controlled Substances Act, 21 U.S.C. 812, as may be amended from time to time. The unlawful manufacture, distribution, dispensation, possession or use of drugs or narcotics is prohibited on any property under the control of and governed by the Board of Trustees of Ferris State University, and at any site where work is performed by individuals on behalf of Ferris State University. The Kendall College of Art & Design of Ferris State University Student Community Standards Administrative Policies and Procedures include specific sections related to alcohol and other drug use or abuse.

Pursuant to applicable University procedures governing employee discipline, any employee involved in the unauthorized use, sale, manufacturing, dispensing or possession of legal or illegal drugs or narcotics on University premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal.

The employee must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Failure to provide such notice will subject the employee to dismissal. The employee shall notify his/her immediate supervisor who will report the incident to the Vice President of Administration and Finance of Kendall College of Art and Design of Ferris State University.

The College supports programs aimed at the prevention of substance abuse by College employees. Leaves of absences to obtain treatment may be obtained under the sick leave or medical leave provisions.

The President of Kendall College of Art and Design of Ferris State University is authorized and directed to immediately implement this policy and otherwise take such action as may be required to comply with the Drug Free Workplace Act of 1988 and Administrative Rules issued pursuant to the Act.

This policy applies to all Kendall College of Art and Design employees, including but not limited to: faculty, staff and student employees.

Student Policies and University Sanctions

Individual Students

Consistent with State and Federal Law, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol and other drugs. The University also places limitations on the use and possession of alcohol on campus, above and beyond legal standards. Individual students who are found in violation of University policies, guidelines, or expectations with regard to alcohol and other drugs are subject to discipline, pursuant to established University procedures.

Student Groups

A violation of University policies, guidelines or expectations can result in both individual and group discipline, pursuant to established University procedures.

University Sanctions

Kendall College of Art & Design of Ferris State University will impose sanctions on employees and students (consistent with local, state and federal law, and within applicable collective bargaining agreements) for violations of the standards of conduct, as expressed in any University regulations. Sanctions resulting from employee or student violations of these standards of conduct will result in disciplinary action up to and

including termination for employees and dismissal for students. In addition, for both employees and students, the sanctions may include referral to appropriate authorities for prosecution of violations of stated policies.

Student sanctions in the Kendall College of Art & Design of Ferris State University Student Community Standards Administrative Policies and Procedures specifically include official reprimands, behavioral contracts, disciplinary probation, suspension from the University, or dismissal from the University without opportunity to enroll in the future. In addition, these include the opportunity for other sanctions to be imposed, such as the requirement of reimbursement for damages, loss of special privileges or participation in campus provided educational programs.

The University considers involvement in the student disciplinary process to be part of a student's learning experience. Through a system of progressive discipline, it is anticipated that a student will realize the importance of functioning within the University's policies, procedures and regulations. Though every case involving the violation of University policies or procedures is considered on the basis of the merits in that case, there are some categories of violations for which the anticipated sanction would be suspension or dismissal from the University. Such serious infractions include, but are not limited to, the distribution of alcohol to minors, distribution of illegal drugs or the use, possession, or distribution of alcohol or illegal drugs that result in a serious safety or health matter for any member of the campus or local community.

Policy Distribution

This Policy on Alcohol and Other Drugs shall be distributed to students through the Student Handbook and through the Kendall College of Art & Design web site (www.kcad.edu) in the on-line college catalog.

E. Freedom on the Campus and Uniform Regulations of Campus Activity/Facility Use

Statement of Principles

Kendall College of Art and Design of Ferris State University recognizes, endorses, and abides by the principles of free speech that flow from the First Amendment to the United States Constitution. Protected speech cannot be completely suppressed solely because of the audiences' approval or disapproval of its content. Yet, there is no absolute right to assemble or to make or hear a speech, at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. In addition, the First Amendment will not protect expression where reasonable content-neutral University rules and regulations have not been followed.

Rights Reserved to the University

Kendall College of Art and Design of Ferris State University reserves the right to deny permission to University organizations or units and/or community groups that may wish to sponsor lecturers, entertainers, groups, or exhibitions that may be in conflict with the University's policies or local ordinances. The Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University shall be responsible for administering policies and procedures to regulate campus activities and to control the use of University facilities in order to, amongst other legitimate purposes, maintain order on campus, avoid disruption of the educational mission, promote an educational atmosphere, and promote safety and security. Such policy shall be issued by the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University and approved by the President of Kendall College of Art & Design.

All events and activities that may be sponsored on the University campus must be pre-registered with the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University; and the Administration will determine if the activity or event is appropriate and in the best interests of the University. The sponsoring organization, unit, or community group is responsible to provide adequate provision for the health, safety and welfare of the general public. If the sponsoring agency fails to insure the proper behavior and conduct of its audiences, the sponsoring agency may be subject to penalty or discipline where applicable, if damages or mishap occur during the course of its sponsored activity. The University must insist on proper conduct and proper use of its facilities in accordance with University policy.

Uniform Regulation of Campus Activity and Facility Use

Kendall College of Art and Design of Ferris State University regulates and controls the use of its facilities in order to, amongst other legitimate purposes, maintain order on campus, avoid disruption of the educational mission, promote an educational atmosphere, and promote safety and security. Consistent with these purposes and the requirements of the First Amendment, campus activity and facility use are subject to the following requirements and limitations:

1. The University may place reasonable time, place and manner restrictions on campus activity/facility use to the extent the restrictions are not based on the content of the presentation, are narrowly tailored to serve a significant institutional interest, and leave open ample alternative channels of communication. Such restrictions may relate to advance notice, security, parking, advertising, indemnification, insurance, health and safety, as well as other areas.

2. A request for a campus activity/facility use may be denied by the University, after proper inquiry, where the activity/event will constitute a clear and present danger to the University's orderly operation because of the speaker's advocacy of such actions as: the violent overthrow of the government of the United States, the State of Michigan, or any political subdivision thereof; the willful damage to or destruction of, or seizure and subversion of, the University's buildings or other property; the forcible disruption or impairment of, or interference with, the University's regularly-scheduled classes or other educational functions; the physical harm, coercion, intimidation, or other invasion of lawful rights, of the University's officials, faculty members, or students; or other campus disorders of a violent nature.

For purposes of this subpart, "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action by resort to force; and there must be not only advocacy to action but also a reasonable apprehension of imminent danger to the essential functions and purpose of the University.

3. Expression that does not constitute protected speech is not protected by the First Amendment and may be regulated or suppressed. Where it is patently clear, after investigation, that the activity/event will result in such unprotected expression, the University may restrict or exclude the event. Such unprotected expression includes the following (these are terms of art that must be applied according to the definitions established by the United States Supreme Court): Defamation: Oral or written falsehoods communicated to third parties that would harm the reputation of another; Fighting Words: Insulting or fighting words - those which by their very utterance inflict injury or tend to incite an immediate breach of the peace; Obscenity: The material in question is patently offensive, appeals to prurient interests, and taken as a whole, lacks serious literary, artistic, political or scientific value.

4. When a request for a campus activity or facility use is denied by the University, the sponsoring organization will be given notification of the reason(s) for the denial. Any aggrieved sponsoring organization may appeal the denial in writing within five (5) working days to the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University, or his or her designee, will provide an informal hearing within three (3) working days of the filing of the appeal. No later than five (5) working days after the filing or after the hearing, whichever is later, the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University will decide the appeal and notify the sponsoring organization of his or her decision and the reason(s) for that decision. The decision of the Vice President for Administration and Finance of Kendall College of Art & Design of Ferris State University is final.

Prohibition of Certain Conduct by Campus Speakers

A speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the sponsoring student organization to inform speakers of these prohibitions.

Sponsorship of Campus Speaker

Sponsorship of a campus speaker must be by a student organization that has been recognized under the general regulations approved by the appropriate University authorities.

Responsibilities of the Sponsoring Organization

For purposes of preserving a record of all such public meetings and of coordinating them with the calendar of other activities taking place on University property, the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the name of all speakers and the time and place of the meeting, and the form is to be certified by the signature of a faculty advisor. All rules for administration of requests from recognized student organizations must conform to the requirements of this subpart. It shall be the responsibility of the institutional officer under whom the program is administered to certify that all appropriate steps have been taken before the event is officially scheduled.

F. Clery Act Compliance Policy

Kendall College of Art and Design of Ferris State University [Kendall] is committed to campus security and safety and recognizes this as an important issue in postsecondary education. The U.S. Department of Education adopted the Crime Awareness and Campus Security Act of 1990, commonly referred to as the Clery Act, to provide students nationwide with a safe environment in which to learn and keeping students, parents and employees well informed about campus security.

CAMPUS POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON THE KENDALL CAMPUS OR AT A LOCATION THAT IS CONSIDERED A NONCAMPUS BUILDING OR PROPERTY

Property Location - On Campus

Kendall College of Art and Design of Ferris State University

17 Fountain St. NW, Grand Rapids, MI 49503

Perimeter of N. Division, Fountain, Ionia and Pearl Streets

Public property to include the sidewalk - street - sidewalk bordering the campus perimeter.

Property Location – Off campus buildings or properties

The Lofts @ 5 Lyon

5 Lyon NW, Grand Rapids, MI 49503

Property to include the sidewalk-street-sidewalk west of building, south of building and east of building.

The Urban Institute of Contemporary Art (UICA) – during days and times Kendall ceramics classes are held

2 W. Fulton, Grand Rapids, MI 49503

Perimeter of S. Division, Weston St. SW, Commerce Avenue SW and W. Fulton Streets. Public property to include the sidewalk - street - sidewalk bordering the UICA perimeter.

Grandville Studios

446 Grandville Avenue SW, Grand Rapid, MI 49503

Perimeter of Grandville Avenue SW, Wealthy St. SE, Century Avenue SW ad Logan St. SW. Public property to include the sidewalk - street - sidewalk bordering the Grandville Studios perimeter.

City of Grand Rapids DASH parking lots

- Dash South – Area 6A lot
- Dash South – Area 6B
- Dash West – Area 7 lot

Timely Warnings

In the event that a situation arises on the Kendall campus or on any off-campus building or property and is reported to the Kendall Administration or its designee, that in the judgment of the Kendall Administration or its designee, is confirmed as a significant emergency or dangerous situation, the Kendall Administration or its designee will determine the segment of the campus community to be notified, determine the content of the notification, and initiate the notification system. The Office of the President, President’s Council and/or Information Technology Services may provide additional assistance for this process.

Timely warnings will be issued when the incident is classified as a Clery Act reportable offense and is determined to be a significant emergency or dangerous situation: criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; and certain arrests for liquor law violations, drug law violations, and illegal weapons possession. If there is an immediate threat, the Kendall Administration or its

designee will follow the Emergency Response and Evacuation Procedures and warnings will be disseminated through one or more of the following methods:

- Phone and/or EMT Team Fan-out (tested once per semester)
- Distributed through E-mail (University Wide Notice)
- Distributed through E-Mail (Student Target Messaging via MyFSU)
- Distributed through E-Mail (Faculty & Staff Lotus Notes)
- Posted to electronic digital displays (tested once per semester)
- Posted to the Kendall website homepage
- Posted in MyFSU channel announcements

Emergency Response and Evacuation Procedures

Kendall will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff. Kendall's *Clery Act Emergency Notification Information* can be found at <http://www.kcad.edu/current-students/security/clery>

Individuals and Organizations Designated to Report Clery Act Crimes

The Kendall campus community, including students, employees, contractors, guests and invitees, should report criminal incidents, accidents, and other emergencies that occur on campus or on any off-campus building or property, by dialing 911 to reach an emergency dispatcher or to the Kendall Administration or its designee by dialing (616) 451-2787. For any Clery Act reportable crimes that happen at any off-campus building or property, Kendall will be notified by the Grand Rapids Police Department.

In addition to reporting a sexual assault incident by dialing 911 to reach an emergency dispatcher or to the Kendall Administration or its designee by dialing (616) 451-2787, individuals may report sexual assaults to individuals who have been designated as "Reporting Officials". Reporting Officials are identified in Business Policy Letter 2001:05 *Sexual Assault Policy* at <http://www.ferris.edu/htmls/administration/buspolletter/bpl0105.htm> and the *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

Kendall encourages anyone who is the victim or witness to any crime to promptly report the incident to the Kendall Administration or its designee. Because public safety reports are public records under state law, Kendall cannot hold reports of crime in confidence.

Confidential reports of crime may be made to the Professional Counselor by calling (616) 451-2787, ext. 1136. The confidential information will be used to investigate the reported criminal or suspicious activity and to make the campus community a safer place to live, work and receive an education. Confidential reports of crime may be used for the purposes of inclusion in the annual disclosure of crime statistics.

Security and Access to Campus Facilities

Kendall will be open to students, parents, employees, contractors, guests, and invitees during normal business hours. During non-business hours, access to the Kendall facilities is by key if issued.

Kendall employees are responsible for maintaining the security of Kendall-owned property. Employees are required to unlock/lock the doors that he/she has responsibility for upon the beginning and completion of the workday or class. Business Policy Letter 2006:02 *Key Policy* <http://www.ferris.edu/htmls/administration/buspolletter/BPL0602.pdf>.

Some off-campus facilities and/or parking lots may have business hours, which may vary at different times of the day (e.g. The Lofts @ 5 Lyon, UICA, the Grandville Studio Space, City of Grand Rapids Dash parking

lots). In these cases, the facilities will be secured according to schedules developed by the company/agency/college responsible for the facility.

Light Surveys are made periodically by the Kendall Physical Plant Staff and defective lights are reported on a regular basis to the Director of Physical Plant, who takes corrective action as soon as possible. The Kendall Physical Plant staff also continuously review campus lighting needs and responds to concerns expressed by campus community members regarding deficient lighting. Lighting concerns can be directed to the Director of the Physical Plant Office at (616) 451-2787.

CAMPUS LAW ENFORCEMENT

Reporting Crimes to the Kendall Administration

The Kendall campus community, including students, employees, contractors, guests and invitees are encouraged to report criminal incidents, accidents, and other emergencies to the Kendall Administration or its designee in an accurate and timely manner. Victims of crimes are encouraged to report the incident to the Kendall Administration or its designee as soon as they are aware of an incident taking place. Any retaliatory, threatening, intimidating, coercing or discriminatory action against any individual with respect to the implementation of any provision of the Clery Act is strictly prohibited.

Individuals are encouraged to immediately report criminal incidents, accidents, and other emergencies on the Kendall campus or on any off-campus building or property by dialing 911, or by calling Kendall at (616) 451-2787. To report a non-emergency security or public safety related matter, call Kendall at (616) 451-2787. To report an off campus non-emergency security or public safety related matter, dial the Grand Rapids Central Dispatch at (616) 456-3400 or Kent County Sheriff's Dispatch at (616) 632-6100.

In response to a call, Kendall will take the required action, asking the victim to file an incident report or by requesting assistance from the Grand Rapids Police Department. If assistance is required from the Grand Rapids Police Department or the Kent County Sheriff's Department, Kendall will contact the appropriate unit.

Crimes should be reported to Kendall to ensure inclusion in the annual crime statistics report and to aid in providing timely warning notices to the community, when appropriate.

Professional Counselors

As a result of the negotiated rule making process which followed the 1998 amendments to 20 U.C.S. Section 1092(f), clarification was given to those considered to be campus security authorities. Professional Counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, the Professional Counselor encourages, if and when the counselor deems it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rule making committee defines Professional Counselors as an employee of an institution who's official responsibilities include psychological counseling for members of the institution's community and who is functioning within the scope of his or her license or certification.

CAMPUS SECURITY PROGRAMS

Employees and students are informed of campus security procedures and practices at new employee/student orientation and at specially requested presentations (department/class presentation request, etc.). Annual fire and/or severe weather drills are executed on a semester basis, in conjunction with the Grand Rapids Fire Department.

SECURITY AWARENESS PROGRAMS

The Kendall Department of Counseling, Disability and Tutoring Services provides information for students regarding security awareness. In addition, Business Policy Letter 2010:01 *Campus Violence and Weapons Prohibition* can be located at <http://www.ferris.edu/htmls/administration/buspolletter/bp11001.pdf>

MISSING RESIDENT STUDENT PROTOCOL

Ferris State University's *Missing Resident Student Policy and Procedures* is applicable to the Kendall campus as well. This policy is located at <http://www.ferris.edu/housing/docs/FINAL%20MissingStudentPolicy10-20-2010%20for%20publication.pdf>

CRIME PREVENTION PROGRAMS

The Kendall Department of Counseling, Disability and Tutoring Services routinely provides information for students regarding crime prevention through the first-year, Kendall Experience courses, required of all incoming freshmen students.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY

Kendall is required to report Clery Act reportable offenses to the University's Department of Public Safety no later than September 1 of each year for preparation of the annual disclosure of crime statistics.

ALCOHOL BEVERAGE POLICY

Kendall's *Policy on Alcohol and Other Drugs* can be found at: <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-8.htm> and *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>.

ILLEGAL DRUGS POLICY

Kendall's *Policy on Alcohol and Other Drugs* can be found at: <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-8.htm>, *Drug-Free Workplace Policy* at <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-5.htm>, and *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>.

ALCOHOL AND SUBSTANCE ABUSE EDUCATION POLICY

Kendall's *Policy on Alcohol and Other Drugs* at <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-8.htm> and *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/> explains alcohol and substance abuse education.

SEX OFFENSES POLICY

Kendall's *Sexual Assault Policy* can be found at <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-6.htm>; Business Policy Letter 2001:05 *Sexual Assault Policy* at <http://www.ferris.edu/htmls/administration/buspolletter/bpl0105.htm>; and the *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

SEX OFFENDER REGISTRATION

Law enforcement information concerning registered sex offenders may be obtained from the Michigan Public Sex Offender Registry at: http://www.michigan.gov/msp/0,1607,7-123-1589_1878_24961---,00.html.

Note: For more information on Kendall's policies, please see the College's Catalog or Student Handbook.

G. Notification of Rights Under The Family Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, head of the academic program, or other appropriate official, written requests that identify the record (s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, contract employee, or a clinical/internship facility); 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 his or her 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 responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ferris State University to comply with the requirements of FERPA. 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 20202-5901

As outlined by the Act, at the discretion of the University, "directory information", defined as academic college or program/major, addresses, admission status, athletic participation, class level, dates of attendance, degrees/honors /awards received, enrollment status, name, previous schools attended and telephone, may be released without your consent. However, you may request that all of the items identified as directory or public information be withheld and considered restricted information. To exercise this option you must file a written request at the Student Services office at Kendall College of Art and Design. The request for non-disclosure must be filed by the end of the first week of fall term to assure information will not be published in the student directory. A request for non-disclosure will be honored by the institution and remain active until you notify the Registrar's Office in writing to remove the restriction.

Kendall Collage of Art and Design of Ferris State University regards all student records as protected by FERPA. Parents requesting access to their child's records (grades, billing, etc.), including minors (children under the age of 18), are encouraged to ask their son(s) and/or daughter(s) to fill out an Authorization to Disclose Information form at the Kendall Student Services office

H. Freedom of Information

Implementation of the Freedom of Information Act to the Extent Applicable to the University.

In accordance with the Michigan Freedom of Information Act, as amended ("FOIA"), the Board takes appropriate action to implement the provisions of the FOIA to the extent that the FOIA is applicable to this University.

Certain Provisions of the FOIA.

The FOIA provides that a public body may make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions, and that a public body establish and publish procedures for calculation of the cost for providing copies of public records under the FOIA.

Responsibilities of the President, or his/her Designee, with Respect to the FOIA.

The President, or his/her designee, shall have the following responsibilities with respect to the FOIA:

1. The President is hereby vested with authority to make reasonable rules necessary to protect the public records of the University and to prevent excessive and unreasonable interference with the discharge of the functions of the University in the administration of the FOIA.
2. The President is vested with authority to establish and publish procedures for calculation of the costs of providing copies of public records under the FOIA, and to do all other things that may be necessary or appropriate to implement the FOIA to the extent that the FOIA is applicable to the University.
3. The President, or his/her designee, is given responsibility for denials under the Act.
4. The President, or his/her designee, is given responsibility for receiving and acting upon appeals from a final determination to deny all or a portion of a request under the FOIA. The President is vested with authority to establish and publish procedures, as needed, governing the receipt and acting upon of such appeals. In a case where the final determination to deny all or a portion of a request under the FOIA was made by a designee of the President, an appeal from that determination shall be acted upon either by the President or by a designee other than the designee who made the determination which is the subject of the appeal.

I. Assumption of Risk, Consent, and Release

All students acknowledge opportunities throughout the school year to participate in a variety of extracurricular activities and events not required as part of the student academic curriculum, including, but not limited to: educational, recreational, and social activities and programs that occur on or off campus property; consumption and/or participating in the distribution or selling of food and beverages by students, student organizations, and/or non-University individuals; and travel to and from and participation in events conferences, and other activities on and off campus.

As a student, you recognize that your participation in such extracurricular activities may involve physical exertion and/or actions or omissions which could cause or result in injuries and/or health problems; contact with a variety of individuals, including non-University persons; risk of loss or damage to property; inconvenience and discomfort; exposure to circumstances and presence in locations with no supervision or protection; and other risks inherent in the particular activity or event in which you may be participating.

In consideration of being permitted to utilize these facilities and equipment, and to participate in the activities and events available to our students, you understand the above risks may occur; you assume all risks inherent in and which from your participation in travel, activity, and connected activities and other consequences or events that occur in conjunction with such extracurricular activities or events.

