

SYLLABUS SUPPLEMENT

KENDALL COLLEGE OF ART AND DESIGN OF FERRIS STATE UNIVERSITY

SPRING 2020 IMPORTANT DATES

Spring semester classes begin	Monday	January 13
Last day for Drop/Add	Thursday	January 16 by 5:00 p.m.
Martin Luther King Day – no classes	Monday	January 20
Spring recess begins – no classes	Saturday	March 7
Mid-term grades due	Monday	March 9
Spring recess – no classes – college open	Monday – Friday	March 9-13
Spring recess ends – classes resume	Monday	March 16
Last day to withdraw from Spring classes (“W” grade)	Thursday	March 26
Registration for Fall 2020 begins	Monday	March 30
Mid-semester recess begins – no classes – college closed at 5 p.m.	Thursday	April 9
Mid-semester recess – college closed	Friday – Sunday	April 10-12
Mid-semester recess – classes resume	Monday	April 13
Deadline to apply for 2020 December graduation	Friday	April 17
Last day of Spring semester classes	Friday	May 1
Annual Student Exhibition week	Tuesday-Saturday	May 5-9
Commencement	Saturday	May 9
Spring semester grades available to students on MyFSU	Tuesday	May 12

CLASS ATTENDANCE IS IMPORTANT!

Many instructors have mandatory attendance policies by which your grade will be affected by absences. Some instructors also have policies about class tardiness to encourage students to be present for the full class period. Check your course syllabi or talk to your instructors about their policies.

HOW TO CONTACT A FACULTY MEMBER OR ACADEMIC ADVISOR:

If you have questions or need help, talk to your instructor. Faculty office locations, office phone numbers, and full-time faculty office hours may be obtained from the class syllabus. If you have academic advising questions, you may contact your faculty advisor or the Academic Advisor, Carol Sloan, on the 7th floor of KDL in the Student Services area. Email address for appointments: carolsloan@ferris.edu.

DROPPING AND ADDING CLASSES:

Drop/Add only occurs during the first four days of the semester (see *Important Dates* above). During this time, you can either adjust your schedule online or in person at the Student Services Office on the 7th floor of KDL between 8:00 a.m. and 5:00 p.m. If you add a class you must pay for your additional charges by the fourth day or your schedule will be dropped. If you drop a class

before the 5:00 p.m. deadline you will receive a full refund for that class.

WITHDRAWING FROM A CLASS:

If you need to withdraw from a class after the drop/add deadline, you must **OFFICIALLY** do so through the Student Services Office by the 5:00 p.m. withdrawal deadline in the 10th week of a 15-week semester (see *Important Dates* above) in order to avoid receiving a “F” grade in the course that will negatively impact your GPA. *Note: the last day to withdraw or drop a class may be different for classes not on a traditional 15 week schedule.* By withdrawing you will receive a “W” for the course. You will not receive a refund. If you need to totally withdraw from KCAD, you must **OFFICIALLY** do so at the Student Services Office. In case of extenuating circumstances (e.g., a serious illness requiring you to withdraw), contact the College Counselor.

INCOMPLETES:

A temporary “I” grade is only considered for extenuating circumstances that have led to a student missing a portion of the course. The intent and appropriate use of the “I” grade is NOT to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an extended alternative to withdraw from a class. Extenuating circumstances are generally defined as those situations over which the student has little or no control—e.g., illness, birth, jury duty, death of a parent, serious injury. Instructors may require suitable documentation.

Students must have completed at least 75% of the coursework at passing levels before an “I” grade will be considered, and they will be required to sign an agreement with the expectations and details of the course work to be completed and the final due date. An “I” grade automatically changes to “F” grade after one semester (not counting summer) unless the faculty member files the new final grade or extends the incomplete.

ACADEMIC MISCONDUCT:

Academic misconduct refers to dishonesty or misrepresentation with respect to assignments, tests, quizzes, written work, oral presentations, class projects, internship experience, or computer usage; violation of computer licenses, programs, or data bases; or unauthorized acquisition or distribution of tests or other academic material belonging to someone else. It includes such behaviors as cheating, copying materials from the internet without documentation, presenting another person’s ideas or work as your own, taking someone else’s exam for them, violating computer software licenses or program/data ownership, etc. It is the expectation of KCAD that all work you turn in is your own and is original for the course in which it is being submitted. If you are uncertain about whether a particular behavior might represent academic misconduct, be sure to ask your instructor for clarification.

Penalties for academic misconduct can include **FAILURE** of the assignment or the course, and/or disciplinary action up to and including probation or dismissal from KCAD.

