



Student Handbook
2020-2021



Eleanor Foy (Senior, Ceramics)

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Introduction

Founded in 1885, the Kansas City Art Institute is one of the oldest and most respected colleges of art and design in the United States. Today, KCAI is a premier, private, fully accredited college of art and design, awarding the bachelor of fine arts degree. A comprehensive liberal arts program complements an emphasis in one of the following majors: animation, art history, ceramics, creative writing, fiber, filmmaking, graphic design, illustration, painting, photography, printmaking, product design and sculpture.

Consistently recognized for a rigorous, diverse curriculum, KCAI provides quality academic programs strengthened by first-rate support services, technology and practical learning opportunities within and beyond the United States. The college's emphasis on personal attention allows students to gain a comprehensive education and to develop an informed, thoughtful perspective.

KCAI's scenic 16-acre campus is situated between the Kemper Museum of Contemporary Art and the Nelson-Atkins Museum of Art, two of the top art museums in the nation. The college also owns and operates the H&R Block Artspace, located at 16 E. 43rd St.

CAMPUS INFORMATION AND RESOURCES

MISSION, VISION, AND VALUES

Mission:

To prepare gifted students to transform the world creatively through art and design.

Vision:

To be an innovative leader in art and design.

Values:

1. We value intellectual and artistic curiosity together with critical and creative inquiry.
2. We promote meaningful integration of liberal arts education and professional practice.
3. We explore diverse conceptions of art and design, materials and ideas, history and perspectives.
4. We embrace community engagement, cultural diversity, compassion for others and open communication, contributing to social and cultural growth both locally and globally.

NOTICE OF NON-DISCRIMINATION

KCAI is committed to a campus environment in which all individuals are treated with respect and dignity, where each individual has the right to a positive atmosphere that promotes equal opportunity. Kansas City Art Institute prohibits discrimination and harassment based on race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, marital status, parental status, genetic information, citizen status, veteran status, or any other characteristic prohibited by federal, state, or local law.

This policy has been developed to ensure that all members of the campus community can be in an environment free from discrimination, harassment, and retaliation. Every reasonable effort will be made to ensure that all concerned are familiar with this policy and aware that any complaint of a violation will be investigated and resolved appropriately.

FORCE MAJEURE

In the event that, as a result of (i) any Act of God, fire, flood, earthquake, tornado, natural disaster, inclement weather, pandemic, epidemic, public health emergency, power outage, government or government agency restriction, order, regulation, law or mandate, war or similar action, act of terrorism, insurrection, riot or civil commotion, labor disturbance or other cause beyond the reasonable control of the College (each, a "force majeure event"), as determined by the College in good faith, or (ii) any good faith determination by the College that the protection of the health and/or safety of students, faculty, administrators and/or other representatives of the College requires, warrants or justifies any such action, (A) any classes (whether held in-person or remotely) are cancelled, shortened, delayed, suspended, relocated or otherwise altered, (B) access to residential housing and/or other College facilities is prohibited, delayed, suspended or otherwise altered, (C) services historically provided by the College are eliminated, delayed, suspended or otherwise altered, and/or (D) any other College operations are cancelled, shortened, delayed, suspended or otherwise altered, the College will not be liable for any such cancellation, shortening, delay, suspension, relocation, alteration, prohibition or elimination and no refunds or credits will be required to be provided by the College as a result of any of the foregoing. Without limiting the generality of the foregoing, semester and/or program schedules may be extended by the College in its sole discretion for a period of time approximately equal to the time lost due to any delay so caused and/or classes may be conducted via remote or distanced learning and/or weekend classes may be scheduled, in the College's sole discretion.

The College does not promise or guarantee any particular mode of delivery, curriculum, instructor, or student enrollment level. The College retains the right to change the College's mode of delivery or workforce in its sole discretion. Students' tuition obligations will continue despite, and no refunds or tuition credits will be provided because of, any such changes or force majeure events.

CAMPUS ADDRESS

Kansas City Art Institute

4415 Warwick Blvd.

Kansas City, MO 64111-1820

For directions and a campus map, please visit www.kcai.edu/campus-life/campus.

CAMPUS DIRECTORIES

For a list of departments and contacts within each department, please visit

www.kcai.edu/contact-us.

Toll-free: 800-522-5224 (for admissions and financial aid) Or: 816-472-4852 (for a directory of all other departments) Faculty names, titles and biographical information are posted on the KCAI website at www.kcai.edu/academics and are listed within each academic department.