To the fullest extent permitted on behalf of you and your heirs, assigns and all other, by law, you knowingly and intentionally release and waive any and all claims of whatsoever kind of nature against Kendall College of Art & Design of Ferris State University, its Board of Trustees, President, officers, and employees, advisors, agents, and representatives which may arise out of your participation in those activities and events, including but not limited to acts, omissions, or negligence of other students, advisors, and other individuals or organizations except for the University's gross negligence or willful and wanton misconduct. You further agree to be responsible for your own safety, well-being, and conduct, and that neither Kendall College of Art & Design of Ferris State University, its Board, President, officers, employees, agents, or representatives will be liable or

responsible if you suffer bodily injury, property damage, personal injury, death, and/or other damages or losses, except if caused by their gross negligence or willful misconduct.

You also understand and agree you are solely responsible and assume all risk for damage or loss or theft of personal belongings (equipment, cameras, keys, jewelry, clothes, etc.) brought with you when participating in and traveling to and from such activities or events. Kendall College of Art & Design of Ferris State University is not responsible for these personal items and they are not covered by Kendall College of Art & Design of Ferris State University's insurance coverage.

You also authorize being taken to a medical facility for treatment in the event of an emergency, and consent to emergency medical treatment being administered to you in the event you are unable (or your parent or guardian, if applicable, cannot be reached) to authorize treatment.

You recognize that you may appear in photographs, video tapes, recordings, motion pictures, and other records of the extracurricular activities or events in which you participate, and you consent to Kendall College of Art & Design of Ferris State University using, at its discretion, such photographs, video tapes, motion pictures, recordings, and other recordings in which you may appear, unless you inform the photographer that you do not wish to be filmed. You also understand that Kendall College of Art & Design of Ferris State University cannot control filming between students.

Miscellaneous Student Information

Activities and Resource Center

This Center houses the Career and Professional Development Office, Student Activities and Organizations, Writing Center, Counseling, Tutoring and Disability Services. Private study rooms and a meditation room are also available for students to use.

Bookstore:

Barnes & Noble Campus Bookstore
17 Fountain N.E. - 616-458-0921

Art Supply Stores:

Barnes & Noble Campus Bookstore – 616-458-0921
Service Reproduction Co.-616-451-2901
345 Summer NW
T-Square Art Supply Inc – 616-361-6968
5140 Plainfield NE

Communication

The college will communicate with students through each student's email account provided by Kendall College of Art & Design of Ferris State University. Every current student is provided with an account. It is important for all students to check their email account daily.

In case of an emergency, a student will be notified during class through the College Counselor.

All faculty and staff have mailboxes at the college or they may be reached by voicemail or email.

Counseling Office

Kendall College of Art and Design of Ferris State University provide a full time licensed therapist to conduct free, short-term personal counseling to students. All counseling is confidential. If a student is in need of long term counseling or in need of more specialized services, the therapist will assist with providing referrals to local agencies or other private practitioners. Call (616) 451-2787 Ext. 1136 to set up an appointment.

Digital Learning Center

Peer consultants are available to help students with Photoshop, InDesign and Illustrator during drop in hours. Services are free to all enrolled students. The Digital Learning Center is located in the Activities and Resource Center on the first floor. Hours vary by semester so check with the Activities and Resource Center for current semester hours.

Fire Drill and Bomb Threat

In case of a fire, fire drill, or bomb threat, all persons in the building will be alerted by a buzzer alarm. All persons will exit the building using the stairways only and move one block away from the building. Staff members and proper authorities will determine when it is safe to return to class.

Food

On campus coffee shop and vending machines. Many restaurants and take-out services are available within walking distance of the College.

Gallery and Exhibitions

The Kendall Gallery, Gallery 114 and the Student Gallery are located on the College's main floor. Both the Kendall Gallery and Gallery 114 host a dynamic series of exhibitions by nationally and internationally-recognized artists. These galleries also feature faculty exhibitions and Gallery 114 presents a series of MFA Thesis exhibitions. The Student Gallery is run through a student internship program, which allows students to gain valuable hands-on experience in managing an exhibition space. A student committee juries the exhibitions for the Student Gallery.

Grand Rapids Transportation/Parking**DASH Lots**

To reserve a parking space in the DASH lots, students contact the Student Services Office for availability and cost. A Dash Lot security escort service is available from 6pm to 10:30pm. A Protective Services Officer will pick the student up at the time and location specified, transport the student to the DASH lots, and wait until the student is safely leaving the parking lot. They also assist if keys are locked in the car, a dead battery, or flat tire.

The Rapid

Public transportation bus service is available for the city of Grand Rapids and surrounding areas.

Bike Rack

Bike racks are located in front of Kendall and on the first floor of the Pearl/Ionia parking ramp across the street to the west of the Kendall building.

Other Parking Options with monthly fees

St Mark's Episcopal Church, 134 N Division, 616-456-1684

First United Methodist Church, 227 E Fulton, 616-451-2879

Al and Son's, 240 N Division, 616-459-3203

First Park Congregational Church, 10 E Park Pl.

Downtown Building, 214 E Fulton, 616-538-6592

Ellis Parking Lot, Michigan NW, 616-458-1179

Housing**5 Lyon**

The Lofts @ 5 Lyon offer contemporary, urban furnished apartments, close to Kendall, in the heart of downtown Grand Rapids. Studio, one, two, three, and four bedroom units are available. Contact 616-242-5195 for applications and leasing information.

In addition to The Lofts @ 5 Lyon, Kendall College of Art and Design of Ferris State University provides housing assistance but does not maintain residence halls for students. Many students rent apartments, rooms or houses in the nearby Heritage Hill historic district. Most of these rentals are within walking distance of the College. A Roommate List, which includes lists of accepted students seeking roommates (you must be accepted to receive this list), is assembled throughout the year.

Identification Cards

Each student is issued a non-transferable student identification (ID) card that entitles the student to certain privileges. A student should carry the ID card at all times for identification. ID card services are housed in the Activities & Resource Center. Students receive their ID card at Orientation. If that card is lost, the student must go to the Activities & Resource Center to obtain a new card. The cost for the replacement card is \$25. If the card is stolen, the student should bring a copy of the police report to the Activities & Resource Center to obtain a new card. There is no charge for the replacement card if a police report is presented at the time the new card is obtained.

Labs

The multimedia labs, computer labs, photography labs, and printmaking lab are all available for student use. Open lab hours, which are supervised by student assistants, are posted at the beginning of each semester for each area.

Library

The library is a comprehensive resource for study and research. It is organized with an excellent collection of books, periodicals, slides, videotapes and a support system of audio/visual equipment for the needs of the artist or designer.

In addition, Kendall Library Online is an electronic information portal to the resources available through the Kendall College of Art & Design Library, and has been designed to provide library users with access to information and images in the various fields of art, art history, the humanities, and the liberal arts. To access Kendall Library Online, <http://libkcad.ferris.edu>.

Lockers

During the first week of each semester, students may apply for a locker at the Student Business Affairs Office. There is a charge for locker rental and lock. Lockers on campus are the property of Kendall College of Art and Design of Ferris State University. The University is not at anytime responsible for items or articles placed in lockers by students. Students will also assume expenses for damages to the locker or replacement of a lost or damaged lock. The locker must be cleaned out within five days after the end of the spring semester or after the student ceases to be enrolled. The University assumes no responsibility for items or articles left in the lockers, which are disposed of after the five-day period.

Model/Wood Shop

The model/wood shop is a large working area that can accommodate a classroom of students. Students who use the shop are trained and supervised by an experienced shop coordinator. Located in the lower level, the shop posts its open hours at the beginning of each semester.

Office of Career Services & Professional Development

Employment Skills Seminars – 2-hour interactive seminars covering topics such as resume, interviewing, networking, job search, salary negotiation.

Professional Development Seminars – 2-hour seminars that will enhance your art and design education by preparing you to navigate through the everyday life of the business of art and design.

Career Dialog Series - A dialog series of art and design professionals who will share their unusual career paths to their unique occupations.

Career Day Events - A full day event dedicated to your major which will feature emerging trends, notable professionals, panel discussions, networking and portfolio reviews. You don't want to miss these events.

Individual Career Coaching – Individual appointment with a career coach to address your resume needs, interview preparation, negotiating a salary, networking, developing your personal job search strategy, internship for credit program, or just to answer the question, “What’s out there for me?”

KCAD Career Link - is a career management system where students and alumni can find job and internship listings that are posted to Kendall and access to the largest network of schools. This system will have a data base of employer profiles for students to access and will host your resume.. Postings include: internships, full and part time jobs, exhibition, freelance and contract opportunities not-art jobs and community service.

Resources – A career library of books, Directories, DVDs located in the Activities and Resource Office (ARC) and a comprehensive list of career websites for the Art and Design students to research jobs, contacts, career information, legal and business issues salary survey, interview video etc. See this great resource at <http://www.blinkpro.com/members/brownchr>

Kendall Career & Professional Development Website - loaded with resources, job hunting tools, internship information, art and design career information.

Career Newsletter - Access your email for undated information on jobs, internships, upcoming career events and tips on how to prepare yourself for the transition to your first career as an artist/designer. There is no better time than now to start preparing.

*Hours: 9 am – 5pm M-F, For appointments call 616.451.2787x1157 or email kcadcareerservices@ferris.edu
Located in the ARC on the 1st Floor*

Recreation Sports

The pool, track, exercise and sports facilities at the Grand Rapids Community College Ford Fieldhouse are available to Kendall students at a minimal annual fee. See the Coordinator of Student Activities in the Activities and Resource Center (ARC) to arrange for membership.

Student Organizations

Kendall students have created a wide variety of student organizations to encourage development of leadership skills, collaborative skills, furthered exploration within art and design industries, and community involvement. To join any of these organizations, attend their advertised meetings or see the Coordinator of Student Activities in the Activities and Resource Center for student organization contact information. The list below includes student organizations from the 2011-2012 academic year.

AIGA – American Institute of Graphic Artists (Student Chapter)

ASID/IIDA – American Society of Interior Designers/International Interior Design Association (Student Chapter)

Audio Club

Bodies of Art

Canstruction Club

Furniture Design Club

IDSA – Industrial Design Society of America (Student Chapter)

Illustration Club

Kendall Art Education Student Association

Kendall Christian Fellowship

Kendall Clay Collective

Kendall Club Tennis

Kendall Colors

Kendall Green Council

Kendall Photography Association

Kendall Pride

Markmakers™The Drawing and Printmaking Club

Metals/Jewelry Guild

MFA Club

Painting Club

Society of Visual Inquiry

Study Away

Kendall faculty lead study away programs that range in length from two weeks to five weeks before and during the summer sessions. The programs require either domestic or international travel. Typically, the programs offer two or three courses of intense study. These programs may be eligible for Financial Aid, consult with the Financial Aid Office located in Student Services for further details. Past programs have been to Argentina, Austria, China, Egypt, England, France, Germany, Greece, Ireland, Italy, Morocco and Spain to name a few. If you are interested in future semester offerings, see the Coordinator of Student Activities in the Activities and Resource Center.

Tutoring

Any student who would like extra assistance in course work may seek tutoring assistance through the Activities and Resource Center on the first floor. One-on-one, appointment based, peer tutoring is available for any course at no charge to students. Students can meet with tutors for 2 hours per week per subject. Complete an application in the Activities and Resource Center or download the form from the tutoring website.

Weather

Kendall College of Art and Design of Ferris State University does not expect students to take undue risks in attending classes, but students are responsible for assignments, projects, tests, etc. if the College is officially open. Kendall will announce school closure and class cancellations through the local media and Ferris email.

A tornado “watch” issued by the United States Weather Service will not result in class cancellation. In the event of a tornado “warning” (an actual tornado has been sighted), all persons will be directed to take cover in the lower level of the building. If it is necessary to evacuate the building, the exiting procedure will be the same as for a fire drill.

Writing Center

Peer consultants are available to help students with all aspects of the writing process during drop in hours. Services are free to all enrolled students. The Writing Center is located in the Activities and Resource Center on the first floor. Hours vary by semester so check with the Activities and Resource Center or the website for current drop in hours.

IV: Appendices

The purpose of the following is to clarify the basic differences between the Kendall College of Art and Design of Ferris State University student disciplinary system and the court system. Like all college disciplinary systems, the University uses a different “standard of evidence” than is required by the criminal court systems. Additionally, the purposes of the systems are very different. For example: In the criminal court systems the standard of evidence is generally “beyond a reasonable doubt”. In the college disciplinary systems, the standard of evidence is “preponderance of the evidence”. In other words, is it “more likely than not” that a student violated the student code of conduct? Both systems must ensure that proper “due process” is followed. The two systems run independently of each other. The student disciplinary system cannot put students in jail and has no relation to the criminal court system. Colleges do have the legal right and responsibility to determine if their students are responsible for violating their student code of conduct, regardless of what the court system does or does not do. The student disciplinary system is intended to be an educational and remedial process, while the criminal court systems are often punitive.

Bachelor of Science Degree

Kendall College of Art and Design of Ferris State University offers two programs for majors in art history, a traditional academic-based curriculum and a studio-based program, which allows students to build upon design and fine art experiences as an enhancement to their scholarly expertise in art history. This approach to the study of art history and criticism is unique among institutions of higher learning in the United States. The advantages to art historians of having a studio background are significant especially in the fields of criticism and museum curatorship. Foundation year courses help students in acquiring visual sensitivity, improved verbal skills and an understanding of art styles and methods. The art history major is thus ready upon graduation to continue his or her education in art history or related fields, or to enter into employment in museum, publication, or similar work. An important component of the art history program is the opportunity provided for travel and curatorial internships through museums and galleries, locally and nationally.

Bachelor of Science Course Requirements

Art History - Studio

Course	Credit	Course	Credit
Studio	18	Major Core	45
KCPA 110 2-D Design	3	KCAH 111 Western Art History I	3
KCSF 111 3-D Design	3	KCAH 112 Western Art History II	3
KCPA 112 Color	3	Choose any two non-western art history courses	6
KCDR 131 Drawing I	3	KCAH 311 Modern Art	3
KCDR 132 Drawing II	3	Choose one architecture art history course	3
KCDR 221 Figure Drawing I	3	KCAH 317 Contemporary Art	3
KCFR 100 Kendall Experience	0	KCAH 319 American Realism	3
Liberal Arts and Sciences	45	Electives (From KCAH 200,300,400)	
KCHU 120 Written Rhetoric	3	4 Electives	12
KCHU 121 Oral Rhetoric	3	Seminars (KCAH 400 Level)	
Language I Elective	3	3 Electives	9
Language II Elective	3		
Literature Elective	3	Studio Electives	12
Literature Elective	3	4 Electives	12
Philosophy	3		
Mythology	3		
Religion Elective	3		
Aesthetics	3		
Social Science Elective	3		
Social Science Elective	3		

Math Elective	3
Science Elective	3
KCHU 340 Visual Rhetoric	3

(At least 50% of LAS courses must be 300 level or above.)

Art History - Academic

Course	Credit	Course	Credit
Liberal Arts and Sciences	45	Major Core	45
KCHU 120 Written Rhetoric	3	KCAH 111 Western Art History I	3
KCHU 121 Oral Rhetoric	3	KCAH 112 Western Art History II	3
Language I Elective	3	Choose any two non-western art history courses	6
Language II Elective	3	KCAH 311 Modern Art	3
Literature Elective	3	Choose one architecture art history course	3
Literature Elective	3	KCAH 317 Contemporary Art	3
Philosophy	3	KCAH 319 American Realism	3
Mythology	3	Electives (From KCAH 200,300,400)	
Religion	3	4 Electives	12
Aesthetics	3	Seminars (KCAH 400 Level)	
Social Science Elective	3	3 Electives	9
Social Science Elective	3	KCFR 100 Kendall Experience	0
Math Elective	3		
Science Elective	3		
KCHU 340 Visual Rhetoric	3		

(At least 50% of LAS courses must be 300 level or above.)

Historic Preservation or Liberal Arts & Sciences Minor	15
5 Electives	15

LAS Minor or LAS or Studio Electives	15
5 Electives	15

(All LAS minor courses must be at the 200 level or above.)

Art History Minor

Any five art history courses in addition to KCAH 0111 and KCAH 0112.

Historic Preservation Minor

KCHP 220 – Introduction to Historic Preservation
 KCHP 330 – History/Theory Historic Preservation
 KCHP 420 – Theory/Practice Historic Preservation
 KCAH 312 – Architecture and Architects

And an introductory photography course or a historic preservation internship.

Bachelor of Fine Arts Degree

Art History

Art History is important to every artist's education. Cultural, political, religious, and social events have always inspired and influenced the artist. Studies in the history of art help reconfirm both the artist's relationship with the past and his or her responsibility to the present. These courses will help students develop a critical eye and a deeper understanding of aesthetics. Upper-level courses, beyond the required first year survey, encourage the student to explore specific areas of interest, history of photography, fashion, modernism, Native American or Eastern art. Seminars on specific topics, from feminist criticism to postmodernism, can further expand the student's knowledge of the world of art.

General Education

Courses in General Education balance and complement subjects in Art Education, Digital Media, Drawing, Fashion Studies, Furniture Design, Graphic Design, Illustration, Industrial Design, Interior Design, Metals/Jewelry Design, Painting, Photography, Printmaking and Sculpture/Functional Art programs of the College.

As a part of Ferris State University, Kendall College of Art and Design is dedicated to the ideal of blending career-oriented professional and technical education with a solid base of general education. Our general

education program provides students with the academic skills, analytic ability, and general knowledge necessary to flexibly meet the challenges of their personal, civic, and professional lives.

Courses in General Education accomplishes the following:

1. It enhances and enriches the skills essential to students' success in every field and most areas of their lives.
2. It provides students with the knowledge that will allow them to adapt to change, advance in their careers, and act as informed citizens.
3. It assists students in gaining a better understanding of themselves. It also widens the horizons of their experience by offering them a better understanding and appreciation of some of the best of human achievement.

Art Education with K-12 Art Education Certification

This collaborative BFA program with Ferris State University prepares students for careers as K-12 art educators by providing them with a solid and well-rounded experience in the visual arts. The program focuses on visual literacy, exposure to aesthetic issues, critical/analytical thinking, experience with a variety of media and art forms, and the development of strong individual work, together with an extensive background in professional education courses. A cumulative GPA of 2.50 is required in the art major/minor area and the general education requirements. A cumulative GPA of 2.75 is required in the professional education requirements.

Course Requirements

Course	Credit	Course	Credit
Art Major/Minor Requirements	45	Professional Education Requirements	38-42
(Cumulative GPA 2.50 required)		(Cumulative GPA 2.75 required)	
KCPA 110 2-D Design	3	Level I Courses:	
KCSF 111 3-D Design	3	KCED 240 K-12 Art Education History	3
KCPA 112 Color	3	KCED 206 K-12 Art Technology	3
KCDR 131 Drawing I and	3	Students must submit portfolio for review.	
KCDR 132 Drawing II	3	EDUC 251 Life Span, Human Growth	
Or		and Development	3
KCDS 142 Design Drawing I and		EDUC 289 Principles-Teaching/Learning	3
KCDS 143 Design Drawing II		Level II Courses: Prior to enrolling in Level II	
KCPR 231 Printmaking	3	courses, students must pass all three sections of the	
KCSF 241 Sculpture	3	Basic Skills Test, complete their professional	
KCSF 220 Ceramics I	3	education courses with a minimum of 2.75 GPA,	
KCPA 120 Intro to Painting	3	with no grade lower than a B-, and have a 2.5	
KCDM 345 Video Production	3	CUM GPA. Students may retake a professional	
KCED 325 Studio Methods	3	education course for credit only once.	
(must complete KCED 320 first)		EDUC 303 School, Work and Society	3
KCAH 111 Western Art I	3	KCED 320 K-12 Art Methods and	4
KCAH 112 Western Art II	3	Evaluation	
KCAH ___ Art History Elective	3	KCED 330 K-12 Instruction Planning	5
KCAH ___ Art History Elective	3	and Delivery of Art	
Focused Elective Requirements	9	EDUC 415 Teaching Special Needs	3
KC__ ___ Focused Elective*	3	EDUC 443 Teaching Reading in	3
KC__ ___ Focused Elective*	3	Secondary Content Area	
KC__ ___ Focused Elective*	3		
Open Studio Elective Requirements	9	Level III Courses: Prior to student teaching and	
KC__ ___ Studio Elective	3	professional seminar, students must obtain a CUM	
KC__ ___ Studio Elective	3	GPA of 2.5 in the art major/minor and general	
KC__ ___ Studio Elective	3	education; earn a CUM GPA of 2.75 in professional	
		education courses, have an overall 2.5 CUM GPA,	
		and Subject Area Test (Visual Arts Education - #95)	
		And meet all other program requirements.	
KCFR 100 Kendall Experience	0	EDUC 489 K-12 Directed Teaching	6 - 10
		KCED 499 Professional Seminar	2
General Education Requirements	30		
(Cumulative GPA 2.50 required)			
KCHU 120 Written Rhetoric	3		
KCHU 121 Oral Rhetoric	3		
Science Elective	3		
Math Elective	3		
Humanities Elective	3		
Humanities Elective	3		
Humanities Elective	3		

(Upper Level)	
Social Science Elective	3
Social Science Elective	3
(Upper Level)	
KCHU 340 Visual Rhetoric	3

No minor available in this major.

K-12 Art Education Certification

A student who has a bachelor degree must complete all of the Art Major/Minor (63) and Professional Education (38-42) requirements to receive the K-12 Art Education Certification. The General Education requirements will be automatically completed by the student's previous bachelor degree. The student will not receive a second bachelor degree unless 30 additional credit hours are completed in the Art Major/Minor requirements.

No minor available.

Digital Media

The Digital Media program is designed to develop innovative artists, well prepared to pursue careers in existing and emerging digital technologies. With substantial flexibility in the degree of specialization/generalization built into the curriculum, students will be able to develop portfolios in one or more of these professional media markets:

Digital Imaging: for Comics, Storyboarding, Print Publications, Retail and Toy Design, Concept Art and Game Design.

