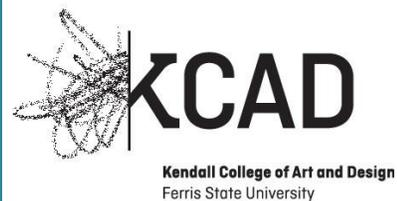


DUAL ENROLLMENT STUDENT GUIDE





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KCAD General Information

About

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.

Kendall College of Art and Design, Ferris State University (KCAD) 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.

Mission

As a college within Ferris State University, Kendall College of Art and Design (KCAD) 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 the ethical and civic responsibilities of artists and designers, locally and globally.

Accreditation

KCAD is accredited by the National Association of Schools of Art and Design (NASAD) and, as part of Ferris State University, is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. The Interior Design program is accredited by the Council for Interior Design Accreditation.



KCAD Dual Enrollment

Dual Enrollment

Dual enrollment classes are college courses taught by an adjunct or full-time professors at KCAD's campus or at an off-campus location (e.g. in a high school setting). Courses can be used for high school and college credit. Students must meet legislated dual enrollment guidelines and assessment requirements for courses prior to registration. Parents/guardians and/or the student's high school must accept responsibility for tuition for the college course. Financial aid is not available for courses taken through dual enrollment.

Contact Information

Shana Hansma

Assistant to the Dean of Student Success

Coordinator for Talent Acquisition – Communications & Events

Phone: 616-451-2787 x1163

Email: shanahansma@ferris.edu



Benefits of Dual Enrollment

- The credit students earn through dual enrollment may help them to complete their college degree sooner.
- Taking dual enrollment classes can save students money on college tuition.
- Can take classes that are not available in their high schools.
- College courses provide students with additional academic challenges beyond the high school level.
- By taking college classes through dual enrollment, students may have more options when they get to college to pursue an additional major or minor, or participate in internships and study abroad.
- Students are able to develop college-level skills such as studying, critical thinking, research, and writing.
- Students have access to MyFSU, a KCAD email account, and the KCAD Library.
- Students will be issued a KCAD student ID card (must visit KCAD's campus to obtain).

Cost/Financial Aid

Students applying to KCAD's Dual Enrollment program may be eligible for tuition assistance through the student's school district as outlined by the State of Michigan Postsecondary Enrollment Options Act. If the student is eligible, the student's school district determines the portion of the tuition and fees the school district will cover. Once a student has been admitted and is registered for classes, KCAD will invoice the school district for associated tuition costs (if applicable). Any tuition and fees not paid for by the school district are the responsibility of the student and parent/guardian.

Students admitted under dual enrollment are not eligible to receive financial aid from the University while they are still in high school.

Tuition rates are subject to change. Each summer, the Ferris Board of Trustees sets tuition rates for the next academic year. Please consult the KCAD website for the current tuition rates.

Tuition rates for students still enrolled in high school are not the same rate as those applied for students enrolled at KCAD after earning their high school diploma or GED. Rates are significantly reduced. For example, in the 2013/2014 academic year, the rate for a 3-credit dual enrollment studio course was \$693.00 (plus any applicable fees) compared to \$2,283.00 (plus any applicable fees) for a student that had graduated high school or earned their GED.

FERPA

FERPA stands for the Family Education Rights and Privacy Act and provides for the confidentiality of student education records. KCAD may not disclose student information about students nor permit others to view their records without permission. Dual Enrollment students are required to complete the "Authorization to Disclose Information" section on the registration form so KCAD may share student's financial obligations/status, financial holds, academic records, grades, and course schedules with the students' high school.



Student Responsibilities

- Students are responsible for coordinating their high school class schedule with the KCAD class schedule.
- Students must provide their own transportation to and from the KCAD course(s).
- Students must have their parent(s)/guardian(s) approval to participate.
- Students are responsible for purchasing their own textbooks and/or supplies for their course(s).
- Students must receive school permission to enroll in dual enrollment classes if the school is paying for a portion or the entire cost of tuition.
- Students must understand how the grade earned in a dual enrollment class impacts their high school GPA, should the student seek tuition assistance through the school district (public high school student) or through the State of Michigan (non-public high school).
- It is the student's responsibility to confirm transferability with their college or university of choice.