ACADEMIC ADVISING AND CAREER SERVICES

Academic advising and career services provide personalized guidance to students to help them discover and achieve their academic and career goals. Beginning in the freshman year, students are introduced to academic advising and career-related information, resources and services to complement their academic experiences.

Academic advisors provide guidance in choosing classes to fulfill degree requirements, as well as classes and programming that help move students closer to their individual academic goals. Career services provides individual guidance to exploring career paths to professional readiness, and also offers programming to help move students closer to their professional goals. Advisors are not authorized to change established policies of the Kansas City Art Institute. Students are solely responsible for ensuring that their academic program complies with the policies of KCAI.

Services include:

- Academic and career advising
- Schedule planning
- Educational opportunities guidance (directed studies, KCASE exchange program, change of major, double major declaration, and transfer credit hours)
- Academic and career-related programs and workshops
- Job-readiness (resume and cover letter preparation, networking, interview skills, and other aspects of the job search process)
- Online job posting for on- and off-campus jobs and internships
- Graduate school preparation
- Residencies, assistantships, fellowships information

ACADEMIC SUPPORT

Students at KCAI are encouraged to seek out the assistance offered through academic support services. Academic services are available to all KCAI students and include assistance with:

- Time-management strategies and stress management
- Setting academic goals
- Note-taking tips and organization
- Study strategies and writing guidance

KCAI also offers a Language and Learning Lab staffed by students trained to assist peers with writing, research, learning and study skills.

Students can contact their academic advisor or academic support services directly for assistance.

THE UNDERGROUND

Art Supply Store

Our on-campus Art Supply Store offers convenience with snacks, KCAI branded goods, and instructor-approved art supplies. The store accepts most major credit cards, KCAI gift cards, or payment via a pre-paid Art Store Account (to set up or reload such an account, contact the Business Office at 816-802-3500, or the Art Supply Store directly at 816-802-3436). Textbooks may be purchased online at www.ecampus.com/kcai. The Art Store will gladly exchange or refund items within 15 days of purchase with an original receipt. Items must be in their original state. All returned merchandise will be refunded in the original form of payment.

Mail Room

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

Print Center

The Print Center is designed to provide a centralized, convenient location for archival inkjet printing, laserjet copies, and promo materials. Students, faculty and staff can submit a job on [MyKCAI](#), or stop by to see paper types and materials. Print jobs are paid using P-counter. Money may be deposited to print accounts in the Print Center, Business Office, or Jannes Library.

CAMPUS TECHNOLOGY + COMPUTER LABS

The campus computer labs and the Print Output Center provide cutting edge equipment for creating art, design, digital video, 3D modeling, prototype work, and animation. The labs operate under the supervision of the Campus Technology staff which provides technical and application assistance to students, faculty, and staff. You may contact the CT helpdesk at helpdesk@kcai.edu or 816-802-3502. The campus network infrastructure connects all lab

workstations, making it convenient for students to use both local and internet resources. Further, a variety of platforms are available enabling students, faculty, and staff to gain experience in different computing environments. Wireless connections are also available in lab spaces, providing flexibility to users who wish to use a personal machine.

The Jannes Library lab on the third floor and the information commons on the first floor are the primary open access facilities on campus. Other labs and classrooms may be reserved for students enrolled in specific classes and some are scheduled throughout the day and into the evening. Note that all software required to complete assignments is available in the Jannes lab, with the exception of software for some upper division digital requirements.

CAMPUS SAFETY & SECURITY

The Kansas City Art Institute's Department of Safety and Security provides uniformed, unarmed protection 24 hours a day, 365 days a year. Safety & Security officers patrol the campus on foot and using a marked security vehicle and mountain bike. The Safety and Security office is located on the first floor of the Barbara Marshall Residence Hall.

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

KCAI Safety & Security officers also provide escorts on request.

How to Contact Safety & Security

Crimes and safety issues that occur on campus should be reported to the Campus Safety & Security Department as soon as possible. The phone number for the KCAI Safety & Security Department is 816-931-6666. If you need immediate emergency assistance, call 9-1-1 and request the police, fire and/or emergency medical assistance. Contact safety & security at your earliest opportunity to report the situation and obtain further assistance and/or guidance.

CENTRAL SHOP

Central Shop is an interdepartmental support facility for use by the students, faculty and staff of KCAI. Available are most common woodworking machines and tools, including table saws, bandsaws, miter saws, jointer, planer and drill presses, as well as a supply of hand power tools for use in the shop and for check out.