2D Animation: for Cartoons, 2D Games, Animated Advertising and 2D Animated Feature Films.

Motion Graphics: for Television and Film Titles, Special Effects, Animated Advertising on the web and TV.

3D Animation: for Television and Film Motion Graphics, Advertising, Simulation, 3D Games and Feature Films.

Interactive Design: for Website, Advertising, Game and Mobile Device Interfaces.

Digital Media graduates will have a broad-spectrum of understanding of art, design, technology and culture and become change-agents in a rapidly evolving digital age. They will have a theoretical understanding of narrative, informative and decorative imaging, animation and design. This will be matched with computer graphics proficiency gained through the practical experience of a project-based learning program.

Course	Credit	Course	Credit
Supportive Studio	21	Art History	12
KCDS 142 Design Drawing I and	3	KCAH 111 Western Art I	3
KCDS 143 Design Drawing II	3	KCAH 112 Western Art II	3
Or		KCAH Art History Elective	3
KCDR 131 Drawing I	3	KCAH Art History Elective	3
KCDR 132 Drawing II	3		
KCGD 112 Graphic Studio I	3	KCFR 100 Kendall Experience	0
KCGD 113 Design and Color	3		
KCGD 214 Typography I and	3		
KCGD 220 Typography II	3		
(if taken KCDS 142 and 143)		Liberal Arts and Sciences	30
Or		KCHU 120 Written Rhetoric	3
KCDR 221 Figure Drawing I and	3	KCHU 121 Oral Rhetoric	3
KCDR 222 Figure Drawing II		Science Elective	3
(if taken KCDR 131 and 132)		Math Elective	3
KCDM 241 Digital Imaging I	3	Humanities Elective	3
		Humanities Elective	3
Major Studio	42	300/400 Humanities Elective	3
KCDM 231 Sound Design I	3	Social Science Elective	3
KCDM 243 Digital Imaging II	3	300/400 Social Science Elective	3
KCDM 232 3D Modeling	3	KCHU 340 Visual Rhetoric	3
KCDM 294 2D Animation I	3		
KCDM 235 Interactive Design I	3	5 – Studio Electives	15
KCDM Elective*	3		
KCDM Elective*	3	*Digital Media Electives:	

KCDM Elective*	3	KCDM 295	KCDM 345
KCDM Elective*	3	KCDM 306	KCDM 333
KCDM Elective*	3	KCDM 317	KCDM 365
KCDM 420 Imag./Anim.Prof.Std. Or		KCDM 319	KCDM 355
KCDM 421 Des./Anim.Prof.Std.	3	KCDM 331	KCDM 356
KCDM 466 Digital Media Thesis I	3	KCDM 332	
KCDM 467 Digital Media Thesis II	3		
KCDM 468 Digital Portfolio	3		

Digital Media – 15 Credits

Any 5 courses from the Digital Media program. Courses need to be taken in the order that prerequisites allow. KCDM 460 – Digital Portfolio is recommended for final semester.

Drawing

Drawing initially emphasizes an exploration of traditional drawing techniques, materials, and processes, with a later shift in emphasis to alternative and mixed-media drawing processes as potential elements in the advanced investigation of drawing as a vehicle for personal expression. Drawing, as a significant foundation of visual communication, is investigated as both an independent discipline and as a vital resource for the investigation of other disciplines. The dynamic union of technical, formal, and conceptual components is emphasized at the thesis level toward the development of a BFA thesis exhibition.

The senior year is a time to focus on the creation of a cohesive body of work for the BFA thesis exhibition, a requirement of graduation. A BFA candidate review occurs at the end of Thesis I and must be accompanied by a written artist's statement. The purpose of this review is to advise students on the strengths and weaknesses of their work, with the intention of assisting the student in consolidating their aesthetic direction in preparation for the BFA thesis exhibition.

The BFA thesis exhibition is the culmination of each student's art experience at Kendall, and is accompanied by an oral presentation and a written artist's statement. Work for the exhibition must receive the approval of three faculty members who comprise the BFA critique committee, which is responsible for conducting the final critique of the BFA thesis exhibition. This final critique is open to all interested students and faculty. The BFA thesis exhibition functions as both a competitive portfolio of work for the student and a showcase of talent for the college.

Course	Credit	Course	Credit
Supportive Studio	27	Art History	15
KCPA 110 2-D Design	3	KCAH 111 Western Art I	3
KCSF 111 3-D Design	3	KCAH 112 Western Art II	3
KCPA 112 Color	3	KCAH 311 Modern Art	3
KCDM 241 Intro Digital Imaging	3	KCAH Art History Elective	3
KCPH 120 Intro Photography or	3	(Contemporary Art recommended)	
KCSF 241 Sculpture I		KCAH Art History Elective	3
KCPA 120 Intro to Painting	3		
KCPR 231 Intro to Printmaking	3	KCFR 100 Kendall Experience	0
KCFA 310 Professional Practices	3		
KCFA 406 Post Structuralism	3		
Major Studio	36	Liberal Arts and Sciences	30
KCDR 131 Drawing I	3	KCHU 120 Written Rhetoric	3
KCDR 132 Drawing II	3	KCHU 121 Oral Rhetoric	3
KCDR 221 Figure Drawing I	3	Science Elective	3
KCDR 222 Figure Drawing II	3	Math Elective	3
KCDR 233 Dwg.Materials/Processes	3	Humanities Elective	3
KCDR 323 Figure Drawing III	3	Humanities Elective	3
KCDR 324 Figure Drawing IV	3	KCHU 323 Aesthetics	3
KCDR 303 Drawing Special Topics	3	Social Science Elective	3
KCDR 334 Studio Drawing I	3	300/400 Social Science Elective	3
KCDR 420 Studio Drawing II	3	KCHU 340 Visual Rhetoric	3
KCDR 430 Drawing Thesis I	3		
KCDR 460 Drawing Thesis II	3	4 – Studio Electives	12

Drawing Minor – 15 Credits

Any five of the following: KCDR 222, KCDR 323, KCDR324, KCDR 233, KCDR 303, KCDR 334,

Drawing with Printmaking Focus

The Drawing with Printmaking Focus course of study nurtures both conceptual and technical growth in student work and fosters a more complex and intense experience as students matriculate through the program. The introductory level course focuses on the fundamentals of printmaking, and successive courses build on those skills both conceptually and technically. Craft and understanding of aesthetics unique to printmaking are emphasized as students' progress through the curriculum. Students learn studio, research, and intellectual skills necessary to create conceptually rich and technically appropriate and proficient works of art.

Students gain a working knowledge of the history of printmaking to contemporary trends. Work culminates in a senior thesis exhibition that demonstrates a conceptually cohesive and technically appropriate body of work, and students are able to verbally demonstrate an understanding of the social, historical, and cultural contexts in which they create and exhibit.

The BFA thesis exhibition is the culmination of each student's art experience at Kendall, and is accompanied by an oral presentation and a written artist's statement. Work for the exhibition must receive the approval of three faculty members who comprise the BFA critique committee, which is responsible for conducting the final critique of the BFA thesis exhibition. This final critique is open to all interested students and faculty. The BFA thesis exhibition functions as both a competitive portfolio of work for the student and a showcase of talent for the college.

Course	Credit	Course	Credit
<u>Supportive Studio</u>	27	<u>Art History</u>	15
KCPA 110 2-D Design	3	KCAH 111 Western Art History I	3
KCSF 111 3-D Design	3	KCAH 112 Western Art History II	3
KCPA 112 Color	3	KCAH 311 Modern Art	3
KCPH 120 Intro. to Photography	3	KCAH Elective	3
KCPA 120 Intro. to Painting	3	KCAH Elective	3
KCSF 241 Sculpture I	3		
KCPA 310 Figure Painting	3	KCFR 100 Kendall Experience	0
KCFA 310 Professional Practices	3		
KCFA 460 Post Structuralism	3	<u>Liberal Arts and Sciences</u>	30
		KCHU 120 Written Rhetoric	3
<u>Printmaking Focus Studio</u>	36	KCHU 121 Oral Rhetoric	3
KCDR 131 Drawing I	3	Science Elective	3
KCDR 132 Drawing II	3	Math Elective	3
KCDR 221 Figure Drawing I	3	Humanities Elective	3
KCDR 222 Figure Drawing II	3	Humanities Elective	3
KCPR 231 Printmaking I	3	KCHU 323 Aesthetics	3
KCPR 232 Printmaking II	3	Social Science Elective	3
KCDR 233 Dwg.Mat'l./Processes	3	300/400 Social Science Elective	3
KCPR 333 Printmaking III	3	KCHU 340 Visual Rhetoric	3
KCDR 334 Studio Drawing III	3		
KCPR 335 Advanced Printmaking	3	<u>4 – Studio Electives</u>	12
KCPR 430 Printmaking Thesis I	3		
KCPR 360 Printmaking Thesis II	3		

Printmaking Minor – 15 Credits

Any five Printmaking courses

Furniture Design

Since its establishment in 1928, Kendall has offered a Furniture Design major. The focus of the furniture program is the design of furniture products that can be produced by manufacturing technology. The furniture major is solidly based upon the broad curriculum of the foundation program, intensive and rigorous design studies, with the liberal arts and sciences, including the importance of art history, and its traditions for the contemporary designer.

The course requirements of the major include, the studies or ornamentation, sketching, and product presentation, detailing and wood furniture construction, computer applications, thesis, and final portfolio. In addition, up to six elective courses and an internship program can be taken to enhance and bring professional experiences for the student's career.

Course	Credit	Course	Credit
Supportive Studio	24	Art History	12
KCPA 110 2-D Design	3	KCAH 111 Western Art History I	3
KCSF 111 3-D Design	3	KCAH 112 Western Art History II	3
KCDS 142 Design Drawing I	3	KCAH 211 Design History I	3
KCDS 143 Design Drawing II	3	KCAH 212 Design History II	3
KCSF 271 Functional Art I	3		
KCFD 114 Drafting for Design	3		
KCID 342 CAD I	3		
KCID 344 Model Building	3		
KCFR 100 Kendall Experience	0		
Major Studio	39	Liberal Arts and Sciences	30
KCFD 120 Intro Furniture Design	3	KCHU 120 Written Rhetoric	3
KCFD 234 Ornaments	3	KCHU 121 Oral Rhetoric	3
KCFD 241 Detailing I	3	Science Elective	3
KCFD 260 Furniture Rendering	3	Math Elective	3
KCFD 311 Furniture Design I	3	Humanities Elective	3
KCFD 312 Furniture Design II	3	Humanities Elective	3
KCFD 342 Detailing II	3	300/400 Humanities Elective	3
KCFD 343 Detailing III	3	Social Science Elective	3
KCFD 406 Industry Trends-Practices	3	300/400 Social Science Elective	3
KCFD 411 Furniture Design III	3	KCHU 340 Visual Rhetoric	3
KCFD 413 Original Design	3		
KCFD 444 Detailing IV	3		
KCFD 460 Furniture Design Capstone	3		
		5 – Studio Electives	15
		(One Furniture Design Studio Required)	

Furniture Design Minor – 15 credits

- KCFD 120 Introduction to Furniture Design
- KCFD 241 Detailing I
- KCFD 311 Furniture Design I
- KCFD 342 Detailing II
- KCFD 413 Original Design

Graphic Design

The mission of the Graphic Design program is to graduate problem-solving, critical-thinking design innovators and creative communicators skilled in the latest technology and highly aware of and involved in contemporary culture. Kendall's graphic design students will be industry savvy and learn to work collaboratively in a studio environment so that they can make a seamless transition into their field upon graduation. They will be empowered to become leaders in their program and their field by finding/using their own resources to think and create strategically and develop their own style.

As designers, students will understand their role in shaping culture both nationally and globally, and will learn to be socially and environmentally responsible in that role. Intellectually, they will learn to be not only excellent thinkers, but also to be effective communicators, both verbally and in written form.

Kendall's graphic design program encourages passion for the arts and for design through exploration of their combined histories, their leaders and innovators, their trends and classics, and the issues and impact they have created throughout the years.

Course	Credit	Course	Credit
Supportive Studio	18	Art History	12
KCDS 142 Design Drawing I	3	KCAH 111 Western Art I	3
KCDS 143 Design Drawing II	3	KCAH 112 Western Art II	3
KCGD 112 Graphic Studio I	3	KCAH 214 History Graphic Design	3
KCGD 113 Design and Color	3	KCAH Art History Elective	3
KCGD 214 Typography I	3		
KCGD 220 Typography II	3	KCFR 100 Kendall Experience	0

Major Studio	45
KCGD 120 Intro Graphic Design	3
KCGD 122 Graphic Studio II	3
KCGD 222 Graphic Studio III	3
KCGD 250 Interactive Media	3
KCGD 310 Concept Development	3
<i>Must be taken prior to all 300/400 GD courses</i>	
KCGD 311 Branding I	3
KCGD 312 Advertising Design	3
KCGD 313 Package Design	3
KCGD 315 Publication Design	3
KCGD 324 Typography III	3
KCGD 411 Branding II	3
KCGD 440 Digital Prepress	3
KCGD 450 Senior Seminar	3
<i>Must be taken 1 semester prior to GD 461/462</i>	
KCGD 461 Portfolio Production	3
<i>Must be taken concurrently with GD 462</i>	
KCGD 462 Portfolio:Thesis Project	3
<i>Must be taken concurrently with GD 462</i>	

Liberal Arts and Sciences	30
KCHU 120 Written Rhetoric	3
KCHU 121 Oral Rhetoric	3
Science Elective	3
Math Elective	3
Humanities Elective	3
Humanities Elective	3
300/400 Humanities Elective	3
Social Science Elective	3
300/400 Social Science Elective	3
KCHU 340 Visual Rhetoric	3

5 – Studio Electives 15

One elective must be Industry/Collaborative Experience: choose from an internship, New York or NeoCon travel courses, Connect seminar course, Collaborative Design class, or other to be approved by program chair.

Graphic Design Minors – 15 Credits

Student who has had no training in basic graphics software:

- KCGD 112 Graphics Studio I
- KCGD 122 Graphics Studio II
- KCGD 214 Typography I
- KCGD 310 Concept Development
- KCGD 222 Graphics Studio III

Student has already had basic graphics software:

- KCGD 214 Typography I
- KCGD 310 Concept Development
- KCGD 222 Graphics Studio III
- KCGD 220 Typography II

Plus choice of KCGD 312, KCGD 313, or KCGD 316. Digital Media major could also choose KCGD 315.

Illustration

Initiated in the early 1960’s, the Illustration program continues to provide its students with a resilient experience in formulating visual information, understanding its traditions, while exploring a wide variety of media and processes. Courses in general education are also studied to broaden the perspective of the contemporary illustrator.

A major in the Illustration program follows a specific core curriculum that introduces the student to the conceptual development of artwork, the media processes, and procedures toward the completion of finished illustrations. This program of study is complemented by courses in drawing, computer aided imagery, art history, and studio electives. The student has the opportunity to develop a professional and marketable portfolio in preparation for a career.

Course	Credit	Course	Credit
Supportive Studio	27	Art History	12
KCPA 110 2-D Design	3	KCAH 111 Western Art History I	3
KCSF 111 3-D Design	3	KCAH 112 Western Art History II	3
KCPA 112 Color	3	KCAH Elective	3
KCDR 131 Drawing I	3	KCAH Elective	3
KCDR 132 Drawing II	3		
KCDR 221 Figure Drawing I	3		
KCDR 222 Figure Drawing II	3	KCFR 100 Kendall Experience	0
KCDM 241 Intro Digital Imaging	3		
KCPH 120 Intro to Photography	3		
Major Studio	39	Liberal Arts and Sciences	30
KCIL 120 Intro to Illustration	3	KCHU 120 Written Rhetoric	3
KCIL 234 Illustration II	3	KCHU 121 Oral Rhetoric	3

Interior Design

The Interior Design program is one of the oldest established majors at Kendall, with a continual high professional placement record. The Interior Design program has been accredited by The Council for Interior Design Accreditation (CIDA) since the early 70s. CIDA is the only accrediting body for interior design programs in the United States and Canada.

Students focus on creative problem solving to enhance the function and aesthetic quality of interior environments and study universal and sustainable design principles in residential and commercial projects. Their work is comprehensive, incorporating design, drawing, art history, liberal arts and sciences, technical skills, and interior design knowledge.

The Interior Design faculty members are practitioners as well as educators and believe that the broad cultural aspects of education and the specialized content unique to interior design are essential to a well-educated student and professional.

Kendall College of Art and Design is located in the heart of the contract and home furnishings industry. In addition to course work, students gain knowledge of the profession through field trips, internships, and other educational experiences in furniture companies, interior design firms, and architecture firms.

Course	Credit	Course	Credit
Supportive Studio	27	Art History	12
KCPA 110 2-D Design	3	KCAH 111 Western Art History I	3
KCSF 111 3-D Design	3	KCAH 112 Western Art History II	3
KCDS 142 Design Drawing I and	3	KCAH 211 Design History I	3
KCDS 143 Design Drawing II	3	KCAH 212 Design History II	3
or			
KCDR 131 Drawing I and	3		
KCDR 132 Drawing II	3		
KCFD 114 Drafting for Design	3		
KCID 342 CAD I	3		
KCID 344 3D Model Building	3		
KCID 405 Business Side of Design	3		
KC _____ Digital Elective	3	KCFR 100 Kendall Experience	0
Major Studio Core	42	Liberal Arts and Sciences	30
KCID 120 Intro. Interior Design	3	KCHU 120 Written Rhetoric	3
KCID 201 Drafting for Construction	3	KCHU 121 Oral Rhetoric	3
KCID 205 Presentation Techniques	3	Science Elective	3
KCID 214 Interior Design Studio I	3	Math Elective	3
KCID 215 Interior Design Studio II	3	Humanities Elective	3
KCID 220 Materials	3	Humanities Elective	3
KCID 318 Interior Design Studio III	3	300/400 Humanities Elective	3
KCID 319 Interior Design Studio IV	6	Social Science Elective	3
KCID 340 Codes	3	300/400 Social Science Elective	3
KCID 341 Color and Light	3	KCHU 340 Visual Rhetoric	3
KCID 410 Professional Practices	3		
KCID 460 Interior Design Studio V	3		
KCID 461 Interior Design Portfolio	3	3 – Studio Electives	9

Interior Design Minor

Choose five courses from the following (considering prerequisites):

KCFD 114 Drafting for Design	KCID 201 Drafting for Construction
KCID 120 Introduction to Interior Design	KCID 220 Materials for Interior Design
KCID 214 Interior Design Studio I	KCID 341 Color and Light for Interiors
KCID 215 Interior Design Studio II	

Metals/Jewelry Design

Established through the generosity of Margaret Allesee, the Metals/Jewelry Design program provides students with a strong design background, the skills needed to prepare for a career in the field, and an opportunity for them to express themselves artistically in metal. The program prepares its graduates for creative jobs in the jewelry or related manufacturing industries, for self-directed careers as independent crafts-persons (making

functional and non-functional objects), or for continuing their research in a graduate school. Metalsmithing is introduced through techniques and traditions that are the result of thousands of years of evolution; lessons that are taken forward as students are exposed to the modern technical, conceptual, and organizational skills needed to lead this multi-faceted field into its future. Students will be encouraged to enroll in the internship program, where they can learn about segments of the industry first hand, and they will be encouraged to participate in sponsored design competitions, national juried shows, and in self-directed, community oriented projects through their student club: the Metalsmithing Guild.

Course	Credit	Course	Credit
Supportive Studio	21	Art History	15
KCPA 110 2-D Design	3	KCAH 111 Western Art History I	3
KCSF 111 3-D Design	3	KCAH 112 Western Art History II	3
KCDS 142 Design Drawing I	3	KCAH 315 History of Fashion as Art	3
KCDS 143 Design Drawing II	3	KCAH Elective	3
KCIN 231 Visual Presentation I	3	KCAH Elective	3
KCIN 360 Digital Modeling	3		
One of the following required:			
KCIN 240 Human Factors or	3	KCFR 100 Kendall Experience	0
KCIL 326 Contemp.Fashion Illust. or			
KCDR 221 Life Drawing			
Major Studio	39	Liberal Arts and Sciences	30
KCMJ 120 Intro.Metals/Jewelry Design	3	KCHU 120 Written Rhetoric	3
KCMJ 121 Model Making/Casting	3	KCHU 121 Oral Rhetoric	3
KCMJ 211 Metals/Jewelry Design I	3	Science Elective	3
KCMJ 230 Topics/Commercial Metal	3	Math Elective	3
KCMJ 312 Metals/Jewelry Design II	3	Humanities Elective	3
KCMJ 330 Stonesetting	3	Humanities Elective	3
KCMJ 342 Production Multiples	3	300/400 Humanities Elective	3
KCMJ 342 Production Multiples	3	Social Science Elective	3
KCMJ 361 Applied CAD/CAM	3	300/400 Social Science Elective	3
KCMJ 420 Advanced CAD/CAM	3	KCHU 340 Visual Rhetoric	3
KCMJ 441 Professional Practices	3		
KCMJ 460 M/J Design Thesis I	3	5 -Studio Electives	15
KCMJ 462 M/J Design Thesis II	3		

Metals/Jewelry Design Minor

KCMJ 120 Introduction to Metals/Jewelry Design
 KCMJ 121 Model Making/Casting
 Metals/Jewelry Design Elective
 Metals/Jewelry Design Elective
 Metals/Jewelry Design Elective

Painting

The BFA in painting allows the student to focus on the discipline of painting in a way not possible in a traditional area of emphasis. With a total of thirty credits dedicated solely to painting, the student will graduate with a highly competitive portfolio of work preparing them for success in a variety of area including graduate school, galleries and grant writing. Due to the more intensive nature of the painting major, students are exposed to all the major forms and genres including still life, landscape, figure, abstract, and mixed media painting. The painting program at KCAD follows a pattern of progressive complexity. Introductory courses focus on the development and reinforcement of basic technical skills. The student is introduced to traditional painting processes, builds a vocabulary of painting terminology, and acquires a sense of the history of the medium. Intermediate level classes move from representational painting to more complex issues such as abstraction and concept development. Fine art seminars are taken in concert with advanced painting classes so that studio work is augmented by critical reflection and research into aesthetics.