Student Eligibility

Current high school students wishing to enroll in the Dual Enrollment program must meet the following criteria:

- Be interested in taking courses at the university level
- Be a high school freshman, sophomore, junior or senior
- Must have approval from the high school counselor and/or principal, if the student is requesting that the school pay for a portion or the entire cost of tuition under the Postsecondary Enrollment Options Act. Seeking approval may require meeting established criteria. Speak to your high school counseling office for information.
- Be currently pursuing a high school diploma.
- Must have an established high school GPA of 2.5 or greater OR an ACT Composite score of 17 or better. *(Students not meeting these requirements are still encouraged to apply. KCAD will review each application on an individual basis for consideration into the program).*
- Must complete a portfolio review:
 - With the Dual Enrollment instructor (for off-campus dual enrollment locations)
 - OR
 - With KCAD (if applying to take courses on the KCAD campus)

Acceptance into the KCAD Dual Enrollment program is at the discretion of KCAD.

Expectations of Dual Enrollment Students

- Use your KCAD e-mail account for all correspondence.
- Give your parent(s)/guardian(s) and high school authorized access to disclose information by completing the FERPA sign-off form.
- Adhere to the KCAD Academic Calendar and each faculty member's class schedule.
- Arrive on-time to class and complete all assignments by their due dates.
- Adhere to the attendance and other policies dictated in your course syllabus.
- Stay up to date by logging into MyFSU account.



Application Process

KCAD's Dual Enrollment Application Process differs slightly if you are interested in participating in the program on KCAD's campus or off-campus at a satellite location. Please refer to the corresponding process to meet your interests.

Off-Campus Dual Enrollment Application Process

Priority Deadlines: May 15th for the Fall semester, November 15th for the Spring semester. Applications received after the priority deadlines will be considered on a case-by-case basis. **Students will not be admitted or registered for dual enrollment courses after the KCAD semester begins.**

Meet with your high school counselor and/or principal to discuss the Dual Enrollment program.

- 1) Make sure you will be able to coordinate your college classes with your high school schedule.
 - If you are enrolled in a public high school and are requesting the school to pay for a portion or the entire cost of your college classes, you will need to get approval and payment information from your school. This includes the amount that the school will cover and the contact information of the person that should receive the invoice.
 - If you are enrolled at a non-public high school, you may meet eligibility requirements for state aid. Meet with your high school counselor to learn more. You will need to provide, in addition to your high school transcript, the number of high school classes you will be enrolled in for the semester you are seeking to enroll in dual enrollment.
- 2) Meet with the Dual Enrollment Instructor for a portfolio review of your work and to learn more information regarding the class or classes being offered at the location you are interested in.
- 3) Once you have permission from your school and the Dual Enrollment instructor to attend KCAD as a dual enrollment student, you can complete the Application for Dual Enrollment and submit your application materials.

Complete the Dual Enrollment application and submit your application materials through your high school or career technical education center guidance office.

- 1) Complete the KCAD Dual Enrollment application found at: www.kcad.edu/admissions/dual-enrollment/
- 2) Other materials that need to be submitted include your high school transcript, test scores, and the Dual Enrollment Approval Form.
 - The Dual Enrollment Approval Form collects information (course registration information) on the class being offered at the location you wish to attend; the Authorization to Disclose Information; seeks billing information; and seeks required signatures from you, your parent/guardian and school counselor/principal.
- 3) Your guidance counselor will submit your application materials to the KCAD Dual Enrollment contact, Shana Hansma at shanahansma@ferris.edu

After your complete application has been reviewed, an admissions notification will be sent to you by mail.

If accepted, this letter includes your student ID number, instructions for accessing MyFSU and your KCAD email, and instructions for viewing your course schedule. KCAD will register you for the class being offered at your off-campus dual enrollment location.



On-Campus Dual Enrollment Application Process

On-campus classes open for registration on **April 1, 2016 for the Fall 2016** semester and on **November 4, 2016 for the Spring 2017** semester. It is therefore recommended that applications be received close to or prior to those dates so that the options for course registration is greatest. **Students will not be admitted or registered for dual enrollment courses after the KCAD semester begins.**

Meet with your high school counselor and/or principal to discuss the Dual Enrollment program.

