

## **Student Handbook 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 Student Handbook at any time without notice, and because this Student Handbook 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, Suite 350  
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)

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## Academic Calendar Fall 2011 – Spring 2012 - Summer 2012\*

### Fall 2011\* (August 29 - December 9)

|  |                                 |
|--|---------------------------------|
| First day of classes                               | Monday, August 29               |
| <b>Drop/Add ends 5:00 p.m.</b>                     | <b>Thursday, September 1</b>    |
| Labor Day – College closed                         | Monday, September 5             |
| Mid-term grades due                                | Monday, October 24              |
| Advising for Spring 2012 begins                    | Monday, October 24              |
| <b>Spring 2012 Registration begins</b>             | <b>Monday, October 31</b>       |
| <b>Last day to withdraw from classes (W grade)</b> | <b>Thursday, November 3</b>     |
| Thanksgiving recess begins (no classes)            | Wednesday, November 23 (noon)   |
| Thanksgiving Holiday - College closed              | Thursday-Sunday, November 24-27 |
| Last day of Fall semester classes                  | Friday, December 9              |
| Fall semester grades due                           | Monday, December 12             |
| Fall grades available to students on Internet      | Tuesday, December 20            |

### Spring 2012\* (January 9 – April 27)

|   |                             |
|---|-----------------------------|
| Earliest date to apply for Financial Aid for 2011-2012        | January 1                   |
| First day of Spring semester classes                          | Monday, January 9           |
| <b>Drop/Add Ends, 5:00 p.m.</b>                               | <b>Thursday, January 12</b> |
| Martin Luther King, Jr. Day - no classes                      | Monday, January 16          |
| <b>Summer 2012 Registration begins</b>                        | <b>Monday, January 23</b>   |
| 2012-2013 New Student Aid Application deadline                | February 15                 |
| 2012-2013 Merit Scholarship Application deadline-new students | February 15                 |
| Mid-term grades due   | Monday, March 5             |
| Spring recess begins - no classes                             | Saturday, March 3           |
| Spring recess ends - classes resume                           | Monday, March 12            |
| Advising for Fall begins                                      | Monday, March 12            |
| <b>Fall 2012 Registration begins</b>                          | <b>Monday, March 19</b>     |
| <b>Last day to withdraw from Spring classes ("W" grade)</b>   | <b>Thursday, March 22</b>   |
| Mid-semester recess begins – no classes                       | Thursday, April 5           |
| Mid-semester recess ends – classes resume                     | Monday, April 9             |
| Last day of Spring semester classes                           | Friday, April 27            |
| Spring semester grades due                                    | Monday, April 30            |
| Open House Week   | Tuesday-Saturday, May 1-5   |
| Commencement  | Saturday, May 5             |
| Spring grades available to students on Internet               | Tuesday, May 8              |

### Summer Session A 2012\* (May 15 – June 26)

|  |                              |
|--|------------------------------|
| First day of Summer A classes                        | Tuesday, May 15              |
| <b>Drop/Add Ends, 5:00 p.m.</b>                      | <b>Friday, May 18</b>        |
| Memorial Day Weekend – College closed                | Saturday-Monday, May 26 - 28 |
| <b>Last day to withdraw from classes ("W" grade)</b> | <b>Monday, June 11</b>       |
| Last day of Summer A classes                         | Tuesday, June 26             |
| Summer I grades due                                  | Friday, June 29              |
| Summer grades available to students on Internet      | Tuesday, August 14           |

**Summer Session B 2012\* (June 27 – August 8)**

First day of Summer B classes

**Drop/Add Ends, 5:00 p.m.**

Independence Day Observed – College closed

**Last day to withdraw from classes ("W" grade)**

Last day of Summer B classes

Summer II grades due by 1:00 p.m.

Summer grades available to students on Internet

Wednesday, June 27

**Friday, June 29**

Wednesday, July 4

**Tuesday, July 24**

Wednesday, August 8

Friday, August 10

Tuesday, August 14

\*Dates subject to change

## 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.

## **1. 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 made 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 affect 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](http://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/bpl1001.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](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:**

**Art Supply Stores:**

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

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](mailto:kcadcareerservices@ferris.edu)*

*Located in the ARC on the 1<sup>st</sup> 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.