All users of Central Shop are required to attend a safety orientation. Orientations for the fall 2020 semester will be done remotely in video form. Project demo videos will take the place of in-person departmental presentations. A link will be available for access to all with a kcai.edu email address. Foundation orientation has been postponed until spring semester.

To adhere to social distancing guidelines, shop use will be by appointment only. More information will be available upon request.

CONTINUING EDUCATION

Continuing Education offers art, design and liberal arts courses year-round. Courses are open to community members and to current BFA students. Non-credit courses are offered during fall and spring academic semester and for-credit degree courses are offered in two summer intersessions. Course schedules are tailored to meet the needs of degree-seeking students, as well as community students, age 6 to adult. All classes are listed online at <http://www.kcai.edu/artforeveryone>.

Free Non-Credit Courses

Full-time BFA students are eligible to take non-credit courses through Continuing Education at no cost, with the exception of applicable fees.

Teaching Opportunities

Continuing Education hires KCAI degree students to teach classes year-round. If a KCAI student has experience with children and/or an interest in teaching they are encouraged to email artforeveryone@kcai.edu to inquire about these employment opportunities.

DAVID T. BEALS III STUDIOS FOR ART AND TECHNOLOGY

Beals Studios is a fabrication laboratory in which students have access to cutting-edge emerging technologies, as well as staff to instruct and mentor them on their capabilities and operation. The lab contains a teaching and design work area with powerful computers boasting an array of modeling and design software. The teaching area also contains an 84" SurfaceHub which the lab computers can swiftly project to.

Beals Studios houses: Eleven 3D printers that can print in a range of plastics, rubber, and porcelain -- Two laser systems with a variety of features including a fourth axis, autofocus, and metal engraving -- Two CNC mills -- One vacuum former -- One digital loom that assists in weaving complex weave structures and images. Beals Studios is open to all students, faculty, and staff. It is a place of collaboration, exploration, and discovery.

With any questions you may contact: beals@kcai.edu
Studio Coordinator, Nathan Neufeld: nneufeld@kcai.edu
Instructional Assistant, Hannah Fine: hfine@kcai.edu

Beals Studios: Key links and hours of operation.

Mon-Thu -- 8:30am - 7:00pm

Fri -- 8:30am - 5:00pm

Sat -- Closed

Sun -- Noon 5:00pm

[Job Submission Form](#)

Use this form to request the use of any equipment at Beals Studios.

[Equipment Calendar](#)

Refer to this calendar at any point to check for openings/availability.

[Beals Public Resources](#)

This is a continuously growing resource to support the learning of creative technologies

[Workstudy Application](#)

This is the form to apply to be part of the Beals Studios team.

DISABILITY SERVICES

Disability Services works with students who have a disclosed disability (physical, psychological, ADD/ADHD, learning disability) to arrange accommodations that will allow those students equal access to the educational environment. Students who wish to disclose a disability, including ongoing medical conditions such as severe allergies and seizure disorders, are encouraged to contact disability services at disabilityservices@kcai.edu.

FINANCIAL AID

Kansas City Art Institute is committed to the excellence of private higher education. To make this kind of education accessible to needy and outstanding students, KCAI provides support through Kansas City Art Institute Scholarships. Over ninety-eight percent (98%) of the students attending KCAI qualify for assistance from one or more financial aid sources. KCAI is committed to a policy of non-discrimination on the basis of race, sex, national origin, ancestry, disability, age, religion, color, creed, sexual orientation, veteran status, marital or parental status in administration of its Financial Aid programs as required by applicable laws and regulations.

HEALTH SERVICES

Medical Care

With the exception of personal counseling, KCAI does not provide on-campus health services to students. However, KCAI students have access to several medical facilities and services in the surrounding area. There is a list of local medical clinics, physicians, and specialists on [MyKCAI](#). If you have a medical emergency, visit St. Luke's Hospital's emergency room, or call 9-1-1.

Personal Counseling Services

KCAI students may receive free and confidential counseling services for personal issues that may include depression, relationship issues, anxiety, problems adjusting to college life, and other concerns. To inquire about scheduling an appointment or to learn more about counseling services, information can be found online on [MyKCAI](#) (login and select Student Services).