In the painting major, the student has fifteen elective credits and may choose from a variety of fine art studio courses. Electives allow the student to broaden their understanding of the visual arts or obtain a minor.

In the students' final year, they are allowed to establish their own artistic direction in the thesis level courses. At this point the students are working independently, choosing their own ideas and stylistic approaches. During the BFA critique/exhibition, the student is required to give an oral presentation, produce an artist statement and display a body of cohesive artwork.

Course	Credit	Course	Credit
Supportive Studio	21	Art History	15
KCSF 111 3-D Design	3	KCAH 111 Western Art History I	3
KCDR 131 Drawing I	3	KCAH 112 Western Art History II	3
KCDR 132 Drawing II	3	KCAH 311 Modern Art	3
KCDR 221 Figure Drawing I	3	KCAH 317 Contemporary Art	3
KCDR 222 Figure Drawing II	3	KCAH Elective	3
KCFA 310 Professional Practices	3		
KCFA 406 Post Structuralism	3	KCFR 100 Kendall Experience	0
Major Studio Core	39	Liberal Arts and Sciences	30
KCPA 110 2-D Design	3	KCHU 120 Written Rhetoric	3
KCPA 112 Color	3	KCHU 121 Oral Rhetoric	3
KCPA 120 Introduction to Painting	3	Science Elective	3
KCPA 210 Beginning Figure Painting	3	Math Elective	3
KCPA 220 Landscape Painting	3	Humanities Elective	3
KCFA 235 Abstract Painting	3	Humanities Elective	3
KCPA 250 Concept Development	3	KCHU 323 Aesthetics	3
KCPA 310 Intermed. Figure Painting	3	Social Science Elective	3
KCPA 335 Watercolor	3	300/400 Social Science Elective	3
KCPA 350 Advanced Painting	3	KCHU 340 Visual Rhetoric	3
KCPA 410 Advanced Figure Painting	3		
KCPA 430 Painting Thesis I	3	5 – Studio Electives	15
KCPA 460 Painting Thesis II	3		

Painting Minor

Any five painting courses except KCPA 110 and KCPA 112

Photography

A flexible program that offers courses leading to a wide variety of careers in photography including fine art, advertising, commercial, and documentary work. In the program, traditional and digital photography are treated as equal and relevant tools. The emphasis is on the image, not the technique by which it is obtained. After Introduction to Photography and Intermediate Photography, either digital or traditional cameras may be used except for specified assignments.

Course	Credit	Course	Credit
Supportive Studio	24	Art History	15
KCPA 110 2-D Design	3	KCAH 111 Western Art History I	3
KCSF 111 3-D Design	3	KCAH 112 Western Art History II	3
KCPA 112 Color	3	KCAH 316 History of Photography	3
KCDR 131 Drawing I	3	KCAH Elective	3
KCDR 132 Drawing II	3	(Modern Art recommended)	
KCDR 221 Figure Drawing I	3	KCAH Elective	3
KCDM 345 Video	3	(Contemporary Art recommended)	
KCPR 231 Printmaking I or KCPR 213 Digital Printmaking	3	KCFR 100 Kendall Experience	0
Major Studio	36	Liberal Arts and Sciences	30
KCPH 120 Introduction Photography	3	KCHU 120 Written Rhetoric	3
KCPH 220 Intermediate Photography	3	KCHU 121 Oral Rhetoric	3
KCPH 225 Digital Photography I	3	Science Elective	3
KCPH 230 Color Photography	3	Math Elective	3
KCPH 240 Lighting for Photography	3	Humanities Elective	3
KCFH 325 Digital Photography II	3	Humanities Elective	3
KCPH 340 Studio Photography	3	KCHU 323 - Aesthetics	3
KCPH 303 Special Topics/Photo.	3	Social Science Elective	3
KCPH 310 Photography Seminar	3	300/400 Social Science Elective	3
KCPH 410 Professional Practices	3	KCHU 340 Visual Rhetoric	3
KCPH 430 Photography Thesis I	3		
KCPH 460 Photography Thesis II	3	5 – Studio Electives	15

Photography Minor:

Any five photography courses

Sculpture and Functional Art

Course	Credit	Course	Credit
<u>Supportive Studio</u>	27	<u>Art History</u>	15
KCPA 110 2-D Design	3	KCAH 111 Western Art History I	3
KCPA 112 Color	3	KCAH 112 Western Art History II	3
KCDR 131 Drawing I	3	KCAH 311 Modern Art	3
KCDR 132 Drawing II	3	KCAH 317 Contemporary Art	3
KCDR 221 Figure Drawing I	3	KCAH Elective	3
KCPR 231 Printmaking I or KCPA 120 Intro to Painting	3	KCFR 100 Kendall Experience	0
KCPH 120 Intro to Photography	3		
KCFD 241 Furniture Detailing I or KCDR 233 Dwg.Matl's/Processes	3	<u>Liberal Arts and Sciences</u>	30
KC Digital Elect (choose one)*	3	KCHU 120 Written Rhetoric	3
		KCHU 121 Oral Rhetoric	3
		Science Elective	3
<u>Major Studio</u>	33	Math Elective	3
KCSF 111 3-D Design	3	Humanities Elective	3
KCSF 220 Ceramics I	3	Humanities Elective	3
KCSF 241 Sculpture I	3	KCHU 323 Aesthetics	3
KCSF 271 Functional Art I	3	Social Science Elective	3
KCSF 242 Sculpture II (should be taken prior to junior year)	3	300/400 Social Science Elective	3
KCSF 272 Functional Art II (should be taken prior to junior year)	3	KCHU 340 Visual Rhetoric	3
KCSF 343 Sculpture III or KCSF 373 Functional Art II	3		
KCSF 304 Multimedia Times Art** or KCSF 344 Sculpture IV** or KCSF374 Functional Art IV**	3	<u>5 – Studio Electives</u>	15
(**one of these must be taken before Thesis I)		(1 Sculpture/Function Art required)	
KCSF 410 Professional Practices	3		
KCSF 430 SF Thesis I	3		
KCSF 460 SF Thesis II	3		
*KCDM 232 3D Modeling			
KCDM 460 Digital Portfolio			
KCPH 225 Digital Photography			
KCIN 360 Digital Modeling			

Sculpture or Functional Art Minor

Any Five Sculpture or Functional Art courses except KCSF 111. Can also be five ceramic courses through Kendall.

Master of Art Education

The MAE offers certified teachers a contemporary Master of Art Education program designed to equip educators with research based, practical curriculum design while providing an opportunity to explore an in-depth study of their personal artistic abilities. The Kendall MAE is based on the artist-teacher model, structured as a studio intensive program where students may chose one of four areas of specialty: drawing, painting, photography or printmaking. Students learn the most contemporary ideas in art education pedagogy; visual culture, meaning making, brain-based research and technology. The program culminates in a student-directed studio/research project.

First Year

KGED 505 Introductory AE Master's Seminar	2
KGED 510 Aesthetics Education	2
KGFA 521 Graduate Studio Concentration	3

Second Year

KGED 515 Graduate Studio Methods in Art Education	3
EDUC 620 Adv. Integrated Curriculum/Evaluation/Secondary	3

KGFA 521 Graduate Studio Concentration	3
Third Year	
KCAH 503 Graduate Seminar in Art History	3
KGED 520 Art Trends and Art Education	3
KGED 605 Graduate Studio Capstone	5
ERLA 533 Diagnosis of Reading Difficulties (Must be taken sometime during the three year course of study. Offered every term.)	3
Total Credits	30

Master of Fine Arts

Drawing

The M.F.A. in Drawing is committed to both the conceptual and technical education of the professional artist, providing a balance between intensive studio experience and critical, theoretical, and historical inquiry. Students are encouraged to explore and experiment, ultimately taking primary responsibility for the direction and focus of their work. Studio work in the graduate drawing program may cover a broad spectrum of subjects and techniques, ranging from work that is traditional in its approach to work that challenges and expands the very definition of drawing, including mixed media, installation, new media and other interdisciplinary approaches. In addition to the studio experience, course work in art history and critical theory provides students with a stimulating environment in which to examine the relationship between art and culture and to cultivate intellectual and aesthetic development. While critiques and studio discussions in drawing include concern for technical and formal issues, the primary critical emphasis is on content and conceptual strength, including the aesthetic dimension of the work, the cultural and historical context of the work, and awareness of relevant philosophical and theoretical issues.

First Semester

KGDR 521 Graduate Drawing Studio	9
KGFA 505 Graduate Fine Art Seminar	3
KGAAH 503 Graduate Art History Seminar or Graduate Studio Elective	3

Second Semester

KGDR 521 Graduate Drawing Studio	9
KGFA 505 Graduate Fine Arts Seminar	3
KGAAH 503 Graduate Art History Seminar or Graduate Studio elective	3

Third Semester

KGDR 660 Graduate Drawing Thesis	6
KGFA 505 Graduate Fine Art Seminar	3
KGAAH 503 Graduate Art History Seminar or Graduate Studio Elective	3
KGAAH 503 Graduate Art History Seminar or Graduate Studio Elective	3

Fourth Semester

KGDR 660 Graduate Drawing Thesis	9
KGAAH 503 Graduate Art History Seminar	3
Graduate Studio Elective	3
Total Credits	60

Painting

The mission of the Graduate Painting program at Kendall College of Art and Design is to produce students who are able to demonstrate technical, material, and conceptual mastery in the execution of their work, while also providing opportunities for experimentation. The painting program fosters creativity, innovation, responsibility, and intellectual growth in preparing students to meet the challenges pursuant to a successful career within higher education or the broader art community. A diverse painting faculty is available to students for formal, technical and critical insight. Students are introduced within the program to the growing repository of art related theory through challenging fine art and art history seminars, addressing such issues as the “ethics of visual

representation”, “politics and art” and “Post Structural” theory. Additionally, students have access to courses regarding the more practical aspects of being an artist including a seminar on teaching techniques and methodology, and a course dealing with the professional practices of the art world at large.

First Semester

KGPA 521 Graduate Painting Studio	9
KGFA 505 Graduate Fine Art Seminar	3
KGAAH 503 Graduate Art History Seminar	3
Or Graduate Studio Elective	

Second Semester

KGPA 521 Graduate Painting Studio	9
KGFA 505 Graduate Fine Arts Seminar	3
KGAAH 503 Graduate Art History Seminar	3
Or Graduate Studio Elective	

Third Semester

KGPA 660 Graduate Painting Thesis	6
KGFA 505 Graduate Fine Art Seminar	3
KGAAH 503 Graduate Art History Seminar	3
Or Graduate Studio Elective	
KGAAH 503 Graduate Art History Seminar	3
Or Graduate Studio Elective	

Fourth Semester

KGPA 660 Graduate Painting Thesis	9
KGAAH 503 Graduate Art History Seminar	3
Graduate Studio Elective	3
Total Credits	60

Photography

The M.F.A. in Photography guides students in the development of their work through skill enhancement, informed dialogue about art theory, and the study of the history of art and media. Graduate studio and thesis courses focus on the production of a sophisticated body of lens-based artwork with the guidance of faculty and peers in the program. Graduate seminars examine the relationship between art and culture and support the intellectual and conceptual development of the student’s studio practice. Art history seminars are small group discussion-centered studies focused on a changing variety of topics. The student’s graduate experience is enhanced by their choice of studio elective classes that support and enhance the student’s art making. The capstone experience of the program is the M.F.A. Thesis Exhibition – a conceptually sophisticated and unified body of work that is supported by an extensive thesis paper. Successful completion of the program enables the student to seek careers in education, museum or gallery work, or as a professional artist.

First Semester

KGPH 521 Graduate Photography Studio	9
KGFA 505 Graduate Fine Art Seminar	3
KGAAH 503 Graduate Art History Seminar	3

Second Semester

KGPH 521 Graduate Photography Studio	9
KGFA 505 Graduate Fine Arts Seminar	3
KGAAH 503 Graduate Art History Seminar	3

Third Semester

KGPH 660 Graduate Photography Thesis	6
KCFA 505 Graduate Fine Art Seminar	3
KGAAH 503 Graduate Art History Seminar	3
Or Graduate Studio Elective	
KGAAH 503 Graduate Art History Seminar	3
Or Graduate Studio Elective	

Fourth Semester

KGPH 660 Graduate Photography Thesis	9
KGAAH 503 Graduate Art History Seminar	3
Graduate Studio Elective	3
Total Credits	60

Printmaking

The M.F.A. in Printmaking encourages students to translate their philosophical and personal concepts into visual form. The program balances intense studio experience with theoretical dialogue and the in-depth study of art history. Classes serve as a forum where ideas and technical aspects of student work are developed and critiqued. The printmaking studio courses link traditional methods with new technologies. Contemporary non-toxic processes, as well as digitally and photographically derived imagery, can be used with woodcut, linocut, lithography, silkscreen, and intaglio printmaking. Mixed media prints, as well as monoprints, collographs, and artists' books, can result in installation or three-dimensional objects. Concept development is addressed throughout the course of study, culminating in a cohesive body of work that is conceptually and aesthetically strong.

First Semester

KGPR 521 Graduate Printmaking Studio	9
KGFA 505 Graduate Fine Art Seminar	3
KGAAH 503 Graduate Art History Seminar or Graduate Studio Elective	3

Second Semester

KGPR 521 Graduate Printmaking Studio	9
KGFA 505 Graduate Fine Arts Seminar	3
KGAAH 503 Graduate Art History Seminar or Graduate Studio elective	3

Third Semester

KGPR 660 Graduate Printmaking Thesis	6
KGFA 505 Graduate Fine Art Seminar	3
KGAAH 503 Graduate Art History Seminar or Graduate Studio Elective	3
KGAAH 503 Graduate Art History Seminar or Graduate Studio Elective	3

Fourth Semester

KGPR 660 Graduate Printmaking Thesis	9
KGAAH 503 Graduate Art History Seminar	3
Graduate Studio Elective	3
Total Credits	60

Master of Business Administration - Ferris State University Design and Innovation Management Concentration Post Baccalaureate Certificate Kendall College of Art & Design

The MBA with a Design and Innovation Management concentration within Ferris State University's Master of Business Administration program prepares its graduates for leadership positions in design-centered businesses. The program provides students a comprehensive understanding of the ways in which the method, measure, and language of design drive the practice of business and the process of innovation and teaches them how to cultivate and build a culture of innovation within their organization.

All of the courses in this MBA concentration are taught by an interdisciplinary faculty of working professionals and experts in the industry. Collaboration is embraced throughout the program as a means of producing the most relevant kinds of innovation and as a means of moving design thinking to the center of the business process. It emphasizes the ways in which collaborative design thinking and strategies can partner with the business process to establish strategic decisions that will result in improved organizational effectiveness.

The Design and Innovation Management concentration of the MBA prepares its graduates to build cross-disciplinary design teams that, empowered by user-centered research and development, will have the ability to manage the convergence of design, market, and business to produce strategic solutions. Students will build positive relationships with a diversity of disciplines, develop a common working language, and explore shared tools and skill sets in both the design and the business industries.

Design and Innovation Management Concentration

KDES 650	Design and Innovation Process Management	3
KDES 651	Design Communication Management	3
KDES 750	Sustainable Design and Systems	3
KDES 751	Leadership by Design	3

Course Descriptions

ART EDUCATION

- KCED 203 Special Topics in Art Education 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need or capacity to office a particular topic.
Prerequisite: None.
- KCED 206 K-12 Art Technology 3 Credits
Use an application of educational technology and computers as instructional tools in the K-12 art classroom. Emphasis on how to use technology to better facilitate classroom tasks and how to teach using the computer as an artistic medium.
Prerequisites: None
- KCED 240 Art Education History 3 Credits
Explores the concepts of how artistic learning occurs and how those concepts are reflected in past and current art education pedagogical practices.
Prerequisites: Sophomore standing
- KCED 303 Special Topics in Art Education 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need or capacity to office a particular topic.
Prerequisite: None.
- KCED 320 K-12 Art Methods and Evaluation 4 Credits
Introduces the basic components of K-12 lesson planning and evaluation, and effective classroom management.
Prerequisites: Successful completion of the State of Michigan Basic Skills Test
- KCED 325 Art Education Studio Methods 3 Credits
This studio course analyzes the artistic process and breaks it down into age appropriate components for the purpose of teaching and the creation of classroom visual aids.
Prerequisites: KCED 320
- KCED 330 K-12 Instructional Planning and Delivery 5 Credits
Explores instructional design theory and practice in art. Emphasis is placed on using instructional analysis procedures for course design, unit design, classroom management, instructional planning and delivery.
Prerequisites: KCED 240, KCED 320, Michigan Basic Skill Test
- KCED 399 Independent Study in Art Education 1 to 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. Forms for requesting approval are available through the Registrar's Office.
Prerequisites: Cumulative GPA of 3.0 or better, Junior/Senior standing
- KCED 400 Special Problems in Art Education 3 Credits
An opportunity to pursue an art education course in a classroom setting made available to the student during the same time as another art education course is being offered under the direction, and with the

approval, of the professor. The forms for requesting approval are available through the Student Services Office.

KCED 402 Internship in Art Education 1 to 9 Credits
Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree.
Prerequisites: Cumulative GPA of 3.0 or better; Junior/Senior standing.

KCED 403 Seminar in Art Education 3 credits
Seminar dealing with special interests in art education.
Prerequisites: Upper-level students.

KCED 499 Professional Seminar 2 Credits
Focuses on the role of the student teacher and the art of teaching. The student will prepare a professional portfolio. Successful completion is required for final component of student teacher experience.
Prerequisites: State of Michigan Skills Test and successful completion of all other coursework
Co-requisite: Student Teaching

ART HISTORY

KCAH 111 Western Art I: Prehistoric through the Renaissance 3 Credits
An overview of the Western Art tradition from prehistory through the Renaissance using a socio-cultural methodology in a chronological framework. (Students who have earned credit for ARTH 110, Prehistoric through Middle Ages, may not use credit earned in KCAH 111 to meet graduation requirements.)
Prerequisites: None

KCAH 112 Western Art II: Baroque to the Present 3 Credits
A survey of Western art from the Baroque to the present, this course will continue building upon the foundation of Western Art I; Prehistoric through the Renaissance, using a socio-cultural methodology in a chronological framework. (Students who have earned credit for ARTH 111, Renaissance through 20th Century, may not use credit earned in KCAH 112 to meet graduation requirements.)
Prerequisites: KCAH 111

KCAH 203 Special Topics in Art History 1 to 3 Credits
A survey-level course dealing with select topics in Art History.
Prerequisites: KCAH 111, KCAH 112, KCHU 120

KCAH 210 World Art 3 Credits
A survey of the visual art traditions of non-Western cultures. The arts of Africa, Asia, Oceania and Native America will be considered in the context of their religious, political and cultural traditions.
Prerequisites: KCAH 111, KCAH 112, KCHU 120

KCAH 211 Design History I: Ancient to 18th Century 3 Credits
A survey of Design History from ancient cultures to the eighteenth century, emphasizing developments in architecture, interiors, furniture, decorative, and fine arts.
Prerequisites: KCAH 111, KCAH 112, KCHU 120

KCAH 212 Design History II: 18th Century through 21st Century 3 Credits
A continuation of the survey of Design History from the eighteenth century to the present emphasizing development in architecture, interiors, furniture, decorative, and fine arts.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
KCAH 211 (*Furniture Design and Interior Design majors only*)

KCAH 213 Native Art of the Americas 3 Credits

- A survey of the art and architecture of the Americas from Ancient times and the Colonial Period to the present. The material will be addressed geographically and chronologically considering style, symbolism, and function, and applying a socio-cultural methodology
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 214 History of Graphic Design 3 Credits
 A survey of important developments in the history of graphic design from the invention of alphabets to the digital age. Formerly KCAH 320.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 215 History of Industrial Design 3 Credits
 A survey of industrial design arts and the historical development of the profession of industrial design from its origins in the Industrial Revolution to the present.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 216 Asian Art 3 Credits
 A survey of the art of India, Southeast Asia, China, and Japan from Neolithic times to the present.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 217 African Art 3 Credits
 A survey of the art and material culture of Sub-Saharan Africa from prehistory to the present
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 220 Art of the United States 3 Credits
 A survey of the major events and various social, cultural, and political influences on the arts produced in the United States from the Colonial period to the end of the mid-20th century. *Prerequisites:* KCAH 111, KCAH 112, KCHU 120
- KCAH 303 Special Topics in Art History 1 to 3 Credits
 An advanced level class dealing with select topics in Art History.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 311 Modern Art and Modernism 3 Credits
 An examination of the concept of Modernism and how it is expressed in Western art and architecture from the mid-19th century to the mid-20th century. (Students who have earned credit for ARTH 310, History of Twentieth Century Art, may not use credit earned in KCAH 311.)
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 312 Architecture and Architects 3 Credits
 A critical study of selected periods and architects from the global history of architecture. Topics may include the role and influence of the architect, philosophies of architecture, and forms of public, sacred and domestic spaces.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 315 History of Fashion as Art 3 Credits
 A study of male and female fashion as an art form, related to the fine arts and reflective of the changing cultural values of Western history
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 316 History of Photography 3 Credits
 A study of photography as both a fine art and as documentary; at issue will be photography's relationship to other arts, its impact on modern culture, and the impact of modern culture upon it.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 317 Contemporary Art 3 Credits
 An in-depth study of fine art and theory from 1960 to the present
Prerequisites: KCAH 111, KCAH 112, KCHU 120

