

# DUAL ENROLLMENT STUDENT GUIDE





## Contents

KCAD General Information .....	3
About .....	3
Mission.....	3
Accreditation.....	3
KCAD Dual Enrollment .....	4
Dual Enrollment.....	4
Contact Information.....	4
Benefits of Dual Enrollment .....	5
Costs/Financial Aid/Tuition Rates .....	5
FERPA .....	6
Student Responsibilities.....	6
Student Eligibility .....	6
Expectations of Dual Enrollment Students .....	7
Application Process .....	7
University Status.....	7
Attending Class.....	7
What to expect .....	7
Syllabus.....	7
Classroom etiquette.....	8
Assignments.....	8
Class attendance.....	8
Textbooks.....	8
Using MyFSU .....	8
Grading system .....	9
How to drop a class/Withdrawal Policy.....	9
Academic Honesty .....	10
Performing poorly in a dual enrollment class .....	10
Requirements for continued enrollment.....	10
Using KCAD Dual Enrollment Credit.....	11
Applying to KCAD.....	11
Transferring to another institution .....	11



Requesting official transcripts ..... 11

    To request a transcript by mail:..... 11

    To request a transcript in person: ..... 11

    Transcript fees and time:..... 11



## 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. The Master of Architecture Program has been granted Candidacy status for accreditation by The National Architectural Accrediting Board.



## 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

Website: [kcad.edu/admissions/dual-enrollment](http://kcad.edu/admissions/dual-enrollment)

Email: [kcaddual@ferris.edu](mailto:kcaddual@ferris.edu)



## Benefits of Dual Enrollment

- Students can take classes that are not available in their high schools, allowing them to expand their academic interests and experiences.
- 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 since the tuition rate applied to dual enrollment students is less.
- 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, the KCAD Library and other KCAD resources.
- Students will be issued a KCAD student ID card (must visit KCAD's campus to obtain).

## Costs/Financial Aid/Tuition Rates

Students applying to KCAD's Dual Enrollment program may be eligible for tuition assistance through the student's public school district or the Michigan Department of Education (MDE) as outlined by the State of Michigan Postsecondary Enrollment Options Act.

If the student is eligible, the student's school district/MDE determines the portion of the tuition and fees the school district/MDE will cover. Once a student has been admitted and is registered for classes, KCAD will invoice the school district/MDE for associated tuition costs (if applicable). Any tuition and fees not paid for by the school district/MDE are the responsibility of the student and parent/guardian.

If a student is not eligible for tuition assistance through a public school district/MDE, the student may still enroll in a course, however, the student would need to secure their own funding to take the course.

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 2016/2017 academic year, the rate for a 3-credit dual enrollment studio course was \$738.00 (plus any applicable fees) compared to \$2,589.00 (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 and counselor. Failure to complete this section will result in the student being billed in full for tuition owed, even if the student is eligible for funding through the public school district/MDE.

## Student Responsibilities

Students are responsible for:

- Coordinating their high school class schedule with the KCAD class schedule.
- Providing their own transportation to and from the KCAD course(s).
- Obtaining their parent(s)/guardian(s) approval to participate.
- Obtaining approval from their counselor/principal to indicate the student meets the requirements outlined in the Postsecondary Enrollment Options Act if seeking funding through the public school district/MDE (see page 5).
- Purchasing their own textbooks and/or supplies for their course(s).
- Understanding how the grade earned in a college class impacts their high school GPA.
- Understanding the impacts of dropping or withdrawing from a course.
- Confirming transferability of credits earned at KCAD with their college or university of choice.

## Student Eligibility

Current high school students wishing to enroll in the 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 either the:
  - Dual Enrollment Adjunct Instructor (for off-campus dual enrollment locations)
  - OR
  - KCAD Admissions Counselor (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 and counselor 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 in Grand Rapids, Michigan or off-campus at a satellite location.

Please refer to the corresponding process to meet your interests by visiting the website at [www.kcad.edu/admissions/dual-enrollment](http://www.kcad.edu/admissions/dual-enrollment) . This resource is updated each semester with up-to-date information.

## 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://www.kcad.edu/facilities/bookstore/>

## 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 or withdraw from a class as a dropped class may have a negative impact on your high school or college GPA. Once you have spoken with your counselor, all requests to drop or withdraw from a KCAD class must be made in writing and communicated by emailing [kcaddual@ferris.edu](mailto:kcaddual@ferris.edu). Note that you can drop the course without a fee by the Drop/Add deadline. Should you drop after the Drop/Add deadline and before the final date of Withdrawal, you will incur a fee. The amount of that fee is determined on a sliding scale depending on the date of your withdrawal request.

If you wish to withdraw from a KCAD course after the drop deadline has passed, note that 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. Withdrawing from a college class may also impact your eligibility for funding through your public school district/MDE. If you withdraw from a course, you may be solely responsible for any tuition billed.



## 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 KCAD 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](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.