- 1) Make sure you will be able to coordinate your college classes with your high school schedule.
 - If you are enrolled in a public high school and are requesting the school to pay for a portion or the entire cost of your college classes, you will need to get approval and payment information from your school. This includes the amount that the school will cover and the contact information of the person that should receive the invoice.
 - If you are enrolled at a non-public high school, you may meet eligibility requirements for state aid. Meet with your high school counselor to learn more. You will need to provide, in addition to your high school transcript, the number of high school classes you will be enrolled in for the semester you are seeking to enroll in dual enrollment.
- 2) Once you have permission from your school to attend KCAD as a dual enrollment student, you can complete the Application for Dual Enrollment and submit your application materials.

Complete the Dual Enrollment application and submit your application materials through your high school or career technical education center guidance office.

- 1) Complete the KCAD Dual Enrollment application found at: www.kcad.edu/admissions/dual-enrollment/
- 2) Other materials that need to be submitted include your high school transcript, test scores, and the Dual Enrollment Approval Form.
 - The Dual Enrollment Approval Form collects information (course registration information) on the course you wish to attend; the Authorization to Disclose Information; seeks billing information; and seeks required signatures from you, your parent/guardian and school counselor/principal. **If you do not know which course you wish to attend, a KCAD Admissions Officer will work with you at your portfolio review.**
- 3) Schedule an appointment for a portfolio review with a KCAD Admissions Officer. Appointments can be scheduled through Shana Hansma, shanahansma@ferris.edu or by calling 1-800-676-2787 x1163.
- 4) Your guidance counselor may submit your application materials to the KCAD Dual Enrollment contact, Shana Hansma, or you may bring the materials with you to the appointment you schedule with a KCAD Admissions Officer.

After your complete application has been reviewed, an admissions notification will be sent to you by mail.

If accepted, this letter includes your student ID number, instructions for accessing MyFSU and your KCAD email, and instructions for viewing your course schedule. Remember, KCAD will register you for the class being offered at your off-campus dual enrollment location.



University Status

Participation in a dual enrollment course establishes your KCAD transcript, which is a permanent record maintained by the University's Registrar. Your transcript may be forwarded to other institutions at your request, if all financial obligations to KCAD have been met.

Attending Class

What to expect

Being a dual enrollment student on KCAD's campus puts you in a college setting with full-time college students. Whether you participate in Dual Enrollment on-campus or at an off-campus location, university-level courses are more challenging than those you are used to in high school. Be sure to attend class and adhere to the professor's and university's policies.

Syllabus

Be sure to read your course syllabus. It contains essential information about course expectations, key dates, class attendance, projects, and grading. Keep your syllabus (and all your exams, papers, reports, and other assignments) after the course has ended. If you attend a college other than KCAD or Ferris State University, having the syllabi from the classes you took through dual enrollment may help you to secure transfer credit.

Policies for each class are set within the faculty member's syllabus. Be sure you understand what is expected of you for each class. If you don't understand, ask questions!

Classroom etiquette

- Take responsibility for your education. Whether you learn or not depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course.
- Arrive on time. Coming to class late is a distraction for other students and your professor. Tardiness communicates lack of interest and lack of dependability.
- Come to class prepared.
- Ask appropriate questions and keep them related to the classroom discussion.
- Practice common courtesy.
- Respect all opinions.
- Respect your instructor.
- If you are struggling with your coursework, seek assistance.

Assignments

Late assignments are generally not accepted by college instructors. Consult your KCAD course syllabus for your instructor's policy.



Class attendance

Research has demonstrated that class attendance contributes significantly to academic achievement. It is your responsibility to attend class and complete the required assignments and tests. Each KCAD course's attendance policy is developed by the instructor. The individual college classroom instructor determines consequences for absences from their class.

You are expected to attend all of your KCAD classes when they are scheduled to meet. Remember, your high school calendar and KCAD calendar may not match, so if your high school is on vacation or has a snow day, you still must attend your KCAD class. There are no excused absences in college.