- KCAH 318 History of Illustration 3 Credits
 A critical study of important developments in the history of the art and profession of illustration from its origins in medieval book culture to modern digital media and animation.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 319 American Realism 3 Credits
 A critical examination of realism in the art of the United States from Colonial times to the present.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 321 Art of Islam 3 Credits
 An critical examination of the arts and architecture of Islamic cultures with emphasis on the development of style, techniques, and motifs in art from Spain, North Africa, Central Asia and India.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 322 History of Architecture in the United States 3 Credits
 An examination of architectural traditions in the United States, including the diverse cultural influences and regions encompassing its history from prehistory to the present.
Prerequisites: KCAH 112, KCHU 120
- KCAH 323 African American Art 3 Credits
 A critical examination of African-American art from the 18th century to the present.
Prerequisites: KCAH 112, KCHU 120
- KCAH 399 Independent Study in Art History 1 to 3 Credits
 An advanced independent study course dealing with select topics in Art History, theory, and/or criticism beyond the classroom setting, and established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCAH 400 Special Problems in Art History 3 Credits
 An opportunity to pursue an art history course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCAH 402 Internship in Art History 1 to 9 Credits
 Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCAH 403 Seminar in Art History 1 to 3 Credits
 A seminar dealing with select topics in art history, theory, and/or criticism.
Prerequisites: KCAH 111, KCAH 112, KCHU 120
- KCAH 407 Historiography 3 Credits
 A seminar that critically examines the history of art history from its origins in Classical Greece to the present.
Prerequisites: KCAH 111, KCAH 112, KCHU 120, junior/senior standing

COLLABORATIVE DESIGN

- KCDC 120 Introduction to Design 3 Credits

- Students will be exposed to the full range of Design disciplines, their history of development, how they interact, differ, converge and lead to change in accommodating new needs. Students will explore Design principles and processes, including product innovation and development, sustainability, form and function, and discover how Design is an asset to the economy and works with business.
Prerequisite: None
- KCDC 203 Special Topics in Collaborative Design 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need or capacity to offer a particular topic.
Prerequisites: none.
- KCDC 215 Sustainability and Design 3 Credits
An introductory course focused on the issues of sustainability, the environmental, social and economic strategies for design. Discussions will include the impact of sustainability on the future of design and design services, and the opportunities and basis for new markets to meet changing needs.
Prerequisites: KCDC 120.
- KCDC 216 Dialogue and Personality 3 Credits
An interactive and facilitated experience through dialogue and creative expression exploring a range of topics, providing students an exposure to what is dialogue, asking questions, meaningful conversation with those of varying views/opinions. Students will explore impacts of communication on design of professionals, process, and project success. Collaborative-based projects will explore applications of discussions.
Prerequisites: none.
- KCDC 303 Special Topics in Collaborative Design 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need or capacity to offer a particular topic.
Prerequisites: none.
- KCDC 311 User-Centered Design 3 Credits
From a combination of perceptual psychology and ethnographic research, the student will explore the underlying elements of how we perceive, react and relate to the designed world. The student will consider the physiological and learned behaviors that shape our interactions with the built environment with an emphasis on experiential and emotional design.
Prerequisites: KCDC 120
- KCDC 321 Visual Literacy: Seeing 3 Credits
Explore the ways we perceive, react, understand and judge our physical and emotional environments. Students will gain an increased awareness and understanding of visual acuity. Inspire students to consider 'seeing' as a method for understanding, gaining new perspectives and problem solving.
Prerequisites: None. KCHU 340 encouraged or concurrent.
- KCDC 399 Independent Study in Collaborative Design 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. Forms for requesting approval are available through the Registrar's Office.
Prerequisites: Cumulative GPA of 3.0 or better, Junior/Senior standing
- KCDC 400 Special Problems in Collaborative Design 3 Credits
An opportunity to pursue a collaborative design course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCDC 402 Internship in Collaborative Design 1 to 9 Credits

Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.

Prerequisites: 3.0 G.P.A., junior/senior standing

- KCDC 403 Seminar in Collaborative Design 3 Credits
Seminar dealing with special interests in collaborative design.
Prerequisites: Upper-level students
- KCDC 430 Design Thinking: Strategies and Tactics 3 Credits
Explores the design process and application common to all disciplines as related to business, organizational, and built environments. Using textbooks and case studies this course looks at right and left brain thinking, heuristic thinking, and how we approach different problems. The course will use organizational techniques for gaining systemic insights into complex situations and problems.
Prerequisites: KCHU 121, KCDC 120, KCDC 311
- KCDC 431 Service Design 3 Credits
Investigates the differences in design needs for a range of environments, products, and communications that provide services; health care, food service, financial, insurances, governmental, and more. Looks at understanding the unique set of constraints and opportunities related to the service industries.
Prerequisites: KCDC 120, KCDC 311
- KCDC 440 Organizational Structures 3 Credits
An overview of the different forms of business and organizational structures; profit and non-profit, services, manufacturing, governmental, private, and public partnerships. An exploration of the differences and similarities, their operational methodologies and relationships to design. Discussion of how design innovation impacts business and economic development strategies.
Prerequisites: KCDS 405
- KCDC 460 Collaborative Design Capstone 3 Credits
Capstone project, determined in conference with the faculty advisor is to apply the concepts and competencies learned in the Collaborative Design Program. The student will engage in an immersive experience/study of a specific area related to culture and societal needs, and present the work in both presentation and thesis formats.
Portfolio presentation, (or predetermined equivalent) development, and documentation of the quality and scope of the student's work. Effective oral, visual, and written communications is expected.
Prerequisites: KCDC 430, KCDC 440, approval of advisor

DESIGN STUDIES

- KCDS 110 Digital Foundation 3 Credits
An introduction to the computer as a design tool using the industry standards in page layout, digital illustration, and photo manipulation software, the Adobe Creative Suite. File transport (PDF) and font management software will also be introduced.
Prerequisites: None
- KCDS 142 Design Drawing I 3 Credits
Freehand drawing using basic perspective principles and quick sketch techniques.
Prerequisites: None
- KCDS 143 Design Drawing II 3 Credits
Advanced freehand drawing and sketching with the addition of color media.
Prerequisites: KCDS 142
- KCDS 203 Special Topics in Design Studies 1 to 3 Credits

A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.

- KCDS 303 Special Topics in Design Studies 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCDS 315 Collaborative Projects 3 Credits
An interdisciplinary experience providing an applied learning opportunity. Through an engagement with organizations, students will be introduced to all aspects of the project design process, with a focus to 'whole systems design thinking'.
Prerequisites: Faculty approval, KCDC 120 or equivalent, KCDC 216 preferred.
- KCDS 399 Independent Study in Design Studies 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. Forms for requesting approval are available through the Student Services Office.
Prerequisites: Cumulative GPA of 3.0 or better, Junior/Senior standing
- KCDS 400 Special Problems in Design Studies 3 Credits
An opportunity to pursue a design studies course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCDS 403 Seminar in Design Studies 1 to 3 Credits
Explores the design process—including ideas, products, and facilities—from concept to implementation by introducing students to the contract furniture market and other showrooms and sites and by introducing students to award-winning designers in an environment in which students share “hands-on” experience of how designers develop ideas and products which are prototyped and brought to market.
Prerequisites: Sophomore status
- KCDS 405 The Business Side of Design 3 Credits
The "A" side of design focuses on the creative skills inherent to every design discipline. The "B" side focuses on the "business" aspects necessary in creating a sustainable professional practice. This course explores the fundamentals of promotion, business development and fiscal responsibility necessary to maintaining viable organizations; whether in the form of sole practitioner or incorporated business entities. Understanding the roles of marketing executives, strategic planners, account services and production personnel as players working together with designers on the final creative deliverable is the key to entering the professional market and differentiate the individual as a "*strategic* design thinker".
Pre-requisites: Junior or Senior standing.

DIGITAL MEDIA

- KCDM 203 Special Topics in Digital Media 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
Prerequisites: None
- KCDM 231 Sound Design I 3 Credits
An introductory course focusing on the basics of sound design and music creation as it relates to a variety of digital media environments.
Prerequisites: None
- KCDM 232 3D Modeling 3 Credits

- A computer course which focuses on the creation of three-dimensional objects and environments for print, animation, and prototype development.
Prerequisites: None
- KCDM 235 Interactive Design I 3 Credits
 Students will learn to create rich media, interactive works related to their major area of study, for delivery via the Web and digital projection.
Prerequisites: None
- KCDM 241 Digital Imaging I 3 Credits
 Students will be introduced to digital drawing, coloring, compositing and image manipulation techniques for both print and digital delivery systems.
Prerequisites: None
- KCDM 243 Digital Imaging II 3 Credits
 Students will learn advanced techniques for digital drawing, painting, coloring, compositing and effects for print, digital and alternative delivery systems.
Prerequisites: None
- KCDM 294 2D Animation I 3 Credits
 Students will mix traditional and digital imagery to create two-dimensional animated art related to their major area of study.
Prerequisites: None
- KCDM 295 2D Animation II 3 Credits
 Students will create animation utilizing a fully digital process to create a two-dimensional, character-based animation involving full motion with synchronized voice.
Prerequisites: KCDM 294
- KCDM 303 Special Topics in Digital Media 1 to 3 Credits
 A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCDM 306 Sequential Art 3 Credits
 Students will create storyboard art, comics, or graphic novels for print media, using a combination of traditional and digital techniques.
Prerequisites: KCDM 241 or KCGD 112
- KCDM 317 Interactive Design II 3 Credits
 Students will create interactive works for delivery via the Web using HTML and CSS software applications combined with basic coding.
Prerequisites: KCDM 241 or KCGD 220
- KCDM 319 Interactive Design III 3 Credits
 Students will create hybrid interactive designs that incorporate Flash Actionscript, HTML, CSS, JavaScript, PHP development language.
Prerequisites: KCDM 317 or KCDM 235
- KCDM 331 Sound Design II 3 Credits
 An extension of Sound Design I, focusing on building proficiency in the creation of sound design and music as it applies to digital media applications.
Prerequisites: KCDM 231.
- KCDM 332 Concept and Production Art 3 Credits
 Students will apply digital character and environment design to develop concepts for film, games, animation or physical products.
Prerequisites: KCDM 241.
- KCDM 333 3D Character Modeling 3 Credits

An advanced 3D modeling course concentrating on character construction for print and animation.
Prerequisites: KCDM 232 or KCDM 295

- KCDM 345 Video 3 Credits
Students will focus on the design and technical process to shooting digital video and computer-based editing. Students will be able to apply these techniques to their major area of study.
Prerequisites: None
- KCDM 355 3D Animation I 3 Credits
Focuses on computer-based 3D animation techniques, concepts, and practices used in animating products and sequential storytelling.
Prerequisites: KCDM 232
- KCDM 356 3D Animation II 3 Credits
Focuses on advanced methods and techniques used to create and animate logos, program headers, and products for commercials.
Prerequisites: KCDM 355
- KCDM 365 Motion Graphics 3 Credits
Focuses on the integration of animation, sound, video, text, and post-production techniques. Students will be able to apply these techniques to their major area of study.
Prerequisites: KCDM 294 or KCDM 295 or KCGD 220
- KCDM 399 Independent Study to Digital Media 1 to 3 credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCDM 400 Special Problems in Digital Media 3 Credits
An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCDM 402 Internship in Digital Media 1 to 9 Credits
Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCDM 403 Seminar in Digital Media 3 Credits
Seminar dealing with special interests in Digital Media.
Prerequisites: Upper-level students
- KCDM 420 Imaging and Animation Professional Studio 3 Credits
Students will work in a team environment as specialists utilizing an appropriate combination of illustration and animation techniques to create a mixed media animation, game or interactive project.
Prerequisites: KCDM 235 or KCDM 294
- KCDM 421 Design and Animation Professional Studio 3 Credits
Students will work in a team environment as specialists utilizing an appropriate combination of interactive design, 3D animation and motion graphics techniques to create a rich media animated and/or interactive project.
Prerequisites: KCDM 235 or KCDM 294.

- KCDR 303 Special Topics in Drawing 1 to 3 Credits
 A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCDR 323 Figure Drawing III 3 Credits
 Explores the figure within increasingly complex and spatial compositions and emphasizes thorough treatment of both positive and negative space. The figure is studied as both a form in space and a vehicle of expression. The use of color in relation to the figure is introduced primarily through chalk pastels.
Prerequisites: KCDR 222
- KCDR 324 Figure Drawing IV 3 Credits
 Encourages the development and definition of personal connections with the figure. Increased emphasis on individual artistic interpretation of form, space, color, and conceptual development.
Prerequisites: KCDR 323
- KCDR 334 Studio Drawing I 3 Credits
 An advanced level, self-directed investigation of drawing. Conceptual development is emphasized along with refinement of technical and formal skills toward the creation of a cohesive body of work. Incorporation of mixed media elements is encouraged for those students who wish to expand the boundaries of traditional drawing media and processes.
Prerequisites: KCDR 233
- KCDR 399 Independent Study in Drawing 1 to 3 Credits
 An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCDR 400 Special Problems in Drawing 3 Credits
 An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCDR 402 Internship in Drawing 1 to 9 Credits
 Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCDR 403 Seminar in Drawing 3 Credits
 Seminar dealing with special interests in Drawing.
Prerequisites: Upper-level students
- KCDR 420 Studio Drawing II 3 Credits
 A further investigation of Studio Drawing I concerns with continued emphasis on self-direction, conceptual strength, development of a cohesive body of work, and potential for the incorporation of mixed media or non-traditional drawing media and techniques.
Prerequisites: KCDR 334
- KCDR 421 Figure Drawing V 3 Credits
 Emphasizes individually motivated studio activity with the human figure as primary subject matter. Students initiate, develop, and refine work with the human figure as a vehicle of personal expression. A cohesive body of work will be produced.
Prerequisites: KCDR 324 or KCIL 324 completed with minimum grade of 3.0

KCDR 430 Drawing Thesis I 3 Credits
Focuses on the creation of a unified body of work in drawing in preparation for the BFA Thesis Exhibition. Emphasizes cohesiveness of technical, formal, and conceptual concerns. Includes both individual and group critiques.
Prerequisites: KCDR 420, Senior standing or program consent

KCDR 460 Drawing Thesis II 3 Credits
Emphasizes continued responsibility for the creation of a unified body of work in drawing in preparation for the BFA Thesis Exhibition. Emphasizes technical, formal, and conceptual continuity. Includes both individual and group critiques. The student is required to install a thesis exhibition and present an artist's statement to complete the BFA in Drawing.
Prerequisites: KCFA 310, KCDR 430

FINE ARTS

KCFA 310 Professional Practices 3 Credits
This course is designed to guide students through the career-oriented aspects of working as a fine artist. Course work will include information on applying for grants and exhibitions, documenting artwork, compiling a resume and applying for graduate school.
Prerequisites: Junior standing

KCFA 406 Introduction to Post Structuralism 3 Credits
Focuses on an in-depth examination of those strategic points at which social practice, theory, and the practice of art intersect. Students will read from key Postmodernist/Poststructuralist theoretical texts.
Prerequisites: KCFA 310

KCFA 410 Student Gallery: Internship 3 Credits
Focuses on the practical and curatorial management issues associated with gallery and museum work. Utilizing the student managed exhibition space, students will be responsible for exhibition planning, program assessment, promotional materials, and maintenance.
Prerequisites: Junior/senior standing

FURNITURE DESIGN

KCFD 114 Drafting for Design 3 Credits
Introduces techniques of architectural drafting as a communication tool for reading and drawing architectural plans, elevations, and details.
Prerequisites: None

KCFD 120 Introduction to Furniture Design 3 Credits
Introduces students to the visual skills and communication methods used in the furniture design profession.
Prerequisites: None

KCFD 203 Special Topics in Furniture Design 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.

KCFD 220 CAD Detailing 3 Credits
Introduces the use of Computer Aided Design (CAD) to produce furniture detail drawings. Emphasis will be placed on use and application of CAD as a tool for communication.
Prerequisites: KCFD 114, KCFD 241

KCFD 234 Ornaments 3 Credits
Analysis and study of historical furniture ornamentation, including: veneers and bench work, profile turnings, profile moldings, carving and embossing, and decorative hardware. Materials and

- manufacture of these elements are studied, researched, and detailed. The utilization of these elements and the recognition of typical style applications and their appropriate representations are emphasized.
Prerequisites: KCFD 114, KCDS 143
- KCFD 241 Detailing I 3 Credits
Studies furniture construction methods, construction standards, and joinery using three-view working drawings. Emphasizes drafting techniques that include full-sized detail layout, notation and lettering, part and product dimensioning.
Prerequisites: KCFD 114
- KCFD 242 Chair Detailing 3 Credits
An in-depth study of the principles of detailing hard-seating goods. Includes the examination of differing forms, structures, materials, and manufacturing capabilities.
Prerequisites: KCFD 241
- KCFD 260 Furniture Rendering 3 Credits
Introduces students to the media and methods used to produce furniture product presentations and various applications of furniture product renderings.
Prerequisites: KCFD 120, KCDS 143
- KCFD 303 Special Topics in Furniture Design 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCFD 311 Furniture Design I 3 Credits
The study of furniture design through researching proportion, scale, and typical style elements. Students will prepare furniture designs for residential products including tables, casegoods, and seating. Development of product presentation abilities.
Prerequisites: KCAH 212, KCDS 143, KDFD 114
- KCFD 312 Furniture Design II 3 Credits
The study of furniture product design with an emphasis on the development of product groups and collections. Includes extensive research into styling, element utilization, and product adaptation as well as product presentation.
Prerequisites: KCFD 311
- KCFD 315 Soft-Seating Design 3 Credits
An in-depth exposure to the design and detailing of upholstered seating goods.
Prerequisites: KCFD 241, KCFD 311
- KCFD 342 Detailing II 3 Credits
Practical problem-solving methods for furniture design and construction using the furniture detail. The details are drawn from assigned archetypes and from students' own product design work.
Prerequisites: KCFD 241
- KCFD 343 Detailing III 3 Credits
Detailing of complex furniture designs utilizing traditional tools and CAD.
Prerequisites: KCFD 342
- KCFD 351 Product Development 3 Credits
Development of 3-D forms from 2-D design information.
Prerequisites: KCIN 350
- KCFD 399 Independent Study in Furniture Design 1 to 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing

- KCFD 400 Special Problems in Furniture Design 3 Credits
 An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCFD 402 Internship in Furniture Design 1 to 9 Credits
 Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCFD 403 Seminar in Furniture Design 1 to 3 Credits
 Seminar dealing with special interests in furniture design.
Prerequisites: Upper-level students
- KCFD 406 Industry Trends and Practices 3 Credits
 Investigation and study of current trends in business practices and business models to evaluate their impact on the profession of Furniture Design.
Prerequisites: KCHU 320, KCFD 311
- KCFD 411 Furniture Design III 3 Credits
 The study of furniture product design with an emphasis on current styling and functional trends. Includes concept development, problem solving, and product presentation.
Prerequisites: KCFD 312
- KCFD 413 Original Design 3 Credits
 Design of original furniture products through the effective use of functional considerations, and production methods. Students will demonstrate product development through both 2-D and 3-D and/or CAD techniques. Product presentation, both verbal and visual, will approach professional standards. Course may be repeated.
Prerequisites: KCFD 312 or program consent
- KCFD 444 Detailing IV 3 Credits
 Advanced detailing at the professional level utilizing traditional tools and CAD. Students will present critical analysis of their details as related to commercial requirements, line comprehension, knowledge of materials and hardware, continuity of view, and applicability to specific manufacturing methods.
Prerequisites: KCFD 343
- KCFD 460 Furniture Design Capstone 3 Credits
 Capstone project, determined in conference with the faculty advisor is to utilize all of the skills learned in the Furniture Design major. The student is expected to define a design problem and resolve it through the use of sketches, detail drawings, and models or prototypes (optional).
Prerequisites: KCFD 343, KCFD 413
- KCFD 462 Furniture Design Portfolio 3 Credits
 Emphasizes the quality and scope of the student's portfolio and the effective oral, visual, and written presentations of the skills and talents represented therein; legal aspects of the profession.
Prerequisites: KCFD 413

GRAPHIC DESIGN

- KCGD 112 Graphics Studio I 3 Credits
 An introduction to the computer as a design tool using the industry standards in page layout and digital illustration software. File transport (PDF) and font management software will also be introduced.