The KCAI Psychologist/Director of Counseling Services, Vice President and Dean of Students, or the Assistant Dean of Students may assist with referrals for students who prefer to seek

off-campus counseling or are in need of a psychiatrist. Students may also use the WellConnect program.

WellConnect

KCAI students are provided a full range of services off-campus, including the following:

- 24/7/365 day access to the helpline at 866-640-4777 or at www.wellconnect.personaladvantage.com
- assessment and referral
- emotional, psychological, and behavioral
- legal and financial
- online health risk assessments
- family resources
- work-life wellness

Crisis Intervention

If you or a friend is in crisis, it is important that you follow these steps:

1. If you are alone, contact a friend to be with you. Then call any of the numbers listed below, or refer to number 2 on this list.
2. In the event of an emergency, call 9-1-1 or go to the nearest emergency room. St. Luke's Hospital Emergency Room, located at 4401 Wornall Road, is the closest hospital to the KCAI campus. Although they do not have psychiatric services, they will help in a crisis situation.
3. If it is during KCAI office hours of 8:30 AM-5 PM, Monday through Friday, contact the Vice President and Dean of Students at 816-802-3397 or the Assistant Dean of Students at 816-802-3419. If it is after office hours, call Campus Security at 816-931-6666.

Other options include:

- Call Research Psychiatric Center at 816-444-8161. This line is staffed 24 hours a day, 7 days a week.
- Call Two Rivers Psychiatric Hospital at 816-382-6300. This line is staffed 24 hours a day, 7 days a week.
- Call Commcare, a 24-hour mental health crisis line at 1-888-279-8188.

JANNES LIBRARY

kcai.edu/library

Hours and Building Access

Current library hours are posted on our website: kcai.edu/library. Hours are curtailed during semester breaks, through the summer, and on holidays. For access to the building and to check out materials, always take your student ID with you to Jannes Library.

Resources

Jannes Library supports the information and research needs of KCAI students, faculty and staff. Library collections are developed specifically to support the college's academic programs, with the majority of materials selected by faculty. Our collections house 30,000 print volumes and access to over 234,000 academic and popular eBooks, a small collection of audiobooks, as well

as online research databases and resources. If a student's research takes them beyond the holdings and scope of Jannes Library, other libraries in the MOBIUS library consortium can be utilized. Materials not available through Jannes or MOBIUS can be requested through Interlibrary Loan (a slower process). Jannes Library offers several computer workstations and grayscale and color scanner/printer/copiers on the first floor, and a multiple workstation computer lab on the third floor.

Services Offered

LIBRARY ORIENTATION AND RESEARCH ASSISTANCE

Librarians offer one-to-one instruction in the use of Jannes Library and its electronic and print information resources, including instruction in how to use the Web for research and how to evaluate information resources. Individual assistance with basic and advanced research is always available by request. Library staff members are happy to help you find elusive articles, images, videos, and information on obscure subjects. Find contact information for all library staff members on our website: kcai.edu/library. Assistance is available on a walk-in basis, by email, phone and through our chat application on our website.

RESERVE MATERIALS

Faculty members may place materials (required reading or viewing, usually books or videos) in the Library "on Reserve". Books and other materials placed on reserve are available upon request at the Circulation Desk for 2-hour in-library use; please be prepared to show your student ID card to check out materials on Reserve.

ONLINE RESOURCES

Links to the library's online catalog and to a wealth of additional online resources are available at kcai.edu/library. The library's subscription-based research databases are password protected, as they are licensed exclusively for the educational use of KCAI students, faculty and staff.

PRINTING AND PHOTOCOPYING AT JANNES LIBRARY

Grayscale and color printing and photocopying are available in Jannes Library. Photocopying is on a cash basis. Printing is tracked and printing costs are paid through the use of a print-vending system. Students are advised to deposit funds onto their individual print vending account; payments via cash, credit/debit cards, or checks are accepted in Jannes Library or the Business Office. Students are encouraged to avoid photocopying when possible (thus saving money) by scanning items using our copying machines. Digital copies are free.

MEDIA CENTER

The Media Center is KCAI's centralized audio/visual checkout facility serving the needs of all students, faculty and staff. Equipment is generally available for checkout on a 24-hour basis.

Advance reservation is required for most facilities and equipment. Fines are levied and in some cases, a loss of checkout privileges will occur for late or damaged equipment.

The facility maintains a varying inventory of audio/visual equipment to support classroom instruction and student installations. The Media Center operates an on-site full-service photo

studio that can be reserved for photographic projects requiring a light-controlled environment. In addition, cameras, tripods, lighting kits and other photographic equipment are also available for off-premises checkout.