Textbooks

For courses requiring textbooks, students are responsible for purchasing their textbook(s). Books need to be paid for at the time of purchase. Once you have registered for classes, you can take your schedule to the KCAD Bookstore and the staff will assist you in finding the required books for your class or classes. The bookstore is located in KCAD's 17 Fountain Building located at 17 Fountain St NW, Grand Rapids, MI 49503. You may also purchase textbooks through the online store at

<http://kendall-fsu.bnccollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&langId=-1&storeId=54551>

Using MyFSU

You will receive information about accessing MyFSU in your acceptance packet. You can view your schedule, grades, and unofficial transcripts through MyFSU.

Grading system

All credits offered are expressed in term hours. Three semester hours of credit is granted for the successful completion of three hours per week of lecture, or three hours per week of studio training, for the period of fifteen weeks. Note, studio courses meet for a total of 90 contact hours in a semester.

At the end of each semester, faculty members are required to submit final course grades. Students may access their grades by using MyFSU. Official grades are available starting the Tuesday following exam.

Students requiring a printed copy of their grades, can obtain it by using MyFSU or by requesting an official transcript (instructions to follow).

The following grading system and grade point values are used for all courses KCAD:

A (4.0),	A- (3.7)	
B+ (3.3),	B (3.0),	B- (2.7)
C+ (2.3),	C (2.0),	C- (1.7)
D+ (1.3),	D (1.0),	D- (0.7)
F (0.0)		



How to drop a class/Withdrawal Policy

Consult with your high school counselor if you wish to drop a class as a dropped class may have a negative impact on your high school or college GPA.

A grade of “W” is issued when no more than 63% of a student’s class(es) has been completed. This grade is not computed in to a student’s cumulative GPA.

A grade of “F” is issued when 63% or more of a student’s class(es) have been completed. This grade has a grade point value of zero (0.00) and is used when computing the GPA.

Withdrawing from college classes can have an impact on your financial aid eligibility after high school.

Academic Honesty

The University encourages a mature attitude toward learning and sound academic morale, and discourages illegitimate aids in examinations, laboratory work and homework assignments. 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 other 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 acknowledgment. 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 Board of Trustees policy of student responsibilities, including suspension or dismissal from the University.

Performing poorly in a dual enrollment class

It is important for you to perform well in your dual enrollment classes as these courses will go on your permanent college transcript. Should you do poorly in a class, it could affect your financial aid eligibility when you apply to college as a full-time university student. If you are having difficulties in a class, speak to the instructor. If you feel you need to drop a class, consult with your high school guidance counselor. They will need to communicate the request to KCAD.



Requirements for continued enrollment

Students need to fill out a new dual enrollment application for each semester they wish to attend KCAD. New transcripts and an updated Approval Form must be submitted every semester. Students may continue to participate in the dual enrollment program if they meet the following criteria:

- Students must maintain a high school GPA of 2.5 or greater OR have an ACT composite score of 17 or greater.
- Students must have the permission of their high school and parent(s)/guardian(s)
- Students must obtain a “C” or higher in courses taken through dual enrollment and maintain a 2.00 overall GPA at KCAD.

Using KCAD Dual Enrollment Credit

Applying to KCAD

If you plan to attend KCAD after high school, there is no need to request transcripts as your dual enrollment classes are already listed on your official KCAD transcript.

You may complete the free online application to KCAD and learn about the application requirements at <http://www.kcad.edu/admissions/apply-undergrad/>

Transferring to another institution

If you plan to attend a college or university other than KCAD or Ferris State University after high school, you will need to have your KCAD transcript sent to that institution in order to be considered for transfer credit.

Requesting official transcripts

To request a transcript by mail:

You may print the Transcript Request Form found here: http://www.kcad.edu/uploads/docs/Transcript_Request_Form.pdf and submit the form with payment (check or money order) to the Office of the Registrar, KCAD, 17 Fountain St NW, Grand Rapids, MI 49503.

To request a transcript in person:

You may come go to Student Services on KCAD’s campus (17 Fountain St NW, Grand Rapids, MI 49503) to complete a transcript request form.

Transcript fees and time:

Transcripts requested by using the Registrar’s Office ordering form are \$5.00 per transcript. Payment can be made by cash, money order or check payable to KCAD.

Transcript requests can take up to 2 weeks for processing, not including mailing time.