- Prerequisites:* None
- KCGD 113 Design and Color 3 Credits
 An introduction to the visual and verbal vocabularies of design and color theory as they relate to graphic design.
Prerequisites: None
- KCGD 120 Introduction to Graphic Design Communications 3 Credits
 Focuses on the principles, elements, and working procedures of the design and visual presentation of communication pieces.
Prerequisites: None
- KCGD 122 Graphics Studio II 3 Credits
 Introduces the basics of photography using the digital camera and how to use photo manipulation software as a “digital darkroom” for color correction and digital manipulation.
Prerequisites: KCGD 112
- KCGD 203 Special Topics in Graphic Design 1 to 3 Credits
 A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCGD 214 Typography I 3 Credits
 An introduction to the fundamental aspects of typography. History, structure, form and appropriate application of type will be emphasized.
Prerequisites: KCGD 112
- KCGD 220 Typography II 3 Credits
 Addresses complex communication problems that incorporate the use of type and typographic systems as visual and expressive devices.
Prerequisites: KCGD 214
- KCGD 222 Graphics Studio III 3 Credits
 An advanced computer course focusing on the combined use of digital illustration and photo manipulation software in the creation of aesthetic and artistic graphic imagery for posters and covers.
Prerequisites: KCGD 122, KCDS 143
- KCGD 250 Interactive Media 3 Credits
 This introductory course will present the use of image, text, animation, audio, and video in digital media objects such as CD-ROMS and websites. Underlying the introduction to media and media types, the class will focus on the use of the computer as a media development system.
Pre-requisites: KCGD 120, KCGD 310.
- KCGD 303 Special Topics in Graphic Design 1 to 3 Credits
 A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCGD 310 Concept Development 3 Credits
 Focuses on making connections between idea and visualization using type, imagery, and color to solve communication problems. The initial stages of the design process – problem identification, brainstorming, research, creative briefs, and various forms of conceptualizing and thumbnailing – will be emphasized throughout the course.
Prerequisites: KCGD 214, KCGD 122, KCDS 143
- KCGD 311 Branding: Identity and Promotion 3 Credits
 A study of the ways in which layout, type, image, color, and messaging are used to design an identity for, brand, and promote a product, service, cause or idea.
Prerequisites: KCGD 220, KCGD 310

- KCGD 312 Advertising Design 3 Credits
 The application of design principles and strategies to media through the use of advertising, branding, and marketing tactics. Problem solving, critical thinking, and innovative execution will be used to create relevant and appropriate solutions for a defined audience to meet specific client needs.
Prerequisites: KCGD 222, KCGD 310, 311
- KCGD 313 Package Design 3 Credits
 The study of graphic design principles and elements as they are applied to three-dimensional package design problems.
Prerequisites: KCGD 220
- KCGD 315 Publication Design 3 Credits
 The conceptual development and design processes used in creating various types of multi-page, copy-intensive publications.
Prerequisites: KCGD 220, KCGD 222, KCGD 310
- KCGD 324 Typography III 3 Credits
 An advanced course in typography emphasizing complex information design issues and the socio-cultural role of typography.
Prerequisites: KCGD 220
- KCGD 399 Independent Study in Graphic Design 1 to 3 Credits
 An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCGD 400 Special Problems in Graphic Design 3 Credits
 An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCGD 402 Internship in Graphic Design 1 to 9 Credits
 Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCGD 403 Seminar in Graphic Design 1 to 3 Credits
 Seminar dealing with special interests in graphic design.
Prerequisites: Upper-level students
- KCGD 411 Branding II: Integrated Campaigns 3 Credits
 An advanced study of the branding process as part of a global, integrated marketing system, including the use of in-depth research; competitive, consumer, and media analysis; multi-disciplinary collaboration; and strategic communication in the planning, design, and presentation of an integrated branding campaign.
Prerequisites: KCGD 311, KCGD 312, KCGD 313.
- KCGD 412 Advanced Advertising 3 Credits
 An advanced course in advertising design and branding in which students are expected to reach a mature level of thinking, problem solving, strategy, and execution, creating innovative solutions that

solve specific client needs using a variety of media formats. Collaboration and copywriting technique will also be emphasized.

Prerequisites: KCGD 312

KCGD 440 Digital Prepress 3 Credits
Covers the digital production and color management processes used to convert a digital layout into its final printed form.

Prerequisites: KCGD 122

KCGD 450 Senior Seminar 3 Credits
Prepares graphic design seniors for the final portfolio production and portfolio thesis courses by focusing on self-evaluation, research methodology, and the critical thinking and design processes. Students will also study design within the context of larger business, social, cultural, historical, and ecological concerns.

Prerequisites: Senior standing, must be taken one semester prior to KCGD 461 and 462

KCGD 461 Portfolio Production 3 Credits
Students will prepare a professional portfolio for graduation and will have the necessary tools, knowledge and skills for their job search.

Prerequisites: KCGD 450, final semester, senior year, must be taken in conjunction with KCGD 462

KCGD 462 Portfolio Thesis Project 3 Credits
The semester-long, research-based development and production of an individualized, multi-piece, varied media thesis project for the student's portfolio.

Prerequisites: KCGD 450, final semester, senior year, must be taken conjunction with KCGD 461

HISTORIC PRESERVATION

KCHP 203 Special Topics in Historic Preservation 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.

KCHP 220 Introduction to Historic Preservation 3 Credits
An introduction to the field and practice of historic preservation, emphasizing professional approaches to surveying, documenting, and protecting historic properties and cultural artifacts. (Students who have earned credit for KCSS 220 or KCSS 445, may not use credit earned in KCHP 220 to meet graduation requirements.)

Prerequisites: KCAH 112, KCHU 120, or instructor approval

KCHP 303 Special Topics in Historic Preservation 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic

KCHP 330 History and Theory of Historic Preservation 3 Credits
An exploration of the history and theories of historic preservation in the United States emphasizing major changes over time in preservation laws, organizations, and practices. *Prerequisites:* KCHP 220 or Instructor approval.

Prerequisites: KCHP 220 or instructor approval

KCHP 399 Independent Study in Historic Preservation 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.

Prerequisites: 3.0 GPA, junior/senior standing

KCHP 400 Special Problems in Historic Preservation 3 Credits
An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed

approval of the professor. The forms for requesting approval are available through the Student Services Office.

Prerequisites: 3.0 G.P.A., junior/senior standing

KCHP 403 Seminar in Historic Preservation 3 Credits
Seminar dealing with topics of special interest in historic preservation and especially intended for upper-division students.
Prerequisites: KCAH 112, KCHU 120

KCHP 420 Theory and Practices of Historic Preservation 3 Credits
An advanced exploration of preservation theory and methods, emphasizing the application of theory and methods to the practice of documenting and preserving historic buildings and artifacts.
Prerequisites: KCHP 330 or instructor approval

HUMANITIES – GENERAL EDUCATION

KCHU 120 Written Rhetoric 3 Credits
Focuses on using writing both to develop critical thinking skills and to express ideas clearly and appropriately according to audience and purpose. Students will engage in a variety of writing modes and will spend a portion of the semester engaging in scholarly research and the documentation of source-based materials. (Students who have earned credit for ENGL 150, English I, may not use credit earned in KCHU 120 to meet graduation requirements.)
Prerequisites: None

KCHU 121 Oral Rhetoric 3 Credits
Presents concepts and develops oral and rhetorical skills appropriate for formal presentations, with emphasis on prepared, extemporaneous, and impromptu speaking. (Students who have earned credit for COMM 121, Fundamentals of Public Speaking, may not use credit earned in KCHU 121 to meet graduation requirements.)
Prerequisites: None

KCHU 203 Special Topics in Humanities 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.

KCHU 210 Introduction to Literature 3 Credits
Focuses on the fundamental elements of literature. It covers the genres of literature and their conventions, the tools authors use to create meaning and effect, and the ways readers can interpret and respond to texts.
Prerequisites: KCHU 120.

KCHU 227 Introduction to World Religions 3 Credits
Focuses on the world's major religious traditions through a critical examination of their origins, spiritual teachers, religious beliefs, rituals, and practices. (Students who have earned credit for RELG 326 Western Religions may not use credit earned in KCHU 227 to meet graduation requirements.)
Prerequisites: KCHU 120

KCHU 228 Introduction to Philosophy 3 Credits
Introduces philosophical thought from ancient times to the present. Topics include ethics, metaphysics, art, religion, politics, and social behavior. (Students who have earned credit for HUMN 115, Introduction to Philosophy, may not use credit earned in KCHU 228 to meet graduation requirements.)
Prerequisites: KCHU 120

KCHU 303 Special Topics in Humanities 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.

- KCHU 410 Major Authors 3 Credits
Examines a single author's works, biography, criticism, and cultural legacy.
Prerequisites: KCHU 120
- KCHU 411 Literary Periods 3 Credits
Considers the historical context, the literary characteristics, popular themes, and any specific terminology from one literary period.
Prerequisites: KCHU 120
- KCHU 422 Fiction Workshop 3 Credits
Upper-level fiction writing course that builds on the concepts and techniques of the introductory-level creative writing course, with a greater emphasis on stylistics and the close readings of colleagues' works.
Prerequisites: KCHU 120, KCHU 322

ILLUSTRATION

- KCIL 120 Introduction to Illustration 3 Credits
A survey of contemporary and historical illustration techniques and movements. Career options will be covered, along with the fundamentals of composition and color, the application of media, and the basic elements of picture making.
Prerequisites: KCPA 110, KCDS 142
- KCIL 203 Special Topics in Illustration 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCIL 222 Three Dimensional Illustration 3 Credits
Introduction to the techniques, tools, and the personal expression in sculptural illustration.
Prerequisites: KCDS 143, sophomore standing
- KCIL 234 Illustration II 3 Credits
Exploration of color media and processes within specific illustration assignments. Problem solving is encouraged through creative investigation.
Prerequisites: KCIL 120
- KCIL 242 Rendering 3 Credits
A drawing and painting course in super realism using various media.
Prerequisites: KCIL 234, KCPH 120
- KCIL 252 Watercolor for Illustrators 3 Credits
A course in watercolor using various themes linking text and image.
Prerequisites: KCIL 120, KCIL 234 or program consent
- KCIL 291 Illustration Painting I 3 Credits
Painting illustrative subject matter using fundamental water-based painting techniques.
Prerequisites: KCPA 112, KCDS 143, KCIL 234
- KCIL 292 Illustration Painting II 3 Credits
A more advanced course in water-based painting media whose subject matter will include various illustration genres: editorial, advertising, corporate and institutional, book, and scientific.
Prerequisites: KCIL 291
- KCIL 303 Special Topics in Illustration 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCIL 305 Illustration Professional Practices 3 Credits

- An introduction to product sketching and presentation techniques used in the industrial design profession.
Prerequisites: None
- KCIN 303 Special Topics in Industrial Design 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCIN 315 Industrial Design III 3 Credits
An advanced study of the application of the design process and problem-solving methodology through the design of products.
Prerequisites: KCIN 214, KCIN 332
- KCIN 316 Industrial Design IV 3 Credits
A comprehensive study of the application of the design process and problem-solving methodology through the design of complex products and systems.
Prerequisites: KCIN 332, KCIN 315
- KCIN 332 Visual Presentation II 3 Credits
An intermediate study of product sketching, rendering and presentation techniques used for visually communicating ideas and product forms within the design process. The course will emphasize professional presentation formats and mediums.
Prerequisites: KCIN 231
- KCIN 333 Visual Presentation III 3 Credits
An advanced study of product sketching, rendering and presentation techniques used for visually communicating ideas and product forms within the design process. The course will emphasize the development of the highest quality renderings using computer-based, manual rendering software with a tablet.
Prerequisites: KCIN 332
- KCIN 340 Materials and Processes 3 Credits
An introduction to the materials and manufacturing processes typically explored in the design process. The course emphasizes the practice of choosing a material and process specification strategy based on product application criteria.
Prerequisites: KCDC 120
- KCIN 350 Model Making I 3 Credits
An introduction to materials, tools, and techniques used to fabricate physical representations of product concepts in the industrial design profession.
Prerequisites: KCSF 111
- KCIN 351 Model Making II 3 Credits
An advanced instruction on the application of materials, tools, and techniques used to fabricate physical representations of product concepts in the industrial design profession. The course will emphasize the use of prototyping to solve problems and evaluate design concepts in the design process.
Prerequisites: KCIN 350, KCIN 360
- KCIN 360 Digital Modeling I 3 Credits
The creation, manipulation, and employment of three-dimensional, digital models in the industrial design process.
Prerequisites: None
- KCIN 362 Digital Modeling II 3 Credits
Advanced computer-based modeling techniques and technologies with emphasis on complex surface and solids creation, digitizing physical objects to create digital models, and preparing digital models for rapid prototyping.
Prerequisites: KCIN 360

Prerequisites: Senior Status

INTERIOR DESIGN

- KCID 120 Introduction to Interior Design 3 Credits
An introduction to the design process, interior products, and universal design while planning aesthetic and functional spaces for residential and contract interiors. Drafting skills will be used as a means of communication.
Prerequisites: KCFD 114
- KCID 201 Drafting for Construction 3 Credits
Introduces basic building construction, builds on drafting skills, and advances the development of architectural drawing.
Prerequisites: KCID 120
- KCID 203 Special Topics in Interior Design 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCID 205 Presentation Techniques 3 Credits
Introduces interior rendering techniques while advancing drawing and sketching skills.
Prerequisites: KCDS 143
- KCID 214 Interior Design Studio I 3 Credits
A continuation of the design process with individual and team problem solving techniques, the study of proportional relationships and adjacencies, planning with office furniture systems, and consideration for the health, safety, and welfare of the user.
Prerequisites: KCPA 110, KCID 120
- KCID 215 Interior Design Studio II 3 Credits
Student generated problem definition and development of design solutions for the interior of retail and residential spaces. Emphasis will include 2-D and 3-D conceptualization, rendered solutions, and environmental responsibility.
Prerequisites: KCPA 110, KCSF 111, KCID 120, KCID 205
- KCID 220 Materials for Interior Design 3 Credits
Study of the characteristics of textiles and interior finishes based on their application within interior environments.
Prerequisites: KCID 120
- KCID 225 Presentation Techniques II 3 Credits
Advanced drawing and rendering techniques of interior spaces and/or exterior views of buildings.
Prerequisites: KCID 205
- KCID 226 Introduction to Set Design 3 Credits
Design and illustration of exhibition space, television, and/or theatre sets.
Prerequisites: KCDS 143 or faculty approval
- KCID 303 Special Topics in Interior Design 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCID 318 Interior Design Studio III 3 Credits
Exploration of the history of various cultures for the interior design of complex hospitality structures supported by appropriate construction documents.
Prerequisites: KCAH 212, KCID 201, KCID 214, KCID 215, KCID 342, KCID 341

- KCID 319 Interior Design Studio IV 6 Credits
Comprehensive and multi-faceted free hand and computer generated solutions for historic and large scale interior spaces.
Prerequisites: KCID 318, KCID 340, KCID 344
- KCID 340 Codes for Interior Design 3 Credits
Understanding building, fire, and life safety codes for application in residential and commercial interior spaces. (Students who have earned credit for CONM 224, Codes, Permits, & Government Regulations, may not use credit earned in KCID 340 to meet graduation requirements.)
Prerequisites: KCID 214 or KCID 215
- KCID 341 Color and Light for Interiors 3 Credits
The study of aesthetic, psychological, and physiological implications of color and light incorporating the practical application of materials for specific use in upper level studio courses.
Prerequisites: KCID 214 or KCID 215, KCID 220
- KCID 342 Computer Aided Design I (CAD) 3 Credits
Offers practical application of two dimensional computer graphics using basic architectural drafting knowledge.
Prerequisites: KCFD 114
- KCID 344 3D Model Building 3 Credits
Exploration of three-dimensional computer drawing as a presentation tool for interior design. Includes the Computer Aided Planning program (CADCAP) for the contract furniture industry.
Prerequisites: KCID 214, KCID 342
- KCID 345 Digital Presentation Techniques for Interior Design 3 Credits
Exploration in methods of graphic communication through computer rendering and layout software.
Prerequisites: KCID 205, KCID 342
- KCID 399 Independent Study in Interior Design 1 to 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCID 400 Special Problems in Interior Design 3 Credits
An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCID 402 Internship in Interior Design 1 to 9 Credits
Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCID 403 Seminar in Interior Design 1 to 3 Credits
Seminar dealing with special interests in interior design.
Prerequisites: Upper-level students
- KCID 410 Professional Practice 3 Credits
Study and discussion of basic marketing and business practices for application in the field of Interior Design.
Prerequisites: KCID 214, KCID 215

- KCID 460 Interior Design Studio V 3 Credits
 Problem solving for interactive multi-functional environments such as retirement communities, assisted living complexes, or health care and aging in place facilities.
Prerequisites: KCID 319
- KCID 461 Interior Design Portfolio 3 Credits
 A focus on professional integrity while developing a final portfolio for entry level into the field of Interior Design.
Prerequisites: KCID 319

METALS/JEWELRY DESIGN

- KCMJ 120 Introduction to Metals/Jewelry Design 3 Credits
 Students will be introduced to the materials and processes of metalsmithing through technical demonstrations, design exercises, and the creation of original works. Coursework includes research projects, technique samples, form generation studies, and finished objects in metal.
Prerequisites: None
- KCMJ 121 Model Making and Casting 3 Credits
 Students will learn to work with wax by addition or subtraction resulting in models which are cast using the lost wax method. Emphasis will be placed on the ability to carve and model to specified dimensions, as well as concentrating on the unique formal attributes and possibilities of casting. Students will also be introduced to rubber mold making and wax injection.
Prerequisites: None.
- KCMJ 130 Hollow and Utilitarian Ware 3 Credits
 Concentrates on the study of metal vessel ware and other traditionally utilitarian objects, both as a method of artistic expression, and as a basis for design. Sheet metal will be hammered, hydraulically pressed, and fabricated to form original hollow objects in sterling silver and base metals. Surface treatments and decoration (such as chasing and engraving) will be used to further enrich these hollow forms. Objects will also be formed by cold forging metal rod, and by reducing metal plate and bar using lathes and milling machines.
Prerequisites: None
- KCMJ 203 Special Topics in Metals/Jewelry 3 Credits
 A topical course on the introduction of a niche technique, the advanced study of a traditional or modern technique, and/or the exploration of a design category or theme. This course allows the Metals/Jewelry Design program to respond to student interest in a particular area, industry-driven demand, or other expressed need or capacity to offer a particular topic.
Prerequisites: KCMJ 120
- KCMJ 211 Metals/Jewelry Design I 3 Credits
 Metals/Jewelry Design I and II courses combine cultural, client, situational, technical and aesthetic research to arrive at original and effective jewelry design solutions. Students will be required to design one or more jewels each semester in response to a project brief that varies each semester. Design I reinforces basic design skills, introduces jewelry-specific design criteria, and allows students to effectively integrate process knowledge to generate convincing prototypes and production plans.
Prerequisites: KCDS 142, KCMJ 120, KCIN 231
- KCMJ 230 Bench Topics in Commercial Metalwork 3 Credits
 Introduces Metals/Jewelry Design majors with a hands-on survey of the jewelry industry through the work of the trade jeweler. A selection of bench techniques that build on basic skills will be introduced including repair, sizing, and precise fabrication. Concepts and processes introduced in other courses will be augmented to reflect professional production standards.
Prerequisites: KCMJ 120
- KCMJ 303 Special Topics in Metals/Jewelry 3 Credits

A topical course on the introduction of a niche technique, the advanced study of a traditional or modern technique, and/or the exploration of a design category or theme. This course allows the Metals/Jewelry Design program to respond to student interest in a particular area, industry-driven demand, or other expressed need or capacity to offer a particular topic.

Prerequisites: KCMJ 120

- KCMJ 312 Metals/Jewelry Design II 3 Credits
Metals/Jewelry Design I and II courses combine cultural, client, situational, technical and aesthetic research to arrive at original and effective jewelry design solutions. Students will be required to design one or more jewels each semester in response to a project brief that varies each semester. Design II reinforces existing jewelry design skills, reinforces jewelry-specific design criteria, and requires students to effectively integrate process knowledge to generate convincing prototypes and production plans.
Prerequisites: KCMJ 211
- KCMJ 330 Stonesetting 3 Credits
Students will approach stones and their settings from the point of view of appropriate design, durability, and quality of craftsmanship. Students may bezel, bead, flush, or prong set stones. Layout preparation, layout technique, and finishing will be covered.
Prerequisites: KCMJ 230
- KCMJ 342 Production Multiples 3 Credits
Production multiples will introduce various small and large studio strategies to make identical metal objects. These may be modules within complicated complex works, or individual jewelry objects. Designs and models will be optimized for manufacturing. Mold making, wax injection, mass casting, mass finishing, die cutting, CNC machining, LASER cutting, photo etching, jig bending, and other methods may be covered.
Prerequisites: KCMJ 230
- KCMJ 361 Applied CAD/CAM for Metals/Jewelry Design 3 Credits
Intermediate techniques and applications for the use of the computer as a creative studio for jewelry design and production. Jewelry scale and feature-specific modeling techniques will be introduced, including stone setting, casting appropriate form development, and closed manifold solid creation. Photorealistic rendering techniques will be introduced. Output technologies appropriate for jewelry will be introduced.
Prerequisites: KCIN 360.
- KCMJ 399 Independent Study in Metals/Jewelry Design 1 to 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCMJ 400 Special Problems in Metals/Jewelry Design 3 Credits
A topical course on the introduction of a niche technique, the advanced study of a traditional or modern technique, and/or the exploration of a design category or theme. This course allows the metals/jewelry design program to respond to student interest in a particular area, industry-driven demand, or other expressed need or capacity to offer a particular topic.
Prerequisites: KCMJ 120.
- KCMJ 402 Internship in Metals/Jewelry Design 1 to 9 Credits
Applies learned skills and principles in a work environment, while learning how a particular firm or industry operates.
Prerequisites: 3.0 G.P.A, Junior/Senior standing
- KCMJ 403 Seminar in Metals/Jewelry Design 1 to 3 Credits
Seminar dealing with special interests in metals/jewelry design.
Prerequisites: Upper-level students

- KCMJ 420 Advanced CAD/CAM for Metals/Jewelry Design 3 Credits
 Advanced techniques and applications for use of the computer as a creative studio for jewelry design and production. Modeling skills will be enhanced to allow for more systematic approaches to design projects such as multiple stone settings, suites of related designs, and organic form generation. Photorealism rendering techniques will be reinforced. Output technology selection and use will be reinforced by researching the emerging printing and machining systems.
Prerequisites: KCMJ 361
- KCMJ 441 Professional Practices 3 Credits
 Identifies the major professional/business issues that students will encounter as metalsmiths and designers. Guest speakers will represent different facets of the field, identifying the particular demands of their specialty. Readings will inform students about the economic challenges of the independent artist, as well as those of the creative business proprietor. Students will choose a career path and research the route to reaching that goal; presenting their findings in a studio/employment/educational/business plan. Instruction will be given on lighting and photographing metals/jewelry objects, as well as strategies for disseminating and presenting portfolios to graduate schools, clients and the public.
Prerequisites: KCMJ 312
- KCMJ 460 Metals/Jewelry Thesis I 3 Credits
 Responding to their individual interests and vision, students will research and propose an original, unified body of work and perform the research, design, prototyping, and other planning necessary to carry it out. The project will relate to the experiences of an individual student, focusing their skills to design for a particular client, flesh out an original concept, refine an aesthetic, and/or investigate a technique.
Prerequisites: Senior Standing; KCMJ 312
- KCMJ 461 Metals/Jewelry Thesis II 3 Credits
 Building on the research and development of Thesis I, students will execute an original, unified body of work. The thesis concept will be given a form through refined writing, as object using appropriate materials and technologies, and using professional crafts standards. Thesis projects will be displayed during Kendall's Annual Student Exhibition, as well as being presented for defense, and documented in a published portfolio to be deposited in the Kendall library.
Prerequisites: KCMJ 460; Senior standing.