## Registration Procedures and Academic Policies

### Academic Advising

Each major will have an advising session during the lunch hour during the week prior to registration. Watch for posters and emails regarding the days. Also every student has an academic advisor assigned to them and can be found under “MyFSU” (see below).

The proper selection of courses is important for every student. Therefore, you are encouraged to meet with your academic advisor prior to registration each term. As part of the advising process, you may be required to have your class schedule approved before you are eligible to register. Once approved, you may register for classes on your day according to how many credits you have earned or any day thereafter via the Internet.

### Assigned Registration Information

The first day that registration is open is reserved for graduate students and seniors (86+ hours completed), the second day, Juniors (56-85), the third day, Sophomores (26-55) and the fourth day, Freshman (25 or less completed). Readmit/New students register on the fifth day. Dates for early registration are assigned according to hours earned prior to the beginning of the current semester. The completed hours are the same as those showing on your transcript. Registration continues on the Internet until the first day of classes.

**Once classes start, courses cannot be dropped on line. Students must call the Registrar’s Office or come in the Student Services Office and add or drop a course before the drop/add deadline.**

### Internet Registration

Access Student and Financial Aid from <http://www.ferris.edu>. On the homepage, click on the “My FSU” option and follow instructions. After clicking “My FSU”: You will be asked for your User Name and Password. Instructions for obtaining your User Name and Password are on the homepage.

When you enter the portal, click on the MyACADEMICS tab and select Registration. Click on the option you want: Look up and add classes (by subject or course, you can see which sections are still open); add or drop classes (enter a CRN# of classes to add or drop); and view and print your schedule graphically.

Once you have completed and printed your schedule, you should log out by clicking the “logout” link in the upper right corner of the page.

### Tips for Registration

**It is strongly encouraged if you are a current student that you schedule for classes on your assigned date during registration week to be successful in getting the classes you want.**

Each class section has a distinct CRN number and the courses are found under “Look Up Classes” in “MyFSU”.

Do not try to register prior to your assigned day. The registration system is programmed to prevent students from registering early during assigned days. Also, if you have a hold, i.e. financial or advising, the system will not allow you to register until the hold/s are released by the area that placed the hold.

If the system tells you that either your student number or your personal access code is invalid, you should contact Student and Administrative Technical Services (SATS) at 231-591-5858 for assistance.

You cannot register for classes requiring a department permit (PDP) or an override for a closed section. You will need to receive written permission from the appropriate department for these classes. Once you have approval, the department will give you a form to be processed at the Registrar’s Office.

To provide the greatest degree of scheduling flexibility, you should enter into the system courses that are offered with only a single or limited section before courses with multiple sections.

**You are reminded of the importance of protecting your registration record. Keep both your student identification number and password confidential.**

Users of the FSU registration system are expected to respect the right to privacy of each individual. A student's User Name and Password are the property of that student and are to be used only by that student. Any misuse of the system may result in discipline, including but not limited to, termination of access of this system, suspension, dismissal, legal action, or other disciplinary action.

### **Registration Information**

As you consider enrolling for classes, please review the following points:

1. Your registration may be denied because of your academic status at the University. Academic dismissal, not fulfilling required faculty advising, a disciplinary problem, money owed to the University, failure to return library books and/or other supplies could cause holds for registration.
2. If you are on academic probation, your enrollment will be restricted to a maximum of 13 credit hours. To take additional hours, you must receive the approval of your academic advisor.
3. If you have a scholarship, grant, rehabilitation grant, or other financial aid that is not administered by the University, you **MUST CLEAR** the account with the Financial Aid Office each semester to complete your enrollment. If not cleared, your class schedule may be canceled.
4. To complete the registration process, every student must sign a tuition payment plan or check on financial aid in the Financial Aid Office. Kendall reserves the right to cancel the registration of any student who has not made such arrangements once the semester has begun.

### **Drop/Add Period**

Once classes begin, you may register or adjust your schedule during the first four business days of the semester. If you increase or decrease your charges during this period, a revised tuition payment plan will be completed, adjusting your tuition charges and monthly payment amounts.

### **Grades**

#### **Accessing Your Grades**

Access Ferris' homepage at <http://www.ferris.edu>. On the homepage, click on the "My FSU", go to "My Academics" tab and follow instructions. Grades are available no later than two weeks after the semester ends..