PHOTOGRAPHY LAB

The black and white photography lab is a photo processing facility. Equipment may be checked out at the Media Center desk located on the second floor of the East Building. Black and white film processing and black and white print processing equipment is available to all currently enrolled KCAI students, staff and faculty and is available during Media Center open hours on a first come/first serve basis. Please observe and respect closing times by stopping your work 30 minutes before closing.

REGISTRAR

The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students facilitates effective student registration and enrollment and maintains up-to-date course schedules and catalogs. The Registrar supervises the processes for degree conferral, enrollment and degree verification, production of official transcripts and diplomas, internships, global studies, VA certification and international student certification. The Registrar counsels and advises students, faculty, and staff on academic policies and procedures and interprets and enforces both KCAI and federal policies and regulations.

OFF-CAMPUS STUDIES AND INTERNATIONAL STUDENT SERVICES

The Registrar's office promotes global citizenship by providing comprehensive services to both domestic students interested in studying off-campus as well as international non-immigrant students studying at KCAI. Students can receive guidance in a variety of areas including, but not limited to, off-campus study opportunities, study abroad scholarships, travel information, student visas, international credentials and immigration regulations.

Off-campus travel opportunities include:

- Faculty-Led Travel Programs (FLTP)
- AICAD exchange program
- International exchange program
- Non-KCAI sponsored study abroad programs

The Registrar's office provides service to KCAI's students as their:

- Designated school official for F-1 visa students; also coordinate admissions, housing and course registration for F-1 visa students

AND/OR

- Benjamin A. Gilman International Scholarship study abroad advisor (in conjunction with designated faculty)

INTERNSHIPS

KCAI strongly encourages students to pursue an internship during their junior and senior years (some majors require an internship). Internships for academic credit are coordinated through the Registrar's office which also maintains a list of current internship sites; in some instances, it is possible for a student to complete an internship while at home on summer break. It is important for students to start planning for their internships well before the start of the semester. For more information and to view our Student Internship Guidebook, visit: <https://kcai.edu/academics/internship-programs/>.

CAMPUS ACTIVITIES AND STUDENT INVOLVEMENT

Students at KCAI often seem happiest when working late into the night in their studios, but opportunities abound for other types of experiences throughout the academic year. Involvement in the KCAI Student Guild can have a positive impact on the overall experience of students by providing opportunities to meet new friends, connect with the campus and KC art community, as well as the development of valuable leadership skills. For questions about how to get involved or about any campus events, please email studentactivities@kcai.edu.

HOUSING IN THE BARBARA MARSHALL RESIDENCE HALL

KCAI offers an excellent residential life experience on campus. Each residential room is equipped with its own furnishings. Opened in January of 2020, the Barbara Marshall Residence Hall is the center for student life on campus. The new Residence Hall features suite-style rooms with semi-private bathrooms and basic furniture. Residents can relax in one of many common spaces and study lounges after a long day in the studio, unwind in the game room, or rev-up in the fitness center. All students will have healthy and tasty food options in the new Wylie Dining or can grab coffee and snacks in Café Nerman, KCAI's very own coffee shop. The Assistant Director for Housing and Student Activities oversees the Residence Hall operations and supervises the Resident Assistants who live with the residents. Email housing@kcai.edu with questions.

DINING SERVICES

Wylie Dining

Students not living in the Barbara Marshall Residence Hall are welcome and encouraged to patronize Wylie Dining, and have several purchasing options. A list of available meal plans may be found at <https://kcai.edu/financial-aid-scholarships/complete-costs/>.

Café Nerman

Café Nerman features a variety of coffee beverages, bottled drinks, sandwiches, bagels, pastries and light snack food. Please note that service hours are subject to change based on community needs.

Academic Policies

Information contained within this policy library is valid at the time of web posting. Policies, requirements and procedures are subject to change, and materials within the policy library do not constitute a contract with the student. With or without prior notice KCAI may change programs, regulations, and fees noted in this posting. All policies are reviewed annually.

[Academic Advising and Registration for Courses](#)
[Academic Grade Forgiveness](#)
[Academic Honesty](#)
[Academic Honors](#)
[Academic Probation, Dismissal, and Progress Standards](#)

Add/Drop Period and Withdrawing from a Course

- [Add/Drop and Withdrawing from a Course](#)
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