PAINTING

- KCPA 110 2-D Design 3 Credits
 A problem-solving course covering the principles of composition and modular design systems. Uses predominantly abstract shapes, and black, white, and achromatic gray ranges. (Students who have earned credit for VISC 110, Design I, may not use credit earned in KCPA 110 to meet graduation requirements.)
Prerequisites: None
- KCPA 112 Color 3 Credits
 A problem-solving course that studies the properties and interactions of color and its resulting perceptual effects in pictorial space.
Prerequisites: None
- KCPA 120 Introduction to Painting 3 Credits
 The first course that deals exclusively with the medium of oil painting. Observation of nature and the depiction of solid three-dimensional form in illusionistic space are the central concerns. Emphasis is primarily on still life painting; some figure/portrait painting may be introduced. Also surveys Western painting and the traditional techniques pertaining to that history.
Prerequisites: KCPA 110, KCPA 112, KCDR 131
- KCPA 203 Special Problems in Painting 3 Credits
 A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.

- KCPA 210 Beginning Figure Painting 3 Credits
 The course will act as an introduction to figure painting with special emphasis on anatomy, structure, proportion and measuring. Tonal and restrictive palettes will be used in conjunction with basic painting techniques.
Prerequisites: KCDR 221
- KCPA 220 Landscape Painting 3 Credits
 Emphasizes the light and color of the landscape in various weather conditions using oil and water based paints.
Prerequisites: KCDR 132, KCPA 120
- KCPA 235 Abstract Painting 3 Credits
 Explores varying degrees of painterly abstraction. Non-objective/formalist painting issues will be investigated in conjunction with experimentation with mixed-media painting techniques. The course will start out with a structured series of projects but will eventually focus on the student's individual artistic direction.
Prerequisites: KCPA 120
- KCPA 250 Concept Development 3 Credits
 Emphasizes the development of concepts within the context of traditional and non-traditional medium. Students will be encouraged to explore a range of strategies such as visual analogy, irony, appropriation, deconstruction, and narrative and allegorical approaches. The course will also introduce mixed media painting techniques as it relates to concept.
Prerequisites: KCPA 120 or department approval
- KCPA 303 Special Topics in Painting 3 Credits
 A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCPA 310 Intermediate Figure Painting 3 Credits
 Reinforces the techniques learned in Beginner Figure Painting. Reviews life-drawing issues within the context of paint handling, its chemistry, rules of permanence, and color mixing with particular emphasis on the complexities of mixing flesh tones. In addition, familiarizes students with the history of figure painting in Western art.
Prerequisites: KCDR 221, KCPA 120, KCPA 210
- KCPA 335 Watercolor I 3 Credits
 An introductory course emphasizing the passage of the brush, the technical applications of color, and the particularities of the watercolor medium in working towards effective visual statements.
Prerequisites: KCPA 110, KCPA 112, KCDR 132 or departmental consent
- KCPA 336 Watercolor II 3 Credits
 An advanced watercolor class emphasizing individual direction and conceptual development.
Prerequisites: KCPA 335
- KCPA 350 Advanced Painting 3 Credits
 Focuses on independent studio work on the part of the student. Emphasis will be placed on student's ability to develop ideas, themes, and motifs of personal significance and the formal, technical skills to successfully execute their work. The course will also examine important theoretical and aesthetic issues related to art and will review major figures in contemporary painting.
Prerequisites: KCPA 235
- KCPA 399 Independent Study in Painting 1 to 3 Credits
 An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing

- KCPA 400 Special Problems in Painting 3 Credits
 An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCPA 402 Internship in Painting 1 to 9 Credits
 Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCPA 403 Seminar in Painting 3 Credits
 Seminar dealing with special interests in digital media.
Prerequisites: Upper-level students
- KCPA 410 Advanced Figure Painting 3 Credits
 Examines issues related to painting the figure in an environment, the multi-figure composition, the figure in an architectural setting, the figure in the landscape, and other related problems. Begins with a classical emphasis; later, explores painterly and abstract approaches to the figure and the figure as a vehicle for creative expression.
Prerequisites: KCPA 310
- KCPA 412 Content in Figure Painting 3 Credits
 The course will provide an opportunity to use the figure as a vehicle for content and expression. The figure in an environment and the multi-figure composition will be examined in conjunction with ideas, themes, and motifs.
Prerequisites: KCPA 410
- KCPA 430 Painting Thesis I 3 Credits
 Focuses on the production of a unified body of work emphasizing conceptual development and creative decision-making. Includes individual and group critiques.
Prerequisites: Senior standing or departmental consent
- KCPA 460 Painting Thesis II 3 Credits
 Emphasizes responsibility for the creation of a cohesive body of work that displays conceptual continuity and technical integrity. Includes individual and group critiques. The student is required to install a thesis exhibition to complete the BFA in fine arts.
Prerequisites: KCFA 310 and KCPA 430

PHOTOGRAPHY

- KCPH 110 Introduction to Photography for Non-Majors 3 Credits
 An introduction to the fundamentals of photography using both manually adjustable 35mm film cameras and digital cameras. This course includes black and white film development and darkroom printing as well as digital camera use and basic image manipulation controls using PhotoShop. The aesthetics of photography will be discussed in terms of its history, and artistic and technical advancements. Students must own or have use of a digital camera (prosumer grade or above; camera phones are acceptable.)
Prerequisites: KCPA 110 or KCGD 113
- KCPH 120 Introduction to Photography 3 Credits
 An introduction to the fundamentals of photography and 35mm adjustable camera operation. This course includes beginning black and white film development and darkroom printing, as well as an introduction to digital capture and basic image manipulation controls the aesthetics of photography will be discussed in terms of its history, and artistic and technical advancements. (Students who have

- earned credit for VISC 212, Photography, may not use credit earned in KCPH 120 to meet graduation requirements.)
Prerequisites: KCPA 110 or KCGD 113.
- KCPH 203 Special Topics in Photography 1 to 3 Credits
 Rotating topics in photography utilizing the specific skills and interests of the faculty, community professionals, and visiting artists. Topics may be subject oriented (such as landscape, portrait, documentary, or photojournalism), technique oriented (manipulated image, directorial mode, or alternative process), or issue oriented (visual semiotics, new topographies, etc.).
Prerequisites: KCPH 230
- KCPH 220 Intermediate Photography 3 Credits
 The refinement of black and white film exposure and darkroom techniques using the zone system. An introduction to studio and artificial lighting techniques as well as extensive work with manipulation of the photographic image. Subject matter and imagery will be emphasized, along with a continuation of the study of photographic history and aesthetics.
Prerequisites: KCPH 120
- KCPH 225 Digital Photography I 3 Credits
 An introduction to photography's digital tools: digital cameras, manipulation, and output. Exploration of consumer and prosumer level digital cameras and digital lighting considerations. Introduction to PhotoShop, especially image compositing and manipulation. An introduction to film and flatbed scanning, resolution, color correction and digital output. The aesthetics unique to the digital environment, as well as its history will be examined.
Prerequisite: KCPH 120
- KCPH 230 Color Photography 3 Credits
 An extensive exploration of color photography with an emphasis placed on color negative printing. A study of color theory as it applies to light and film and the contemporary use of color by photographers. Content issues, as well as history, theory, and aesthetic approaches will be emphasized.
Prerequisites: KCPH 220
- KCPH 240 Lighting for Photography 3 Credits
 An introduction to the fundamentals of using and modifying both ambient and studio lighting. This course includes the use of both hot and cold studio lighting for digital and analog photography, including color balancing the light source to specific films. Lighting theory and the history of studio photography will also be discussed.
Prerequisites: KCPH 230.
- KCPH 303 Special Topics in Photography 3 Credits
 Rotating topics in photography utilizing the specific skills and interest of the faculty, community professionals, and visiting artists. Topics may be subject oriented (such as landscape, portrait, documentary, or photojournalism), technique oriented (manipulated image, directorial mode, or alternative process), or issue oriented (visual semiotics, new topographies, etc.)
Prerequisites: KCPH 230
- KCPH 310 Photo Seminar 3 Credits
 Reading, lecture, and discussion of classic and contemporary essays that outline the important areas of critical discourse in photography including philosophical and psychological theory.
Prerequisites: Junior standing
- KCPH 325 Digital Photography II 3 Credits
 Advanced digital capture, manipulation, and output with emphasis on digital workflow and color space management. Focus on the use of high-end digital cameras, scanning backs, drum scanners and film recorders for the production of giclee-type prints for exhibition. Discussion of archival issues as related to digital output.
Prerequisites: KCPH 225
- KCPH 340 Studio Photography 3 Credits

Using medium and large format cameras in the photo studio, especially for perspective control. Exposure control using the zone system. Lighting, posing and staging techniques that are used in classic studio photography including still life, models, food, and fashion. An examination of these classic techniques as applied to fine art photography.

Prerequisites: KCPH 240

- KCPH 399 Independent Study in Photography 1 to 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCPH 400 Special Problems in Photography 3 Credits
An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 G.P.A., junior/senior standing
- KCPH 402 Internship in Photography 1 to 9 Credits
Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCPH 403 Seminar in Photography 3 Credits
Seminar dealing with special interests in photography.
Prerequisites: Upper-level students
- KCPH 410 Professional Photographic Practices 3 Credits
A range of practical, legal and ethical issues for the professional photographer including writing an artist's statement, resumes, business promotional materials, marketing, small business practices, financial practices, and portfolio presentation. Emphasis will be placed on applying to juried shows and the production of a gallery exhibition.
Prerequisites: Senior standing
- KCPH 430 Photography Thesis I 3 Credits
Emphasizes the production of a unified body of work emphasizing conceptual development and creative decision-making. Includes individual and group critiques.
Prerequisites: Senior standing or department approval
- KCPH 460 Photography Thesis II 3 Credits
Emphasizes responsibility for the creation of a cohesive body of work that displays conceptual continuity and technical integrity. Includes individual and group critiques. The student is required to install a thesis exhibition to complete the BFA degree in photography.
Prerequisites: KCPH 430

PRINTMAKING

- KCPR 203 Special Topics in Printmaking 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCPR 205 Papermaking and Artists' Books 3 Credits
The methods of simple hand papermaking utilizes printmaking processes (e.g., relief, intaglio, lithography) as a major source of visual imagery. Includes a brief history of papermaking and the art of books. An introduction for artists/designers who wish to explore the aesthetic possibilities and intimacy of the book format.
Prerequisites: KCPA 110, KCPA 112, KCDR 132

- KCPR 207 Printmaking: Lithography 3 Credits
 A specialized course in lithography that explores monochromatic and/or color printing. Emphasizes technical skills and conceptual development. May be used as studio elective or as Fine Arts printmaking requirement in lieu of Printmaking I.
Prerequisites: KCPA 110, KCPA 112, KCDR 132 or program consent
- KCPR 208 Monotypes 3 Credits
 Exploring the variety of methods of pulling single prints from a prepared plate by using pressure to transfer an image drawn or painted.
Prerequisites: None
- KCPR 212 Screenprinting 3 Credits
 An introductory level course that will explore printing with a screen to produce fine art prints known as serigraphs. Emphasizes technical skills and conceptual development.
Prerequisites: KCPA 110, KCPA 112, KCDR 131 or program consent
- KCPR 213 Digital Printmaking 3 Credits
 Integrates computer output with traditional printmaking techniques.
Prerequisites: KCPA 110, KCPA 112, KCDR 131 or program consent
- KCPR 231 Introduction to Printmaking 3 Credits
 An introductory course which explores some of the following media: monotype, relief, intaglio, or lithography. Students gain proficiency in printing, proofing, and editing.
Prerequisites: KCPA 110, KCPA 112, KCDR 131, or program consent
- KCPR 232 Printmaking II 3 Credits
 Focuses on choice of the following either unique or in combination: monotype, relief, intaglio or lithography in monochromatic and color printing with introduction to limited digital processes. Emphasizes refining technical skills and conceptual development.
Prerequisites: KCPR 231
- KCPR 303 Special Topics in Printmaking 3 Credits
 A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCPR 333 Printmaking III 3 Credits
 Students focus on the following, either uniquely or in combination: relief, intaglio or digital processes. Emphasizes refining technical skills to develop personal approach to medium and conceptual development towards a cohesive body of work.
Prerequisites: KCPR 232
- KCPR 335 Advanced Printmaking 3 Credits
 Students focus on the following, either uniquely or in combination: relief, intaglio, digital processes, or lithography. Focuses on the continuation of the development of a cohesive body of work with additional emphasis on quality printing, experimental printing, and content.
Prerequisites: KCPR 333
- KCPR 399 Independent Study in Printmaking 1 to 3 Credits
 An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCPR 400 Special Problems in Printmaking 3 Credits
 An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing

- KCPR 402 Internship in Printmaking 1 to 9 Credits
 Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office
Prerequisites: 3.0 GPA, junior/senior standing
- KCPR 403 Seminar in Printmaking 3 Credits
 Seminar dealing with special interests in printmaking.
Prerequisites: Upper-level students
- KCPR 430 Printmaking Thesis I 3 Credits
 Focuses on creation of a cohesive body of accomplished work that displays conceptual continuity, creative decision making, and technical integrity. Includes individual and group critiques. Preparation for thesis exhibition is emphasized.
Prerequisites: KCPR 335, Senior standing or program consent
- KCPR 460 Printmaking Thesis II 3 Credits
 Emphasizes responsibility for the creation of a cohesive body of accomplished work that displays conceptual continuity and technical integrity. Includes individual and group critiques. The student is required to install a thesis exhibition to complete the BFA in fine art.
Prerequisites: Senior standing or program consent

SCIENCE – GENERAL EDUCATION

- KCSC 203 Special Topics in Science 1 to 3 Credits
 A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCSC 230 Natural Science 3 Credits
 Provides an overview of the earth sciences including topics from geology, oceanography, meteorology, paleontology, biology, chemistry, and astronomy. Examines the development of scientific thinking, the scientific method, the relationships among the various earth sciences, and their role in interpreting the natural world.
Prerequisites: KCHU 120
- KCSC 231 Math in Art and Design 3 Credits
 A study of the relationships between mathematics and the arts. Includes algebra, geometry, trigonometry, statistics, rhythmic progressions, proportion, and composition.
Prerequisites: KCHU 120
- KCSC 234 Conceptual Physics 3 Credits
 Offers an introductory survey of the major concepts and methodologies of physics.
Prerequisites: KCHU 120
- KCSC 261 The Aesthetics of Geometry 3 Credits
 Includes topics from plane and solid Euclidean geometry, mathematical properties of geometric shapes, theoretical geometry, basic trigonometry, arithmetic, and basic algebra (as needed to manipulate formulae related to geometry).
Prerequisites: KCHU 120 or instructor consent
- KCSC 270 Basic Materials 3 Credits
 Through a review of material families, material processing, including material sustainability and innovation strategies, this course will place an emphasis on investigation, research and critical scientific thinking relative to the design brief and problem-solving strategies relative to materials. It will introduce testing methodologies and an introduction to the design brief and problem-solving strategies relative to material choices.
Prerequisites: None.

KCSC 303 Special Topics in Science 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.

KCSC 399 Independent Study in Science 1 to 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing

KCSC 400 Special Problems in Science 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing

KCSC 403 Seminar in Science 1 to 3 Credits
Topics of special interest in the sciences, especially intended for upper-division students.
Prerequisites: KCHU 120

SCULPTURE-FUNCTIONAL ART

KCSF 111 3-D Design 3 Credits
To explore the elements, principles and aesthetic concepts integral to three-dimensional design and to consider relationships between concept, process, materials, tools and technical skills. (Students who have earned credit for ARTS 120, 3-D Design, may not use credit earned in KCSF 111 to meet graduation requirements.)
Prerequisites: None

KCSF 203 Special Topics in Sculpture-Functional Art 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic

KCSF 210 Figure Sculpture 3 Credits
Introduces traditional figure sculpture techniques in the context of a studio course translating visual impressions into three-dimensional form.
Prerequisites: KCSF 111, KCDR 221

KCSF 220 Ceramics I 3 Credits
Introduction to the medium of clay. Construction in hand-building and wheel-throwing. Investigation of glazing and firing. Comprehensive overview of historical and contemporary ceramics.
Prerequisites: KCSF 111

KCSF 241 Sculpture I 3 Credits
Introduction of media and techniques in the sculptural processes, including but not limited to: welding (gas, MIG, TIG), subtractive carving, additive/constructive and molding and casting. Builds upon concepts and vocabulary from 3-D Design.
Prerequisites: KCPA 110, KCSF 111, KCDR 131

KCSF 242 Sculpture II 3 Credits
A further exploration of three-dimensional form-making. Enables the student to develop artistic expression and a greater understanding of contemporary sculpture. Emphasis may include permanent/nonpermanent materials: clay, plaster, metal, wax, fabric, wood, stone, or found objects. Both additive and subtractive methods will be employed.
Prerequisites: KCSF 241, KCDR 221

KCSF 271 Functional Art I 3 Credits

An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.

Prerequisites: 3.0 G.P.A., junior/senior standing

- KCSF 402 Internship in Sculpture and Functional Art 1 to 9 Credits
Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCSF 403 Seminar in Sculpture and Functional Art 3 Credits
Seminar dealing with special interests in sculpture and functional art.
Prerequisites: Upper-level students
- KCSF 410 Professional Practices for Sculpture and Functional Art 3 Credits
Exposes students to the lives and practices of working professional artists in the fields of sculpture, functional art and studio furniture. Lectures and demonstrations will include topics such as insurance/legalities, physical studio management, resume/CV writing, Photo and digital portfolio documentation, artist statements, client relationships/commissions, marketing opportunities, safe studio practices and health issues, retail opportunities, exhibition opportunities, graduate programs, and teaching opportunities.
Prerequisites: Junior standing
- KCSF 430 Sculpture and Functional Art Thesis I 3 Credits
Emphasizes the production of a unified body of work emphasizing conceptual development and creative decision-making. Includes individual and group critiques.
Prerequisites: Senior standing or department consent
- KCSF 460 Sculpture and Functional Art Thesis II 3 Credits
Emphasizes responsibility for the creation of a cohesive body of work that displays conceptual continuity and technical integrity. Includes individual and group critiques. The student is required to install a thesis exhibition of complete the BFA in fine arts.
Prerequisites: KCSF 410, KCSF 430

SOCIAL SCIENCE – GENERAL EDUCATION

- KCSS 203 Special Topics in Social Science 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCSS 220 Introduction to Historic Preservation 3 Credits
An introduction to the field and practice of Historic Preservation, emphasizing professional approaches to surveying, documenting, and protecting historic properties and cultural artifacts. (Students who have earned credit for KCHP 220 or KCSS 445, may not use credit earned in KCSS 220 to meet graduation requirements.)
Prerequisites: KCAH 112, KCHU 120, or instructor approval
- KCSS 241 Introduction to Psychology 3 Credits
Examines the field of psychology, including its basic principles, theories, issues, and practices.. (Students who have earned FSU credit in PSYC 150, Introduction to Psychology, may not use credit earned in KCSS 241 to meet graduation requirements.)
Prerequisites: KCHU 120
- KCSS 242 Introduction to Sociology 3 Credits