## **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.
2. 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.
3. The student's cumulative grade point average (GPA) falls below the minimum level indicated below.

| <b>Kendall credit<br/>hours graded</b> | <b>Kendall cumulative<br/>minimum GPA</b> |
|--|---|
| 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:

| <b>Class standing</b> | <b>Credit hours earned</b>     |
|-----------------------|--------------------------------|
| 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.
2. 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.
3. 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](http://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](http://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](http://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](http://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](http://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](http://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**

|                                       | <b>Per 1<br/>Credit Hr</b> | <b>3<br/>Credits</b> | <b>6<br/>Credits</b> | <b>9<br/>Credits</b> | <b>12<br/>Credits</b> | <b>15<br/>Credits</b> |
|---------------------------------------|----------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|
| <b>Resident General Education</b>     | \$348                      | \$1,044              | \$2,088              | \$3,132              | \$4,176               | \$5,220               |
| <b>Resident Studio</b>                | \$684                      | \$2,052              | \$4,104              | \$6,156              | \$8,208               | \$10,260              |
| <b>Non-Resident General Education</b> | \$522                      | \$1,566              | \$3,132              | \$4,698              | \$6,264               | \$7,830               |
| <b>Non-Resident Studio</b>            | \$1,026                    | \$3,078              | \$6,156              | \$9,234              | \$12,312              | \$15,390              |
| <b>Graduate Student</b>               | \$763                      | \$2,289              | \$4,578              | \$6,867              | \$9,156               | \$11,445              |

**Related Fees**

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

| <b>Point of Withdrawal Within Semester</b>                   | <b>Percentage of<br/>Tuition Refund</b> |
|--|---|
| On or before the first day of classes                        | 100%                                    |
| First day of classes through 4 <sup>th</sup> day of semester | 100%                                    |
| 5 <sup>th</sup> 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: 15<sup>th</sup> 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<sup>rd</sup> 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 X 43% = \$430)

|                                 |               |  |
|---------------------------------|---------------|--|
| Total Cost to Attend:           | \$2,000       |  |
| Total Federal Aid:              | -\$1,000      | <b>*Be advised that if you process a total withdrawal, you could owe the University money.</b> |
| Personal Payment:               | -\$1,000      |  |
| Federal Aid Returned:           | <u>+\$430</u> |  |
| <b>Balance You Owe Kendall:</b> | <b>\$430*</b> |  |

**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.

**Full Time Faculty**

Jason Alger, Associate Professor  
 Graphic Design  
 M.F.A., Minneapolis College of Art and Design

Molly Alicki-Corriveau, Professor  
 Illustration  
 M.F.A., California College of Arts and Craft

Eric G. Anderson, Assistant Professor  
 Art History  
 Ph.D., Columbia University

Samuel Blanchard, Assistant Professor  
 Sculpture and Functional Art  
 M.F.A., Rhode Island School of Design

Susan Bonner, Assistant Professor  
 Digital Media  
 M.F.A., University of Cincinnati

Adam Carr, Assistant Professor  
 Industrial Design  
 M.B.A., Ferris State University

Karen L. Carter, Assistant Professor  
 Art History  
 Ph.D., University of Chicago

Adam Clark, Assistant Professor  
 Interior Design  
 M.A., University of Michigan

Jay Constantine, Professor  
 Painting/Fine Arts  
 M.F.A., Northern Illinois University

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

Israel Davis, Assistant Professor  
Sculpture/Functional Art  
M.F.A., University of Iowa

Gayle DeBruyn, Assistant Professor  
Furniture Design/Design Studies  
M.M., Aquinas College

Michael Dollar, Instructor  
Digital Media  
B.S., Central Michigan University

David Du, Assistant Professor  
Digital Media/Design Studies  
M.F.A., Syracuse University

Tanya Eby, Assistant Professor  
General Education  
M.F.A., University of Southern Maine

Cheryl Endean, Assistant Professor  
General Education  
M.F.A., Western Michigan University

Jordan Fenton, Instructor  
Art History  
M.A., Kent State University

Mary Ellen Fritz, Instructor  
Interior Design  
B.F.A., Kendall College of Art and Design

David Gianfredi, Assistant Professor  
Illustration  
M.F.A., Brigham Young University