- Considers topics such as culture, society, social class, institutions, and social change. (Students who have earned FSU credit in SOCY 121, Introduction to Sociology, may not use credit earned in KCSS 242 to meet graduation requirements.)
Prerequisites: KCHU 120
- KCSS 243 Anthropology 3 Credits
A survey of physical anthropology, archaeology, linguistics, and cultural anthropology. (Students who have earned FSU credit in ANTH 121, Introduction to Physical Anthropology, may not use credit earned in KCSS 243 to meet graduation requirements.)
Prerequisites: KCHU 120
- KCSS 245 Comparative Government 3 Credits
Focuses on principles, theories, issues, and practices of various models of government. (Students who have earned FSU credit in PLSC 331, Comparative World Governments, may not use credit earned in KCSS 245 to meet graduation requirements.)
Prerequisites: KCHU 120
- KCSS 246 Ethnic and Interracial Dynamics 3 Credits
Examines race relations in the United States and the history of racism, analyzing how they affect social institutions and individuals. Explores literature that discusses racism and the roots of prejudice. (Students who have earned FSU credit in HIST 301, Racism in the Modern World, may not use credit earned in KCSS 246 to meet graduation requirements.)
Prerequisites: KCHU 120
- KCSS 247 Political Science 3 Credits
Examines political history, theory, current issues, and political structures.
Prerequisites: KCHU 120
- KCSS 303 Special Topics in Social Science 1 to 3 Credits
A topical course that allows the program to respond to students' interest in a particular area, or other expressed need, or capacity to offer a particular topic.
- KCSS 341 America in the 20th Century 3 Credits
Examines twentieth-century American society and culture, including such topics as race relations, religion, women's changing roles, social welfare, and war.
Prerequisites: KCHU 120
- KCSS 342 Human Sexuality 3 Credits
Examines the broad field of human sexuality, integrating five major dimensions of the subject: biological, psychosocial, cultural, behavioral and clinical. (Students who have earned FSU credit for SSCI 114, Human Sexuality, may not use credit earned in KSCC 342 to meet graduation requirements.)
Prerequisites: KCHU 120
- KCSS 399 Independent Study in Social Science 1 to 3 Credits
An opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: 3.0 GPA, junior/senior standing
- KCSS 400 Special Problems in Social Science 3 Credits
An opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
- KCSS 403 Seminar in Social Science 3 Credits
Topics of special interest in the social sciences; intended for upper-level students.
Prerequisites: KCHU 120

Master of Art Education

- KGED 505 Introductory Art Education Master's Seminar 2 Credits
 Prepares students to begin the research and studio portions of their thesis paper or project. Provides instruction in the APA style of writing, research strategies, information access and retrieval, literature evaluation and thesis topic refinement.
Prerequisites: Bachelor's Degree, K-12 Art Education Certification, Admittance to the MAE program.
- KGED 510 Aesthetics Education 2 Credits
 Advanced analysis of art that explores the definition of and criteria for contemporary and historical art. Builds advanced critical assessment skills.
Prerequisites: Bachelor's Degree, K-12 Art Education Certification, Admittance to the MAE program.
- KGED 515 Graduate Studio Methods in Art Education 3 Credits
 Exploration of advanced teaching strategies and methods for the purpose of expanding and invigorating personal artistic expression and classroom practice.
Prerequisites: Bachelor's Degree, K-12 Art Education Certification, Admittance to the MAE program.
- KGED 520 Art Trends and Art Education 3 Credits
 Explores the current issues within the world of art and art education. Determines how these affect pedagogy and policy in art education.
Prerequisites: Bachelor's Degree, K-12 Art Education Certification, Admittance to the MAE program.
- KGED 605 Graduate Studio Capstone 5 Credits
 Students demonstrate mastery level synthesis of the coursework they have completed by conducting an independent inquiry culminating in a studio thesis project. All studio projects have a required written component.
Prerequisites: Bachelor's Degree, K-12 Art Education Certification, Admittance to the MAE program.
- KGED 694 Graduate Topics in Education: Student Supervision 1 -3 Credits
 Supervise and mentor a student teacher as they complete their directed teaching practicum.
Prerequisites: Tenured public school teacher, Bachelor's degree, K-12 Art Education Certification
- KGED 695 Special Topics in Professional Development for K-12 Master Teachers 1 Credit
 Professional development course for K-12 art educators, generic special topics.
Prerequisites: Program Approval

Master Fine Arts

- KGAA 500 Special Problems: Graduate Art History 3 Credits
 A special problems course is an opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: Postgraduate standing, faculty approval
- KGAA 503 Graduate Seminar in Art History 3 - 9 Credits
 A seminar dealing with select topics in art history, theory, and/or criticism.
Prerequisites: Postgraduate standing; faculty approval
- KGAA 507 Graduate Historiography 3 Credits
 A seminar that critically examines the history of art history from its origins in Classical Greece to the present.
Prerequisites: Postgraduate standing, faculty approval
- KGAA 517 Graduate Contemporary Art 3 Credits
 An in-depth study of fine art and theory from 1960 to the present.
Prerequisites: Postgraduate standing, faculty approval
- KGFA 502 Graduate Internship 3 Credits

Kendall offers students the opportunity to receive elective credit for supervised, professional work experience related to the student's major and approved by the program chair. Internships are graded on a pass/fail basis only; a maximum of nine credit hours of internship credit may count toward the degree. Interested students should contact the Career Services Office.

Prerequisites: Postgraduate standing, faculty approval

- KGFA 505 Graduate Seminar 3 – 9 Credits
Fine Art Seminars are non-media specific courses that address ideas, issues or practical information, which is of value to all Fine Art graduate students, irrespective of their media interests. A variety of Fine Art seminars are available providing theoretical, practical, educational and professional information, experience and expertise.
Prerequisites: Postgraduate standing, faculty approval
Prerequisites: Teaching Seminar: completion of 3 credits of KG 521 (of student's discipline)
- KGDR 500 Special Problems: Graduate Drawing 3 Credits
A special problems course is an opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: Postgraduate standing, faculty approval
- KGDR 511 Graduate Figure Drawing 3 Credits
Emphasizes graduate level, individually motivated studio activity with the human figure as primary subject matter. The course will encourage initiation, development and refinement of work with the human figure as a vehicle for personal expression. Compositional and spatial problems will be emphasized in relation to conceptual interests.
Prerequisites: Graduate or Post-Baccalaureate standing
- KGDR 521 Graduate Drawing Studio 3 – 18 Credits
Emphasis within the graduate drawing studio will be placed upon the eventual development of a cohesive body of work that demonstrates increasing technical and material mastery. Students will be expected to research and incorporate themes, motifs and ideas of personal or conceptual significance into the production of their drawings. Students will clearly articulate the conceptual and material choices motivating their work by producing a five-page research oriented artist statement that will be presented at their first year graduate review.
Prerequisites: Postgraduate standing, faculty approval.
- KGDR 599 Independent Study: Graduate Drawing 3 Credits
An independent study course is an opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: Postgraduate standing; faculty approval
- KGDR 660 Graduate Drawing Thesis 3 – 15 Credits
Graduate drawing thesis provides preparation for the Master of Fine Arts exhibition. Emphasis within the drawing thesis course work will be placed upon the continued development of a cohesive body of work that demonstrates technical and material mastery. Students will be expected to demonstrate a high degree of sophistication in the research and incorporation into their drawings of themes, motifs and ideas of personal or conceptual significance. Students will clearly articulate the conceptual and material choices motivating their work by producing a ten-page research oriented artist statement, and presenting a final oral overview of their achievements to a formal M.F.A. candidate review panel.
Prerequisites: Postgraduate standing; faculty approval; KGDR 521 (18 credits).
- KGPA 500 Special Problems: Graduate Painting 3 Credits
A special problems course is an opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor

and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.

Prerequisites: Postgraduate standing, faculty approval

- KGPA 510 Graduate Figure Painting 3 Credits
Offers graduate level instruction in painting the human figure. The course will review issues endemic to the figure; however, special emphasis will be put on individual artistic direction. Compositional and spatial problems will be examined as well as content related issues. Class work should reflect the depth and complexity indicative of graduate study.
Prerequisites: Postgraduate standing, faculty approval
- KGPA 520 Graduate Landscape Painting 3 Credits
Offers graduate level instruction on the creative potential of the landscape genre. Classes will emphasize personal artistic direction. Representational and abstract approaches to the landscape will be explored using a variety of media including oil and water-based media. The course will be divided between on-site and studio work. Class work should reflect the depth and complexity indicative of graduate study.
Prerequisites: Postgraduate standing, faculty approval
- KCPA 521 Graduate Painting Studio 3 – 18 Credits
Emphasis will be placed upon the development of a cohesive body of work that demonstrates increasing technical and material mastery. Students will be expected to research and incorporate themes, motifs and ideas of personal or conceptual significance into the production of their paintings. Students will clearly articulate the conceptual and material choices motivating their work by producing a five-page research oriented artist statement.
Prerequisites: Postgraduate standing; faculty approval.
- KGPA 535 Graduate Abstract Painting 3 Credits
Offers graduate level instruction in various forms of painterly abstraction with a special emphasis on the combination of traditional and non-traditional materials and processes. Non-objective/formalist painting issues will be developed in conjunction with the student's individual artistic direction. Class work should reflect the depth and complexity indicative of graduate study.
Prerequisites: Postgraduate standing; faculty approval
- KGPA 550 Graduate Concept Development in Painting 3 Credits
Offers graduate level instruction in the development of concepts within the context of the painting medium. Graduate students will be encouraged to explore contemporary theories and strategies in conjunction with their personal artistic direction. The course will also review traditional and mixed media approaches to painting with special emphasis on the relationship of form to content. The student will also be required to write an artist statement. Class work should reflect the depth and complexity indicative of graduate study.
Prerequisites: Postgraduate standing; faculty approval
- KGPA 599 Independent Study: Graduate Painting 3 Credits
An independent study course is an opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
Prerequisites: Postgraduate standing; faculty approval
- KGPA 660 Graduate Painting Thesis 3 – 15 Credits
Graduate painting thesis provides preparation for the Master of Fine Arts exhibition. Emphasis with the painting thesis will be placed upon the continued development of a cohesive body of work that demonstrates technical and material mastery. Students will be expected to demonstrate a high degree of sophistication in the research and incorporation into their paintings of themes, motifs and ideas of personal or conceptual significance. Students will clearly articulate the conceptual and material choices motivating their work by producing a ten-page research oriented artist statement, and presenting a final oral overview of their achievements to a formal M.F.A. candidate review panel.

- Prerequisites:* Postgraduate standing, faculty approval, completion of 18 credits of graduate painting studio.
- KGPH 500 Special Problems: Graduate Photography 3 Credits
 A special problems course is an opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: Postgraduate standing, faculty approval
- KGPH 521 Graduate Photography Studio 3 – 18 Credits
 Emphasizes individually motivated studio work in photography that may include black and white and color printing, artificial lighting, large format camera use, and non-silver or digital imaging along with the focused development of conceptual concerns.
Prerequisites: Postgraduate standing, faculty approval.
- KGPH 599 Independent Study: Graduate Photography 3 Credits
 An independent study course is an opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
- KGPH 660 Graduate Photography Thesis 3 – 15 Credits
 Continues the preparation for the Master of Fine Arts exhibition, thesis statement, and final presentation.
Prerequisites: Postgraduate standing; faculty approval; 18 credits of Graduate Photography Studio.
- KGPR 500 Special Problems: Graduate Printmaking 3 Credits
 A special problems course is an opportunity to pursue a course in a classroom setting made available to the student during the same time as another course is being offered under the direction of the professor and with the signed approval of the professor. The forms for requesting approval are available through the Student Services Office.
Prerequisites: Postgraduate standing, faculty approval
- KGPR 521 Graduate Printmaking Studio 3 – 18 Credits
 Emphasis within graduate printmaking studio will be placed upon the eventual development of an accomplished cohesive body of work that demonstrates increasing technical and material mastery. Students will be expected to research and incorporate themes, motifs and ideas of personal or conceptual significance into the production of their prints. Students will clearly articulate the conceptual and material choices motivating their work by producing a five-page research oriented artist statement that will be presented at their first year graduate review.
Prerequisites: Postgraduate standing, faculty approval.
- KGPR 599 Independent Study: Graduate Printmaking 3 Credits
 An independent study course is an opportunity to pursue special topics or projects beyond the classroom setting, and is established under the direction of a full-time faculty member, with the approval of the program chairperson. The forms for requesting approval are available through the Student Services Office.
- KGPR 660 Graduate Printmaking Thesis 3 – 15 Credits
 Graduate Printmaking Thesis provides preparation for the Master of Fine Arts exhibition. Emphasis within the printmaking thesis course work will be placed upon the continued development of an accomplished cohesive body of work that demonstrates technical and material mastery appropriate to the student's needs. Students will be expected to demonstrate a high degree of sophistication in the research and incorporation into their prints of themes, motifs and ideas of personal or conceptual significance. Students will clearly articulate the conceptual and material choices motivating their work by producing a ten-page research oriented artist statement, and presenting a final oral overview of their achievements to a formal M.F.A. candidate review panel.
Prerequisites: Postgraduate standing; faculty approval; KGPR 521 (18 credits).

Master of Business Administration – Ferris State University Design and Innovation Management Concentration

- KDES 650 Design and Innovation Process Management 3 Credits
The concept of Design and Innovation Process Management is developed through the interrelationships between the organizational systems of organizational learning, financial process, and customer systems and those of research, analysis, synthesis, and implementation as related to product/problem formulation.
- KDES 651 Design Communication Management 3 Credits
The concept of Design Communication Management is developed by examining communication systems within design and innovation processes that involve research, analysis, synthesis, and implementation as related to product/problem formulation and their interrelationships with the organizational systems of organizational learning, financial, process, and formulation and their interrelationships with the organizational systems of organizational learning, financial, process, and customer systems.
Prerequisites: KDES 650
- KDES 750 Sustainable Design and Systems Management 3 Credits
The concept of Sustainable Design and Systems are developed through examining interrelationships with organizational learning, financial processes, and customer services. Sustainable organizations, product development systems, and processes involving research, analysis, synthesis, and implementation will be fully explored.
Prerequisites: KDES 650
- KDES 751 Leadership by Design 3 Credits
Leadership by Design is developed by exploring elements common to leaders and organizations in which innovation success is achieved through structuring the interrelationships between design processes, design communications, consumer-centric design thinking, and organization systems and using research, analysis, synthesis, and implementation to foster a creative culture throughout the organization.
Prerequisites: KDES 650

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Furniture Design/Design Studies
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Digital Media
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Sculpture/Functional Art

Interior Design
M.A., University of Michigan

Patricia Constantine, Associate Professor
Drawing/Printmaking
M.F.A., University of Cincinnati

Lee A. Davis, Assistant Professor
Interior Design
M.A., Michigan State University

Adam DeKraker, Associate Professor
Photography
M.F.A., Indiana University

Angela Dow, Associate Professor
Graphic Design
M.Ed., Ferris State University

Suzanne Eberle, Professor
Art History
Ph.D., University of Detroit

Thomas M. Edwards, Professor
Industrial Design
M.B.A., Western Michigan University

Susanna Kelly Engbers, Associate Professor
General Education
Ph.D., Catholic University of America

William Fischer, Professor
Digital Media
M.F.A., Western Michigan University

Lawrence Getubig, Assistant Professor
Photography
M.F.A., Tufts University

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General Education
M.A., Western Michigan University

Stephen Halko, Assistant Professor
Drawing/Painting
M.F.A., Pennsylvania Academy of Fine Art

Karen Johnson-Greiner, Instructor
Graphic Design
A.F.A., Kendall College of Art and Design

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M.A., Columbia College

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Industrial Design
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Art History
M.A., Michigan State University

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General Education
Ph.D., University of Kansas

Boyd Quinn, Professor
Painting/Fine Arts
M.F.A., Eastern Michigan University

Ronald Riksen, Professor
Graphic Design
M.A., University of Michigan

Deborah Rockman, Professor
Drawing/Printmaking
M.F.A., University of Cincinnati

Gypsy Schindler, Assistant Professor
Drawing/Printmaking
M.F.A., Eastern Michigan University

Joan Sechrist, Assistant Professor
Graphic Design
M.A., New York Institute of Technology

Katherine Silvo, Assistant Professor
Sculpture/Functional Art
M.F.A., Cranbrook Academy of Art

Devin Slattery, Assistant Professor
Drawing/Printmaking
M.F.A., Kendall College of Art and Design

Olivia Snyder, Professor
Interior Design
M.A., Western Michigan University

Cindy Todd, Associate Professor
Art Education
Ph.D., Western Michigan University

Mariel Versluis, Associate Professor
Drawing/Printmaking

M.Ed., Ferris State University

Jon McDonald, Professor
Illustration
M.F.A., San Francisco Art Institute

Bruce Mulder, Professor
Furniture Design/Design Studies
M.Ed., Grand Valley State University

Thomas Post, Assistant Professor
Painting/Fine Arts
M.F.A., Kendall College of Art and Design

Morgan Price, Assistant Professor
Drawing/Printmaking
M.F.A. Wichita State University

Phillip Renato, Associate Professor
Metals/Jewelry Design
M.F.A., University of Washington

Sandra Ringlever, Professor
Illustration
M.F.A., Syracuse University

Matthew Schenk, Assistant Professor
Illustration
M.F.A., Academy of Art University

Adam Schuitema, Assistant Professor
General Education
Ph.D., Western Michigan University

John Shaw, Assistant Professor
Photography
M.F.A., Kendall College of Art and Design

Monty Jo Simpson, Assistant Professor
Furniture Design/Design Studies
B.F.A., Kendall College of Art and Design

Vyanna Slattery, Professor
Furniture Design/Design Studies
M.F.A., Michigan State University

Donna St. John, Assistant Professor
Art Education
M.A., Western Michigan University

Margaret Vega, Professor
Painting/Fine Arts
M.F.A., Western Michigan University

James Watson, Associate Professor
Sculpture/Functional Art

M.F.A., Syracuse University

Laura Whatley, Assistant Professor
Art History
Ph.D., University of Illinois

Richard Brad Yarhouse, Instructor
Digital Media
B.F.A., Kendall College of Art and Design

M.F.A., Tyler School of Art

Gary Williams, Associate Professor
Digital Media
M.F.A., Western Michigan University

Diane Zeeuw, Professor
Painting/Fine Arts
M.F.A., Wayne State University

Administration and Staff

Oliver H. Evans, Ph.D.
President/Kendall College of Art and Design
Vice Chancellor/Kendall College of Art and Design
of Ferris State University
Ph.D., Purdue University

Max Shangle
Dean of Kendall College of Art and
Design of Ferris State University
M.S., Ferris State University

Barbara Boltman
Executive Assistant to the President

Mary Bradshaw
Administration Assistant to Administration
And Finance
B.F.A., Kendall College of Art and Design

Elise Brown
Instruction/Reference Librarian
M.S.I.S., University of Texas, Austin

Nataliya Chekhovskaya
Admissions Officer
B.F.A., Kendall College of Art and Design

Lee Cobb
Director of Physical Plant
B.S., Michigan State University

Lori DeForest
Financial Aid Officer
B.B.A., Davenport University

Diane Dustin
Technical and Access Services Librarian
A.M.L.S., University of Michigan

Sonja Glass

Sandra A. Davison-Wilson, C.P.A.
Vice President for Administration and Finance
Kendall College of Art and Design of Ferris State University
M.B.A., Grand Valley State University

Shannon Averill
Assistant to Director of Graphic Design
B.F.A., Kendall College of Art and Design

Michelle Bosak
Assistant Director of Exhibitions
M.F.A., Northern Illinois University

Sandra Britton
Director for Enrollment Services
M.B.A., Grand Valley State University

Christine Brown
Director of Career Services
B.B.A., Davenport University

Catherine Chaffee
Administrative Assistant to Academic Affairs

Theresa Chiles
Admissions Officer
B.F.A., Grand Valley State University

Shana Curtis
Assistant to Director of Enrollment Management
B.A., Grand Valley State University

Nicole DeKraker
Coordinator of Student Activities
M.B.A., Ferris State University

Matthew Engels
Computer Technician

Justin Grulke

Administrative Assistant for the Registrar's Office A.A., Davenport University	Metals/Jewelry Lab Technician B.F.A., Kendall College of Art and Design
Matthew Gubancik Visual Resource Collection Photo Technician B.F.A., Kendall College of Art and Design	Joseph Gust Custodian
Jody Hanberry Receptionist	Jonathon Hayes Custodian
Michael Hetu Admissions Officer B.F.A., Kendall College of Art and Design	Brent Hulburt Assistant to Director of the Physical Plant A.G.S., Jackson Community College
Kristopher Jones Admissions Officer M.F.A., Kendall College of Art and Design	Sarah Joseph Director of Exhibitions M.F.A., University of Oregon
Mary Kolenda Assistant to the Registrar A.A., Grand Rapids Community College	Michael Kruzich Director of Library M.I.L.S., University of Michigan
Beth Lively Administration Assistant, Continuing Studies and Student Services B.A.A., Central Michigan University	Dennis Magoon Lead Custodian
Eddie McDaniel Administrative Assistant/Activities Resource Center	Robin Mellema Administrative Assistant to Administration & Finance B.S., Paralegal Studies Davenport University
Eric Menold Interim Director of Institutional Technology	Melanie Morris Administration Assistant for Student Services
Kristen Morrison Art Education Placement Officer M.A., Rhode Island School of Design	Mark Mulder Supervisor of Shops M.F.A., Texas Christian University
Kara Peltier Financial Aid Specialist B.A., Michigan State University	Molly Pettengill Admissions Officer M.F.A., Kendall College of Art and Design
Halina Poplawska Librarian A.M.L.S., University of Michigan	Emily Renkert Photography Technician B.S., Grand Valley State University
Jason Rood Admissions Officer B.F.A., Grand Valley State University	Kimberly Sapkowski Administration Assistant to the Dean M.A., Western Michigan University
Sally Sauer Special Projects Assistant B.S., Miami University	Samantha Schultz Registrar M.A., Western Michigan University
Sharla Seath Director of Administration and Finance M.B.A., Grand Valley State University	Brenda Sipe Director of Continuing Services M.F.A., Michigan State University

Megan Sloat
Admissions Officer
M.A., Southern Illinois University

Christian Stone
Custodian
B.A., Grand Valley State University

Darcy Storms
Director of Counseling, Tutoring, and
Disability Services
M.S., University of Michigan

Elena Teslerics
Director of Graphic Design
B.F.A., Eastern Michigan University

Adam Wetherell
Coordinator of Administration and Finance
B.B.A., Western Michigan University

Susan White
Custodian

Travis Wollman
Computer Technician
A.S., Grand Rapids Community College

Lauren Zeman
Administrative Assistant to Coordinator of
Student Activities
B.A., Grand Valley State University

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