David Smith Greenwood, Professor  
Sculpture/Functional Art  
M.F.A., University of Kansas

Nancy Hart, Assistant Professor  
Illustration  
M.F.A., Kendall College of Art and Design

Suzanne Jonkman, Assistant Professor  
Graphic Design  
M.Ed., Ferris State University

Robert Marsh, Assistant Professor  
Sculpture/Functional Art  
M.F.A., Kutztown University

Tara McCrackin, Assistant Professor  
Interior Design  
M.Ed., Grand Valley State University

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

Charles Gilbert, Assistant Professor  
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

Darlene Kaczmarczyk, Professor  
Photography  
M.A., Columbia College

Kathleen McCargar, Assistant Professor  
Digital Media  
M.Ed., Ferris State University

Jon McDonald, Professor  
Illustration  
M.F.A., San Francisco Art Institute

Jonathan Moroney, Assistant Professor  
Industrial Design  
M.B.A., Grand Valley State University

Ann Norcross, Assistant Professor  
Art History  
M.A., Michigan State University

Janice Prewitt, Assistant Professor  
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.F.A., Syracuse University

Laura Whatley, Assistant Professor  
Art History  
Ph.D., University of Illinois

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., Tyler School of Art

Gary Williams, Associate Professor  
Digital Media  
M.F.A., Western Michigan University

Richard Brad Yarhouse, Instructor  
Digital Media  
B.F.A., Kendall College of Art and Design

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  
Administrative Assistant for the Registrar's Office  
A.A., Davenport University

Matthew Gubancik  
Visual Resource Collection Photo Technician  
B.F.A., Kendall College of Art and Design

Jody Hanberry  
Receptionist

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 DeKraaker  
Coordinator of Student Activities  
M.B.A., Ferris State University

Matthew Engels  
Computer Technician

Justin Grulke  
Metals/Jewelry Lab Technician  
B.F.A., Kendall College of Art and Design

Joseph Gust  
Custodian

Jonathon Hayes  
Custodian

Michael Hetu  
Admissions Officer  
B.F.A., Kendall College of Art and Design

Kristopher Jones  
Admissions Officer  
M.F.A., Kendall College of Art and Design

Mary Kolenda  
Assistant to the Registrar  
A.A., Grand Rapids Community College

Beth Lively  
Administration Assistant, Continuing Studies  
and Student Services  
B.A.A., Central Michigan University

Eddie McDaniel  
Administrative Assistant/Activities Resource Center

Eric Menold  
Interim Director of Institutional Technology

Kristen Morrison  
Art Education Placement Officer  
M.A., Rhode Island School of Design

Kara Peltier  
Financial Aid Specialist  
B.A., Michigan State University

Halina Poplawska  
Librarian  
A.M.L.S., University of Michigan

Jason Rood  
Admissions Officer  
B.F.A., Grand Valley State University

Sally Sauer  
Special Projects Assistant  
B.S., Miami University

Sharla Seath  
Director of Administration and Finance  
M.B.A., Grand Valley State University

Megan Sloat  
Admissions Officer  
M.A., Southern Illinois University

Darcy Storms  
Director of Counseling, Tutoring, and  
Disability Services  
M.S., University of Michigan

Brent Hulburt  
Assistant to Director of the Physical Plant  
A.G.S., Jackson Community College

Sarah Joseph  
Director of Exhibitions  
M.F.A., University of Oregon

Michael Kruzich  
Director of Library  
M.I.L.S., University of Michigan

Dennis Magoon  
Lead Custodian

Robin Mellema  
Administrative Assistant to Administration & Finance  
B.S., Paralegal Studies  
Davenport University

Melanie Morris  
Administration Assistant for Student Services

Mark Mulder  
Supervisor of Shops  
M.F.A., Texas Christian University

Molly Pettengill  
Admissions Officer  
M.F.A., Kendall College of Art and Design

Emily Renkert  
Photography Technician  
B.S., Grand Valley State University

Kimberly Sapkowski  
Administration Assistant to the Dean  
M.A., Western Michigan University

Samantha Schultz  
Registrar  
M.A., Western Michigan University

Brenda Sipe  
Director of Continuing Services  
M.F.A., Michigan State University

Christian Stone  
Custodian  
B.A., Grand Valley State University

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