DISRUPTIVE BEHAVIOR:

KCAD strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behaviors that obstruct or disrupt the teaching/learning environment will be addressed. The instructor is in charge of their course (e.g., assignments, due dates, attendance policy) and classroom (e.g., behaviors allowed, tardiness). Harassment, in any form, will not be tolerated.

Penalties for disruptive behavior can include involuntary withdrawal from the course and/or disciplinary action up to and including probation or dismissal from KCAD. The full Disruptive Behavior Policy is available in the *Code of Student Community Standards* on the Kendall website: <https://www.kcad.edu/current-students/student-conduct/>

LIBRARY HOURS:

Fall & Spring Semester Hours

Monday–Thursday..... 8:00 a.m. to 8:00 p.m.
Friday..... 8:00 a.m. to 4:30 p.m.
Sunday..... 4:00 p.m. to 8:00 p.m.
Closed Saturday

Summer Session Hours (after May graduation)

Monday – Thursday..... 8:00 a.m. to 5:00 p.m.
Friday..... 8:00 a.m. to 4:30 p.m.

Closed Saturday & Sunday

SPRING 2019 EXTENDED BUILDING HOURS:

The building will be open 7 a.m. – 12 a.m. daily April 27 – May 4.

For current building hours, go to <https://www.kcad.edu/current-students/building-hours/>.

ACTIVITIES AND RESOURCE CENTER (ARC) 7TH FLOOR STUDENT SERVICES OFFICE 451-2787 EXT. 1156

The following services are available to any KCAD student free of charge. They are designed to help you succeed in your courses, in your career planning, and in meeting the challenges of college life. Don’t hesitate to explore and use these services at KCAD.

PERSONAL COUNSELING OFFICE.....451.2787 x1136

Confidential personal counseling is available free of charge. A counselor is available to assist with personal and stress-related problems, family and relationship issues, substance abuse, sexual assault, depression, or other mental health concerns. Call or stop by the Counseling Office to schedule an appointment.

DISABILITIES SERVICES.....451.2787 x1136

Students requiring a classroom accommodation due to a physical, learning, mental or emotional disability should contact the Personal Counseling Office.

STUDENT ACTIVITIES.....451.2787 x1157

TUTORING SERVICES.....451.2787 x1270

WRITING CENTER

451.2787 x 1156

Peer consultants are available to help students with all aspects of the writing process. Services are free to enrolled students. The Writing Center is located in the Kendall Library, 2nd floor at 17 Fountain. Hours vary by semester so check with the Activities and Resource Center or the website for current drop-in hours.

INTERNATIONAL STUDENT SERVICES ... 451.2787 x1206

FACULTY ABSENCES, SCHOOL CLOSINGS, AND EMERGENCY ANNOUNCEMENTS:

- Check your Ferris e-mail.
- Faculty absences are posted on the college digital monitors.
- School closings are posted on local TV channels and KCAD social media channels.
- Receive emergency text alerts by subscribing to KCAD’s emergency text alert system. Sign into your MyFSU account. Under the “Student” tab, click on the “Life@KCAD” icon. Under the “Sign Up for Text Alerts” box, click where it says, “Click here to Enroll in

Emergency Text Alerts,” and then follow the prompts for completion and submission.

EMERGENCY INFORMATION

- Review the emergency procedures signs in your classrooms (they are located on the back of the door or next to the door). It is important to learn your exit options; the best option might not be your normal route. Notice there are symbols on the signs that indicate the location of first aid boxes.
- Emergency notifications are shared through the Ferris emails, on www.kcad.edu, on KCAD social media platforms and by emergency text alert.
- In the event of a life-threatening emergency please know you should first call 911 and stay with the person experiencing the emergency. If you are uncertain if an emergency response is needed (by medical responders, police or fire), call 911. Once you are able, or someone else is able, we ask that you notify the security personnel. We encourage you to program the following phone numbers of security personnel in your cell phone or post them close to your phone:
 - 17 Fountain/89 Ionia buildings (616) 430-1794
 - Woodbridge N. Ferris building (616) 350-3820
 - UICA/MArch Studios (616) 340-7273
- For non life-threatening emergencies notify the security personnel in the building you are located.
- Review and share this link <http://www.kcad.edu/safety-and-security/emergency-situations/>.

TITLE IX REPORTING REQUIREMENTS, RESOURCES AND OTHER SUPPORT

Federal Law and Ferris State University Policy prohibit sexual misconduct and relationship violence including sexual assault, sexual harassment, intimate partner violence, and stalking. The University, including KCAD, strongly encourages members of our community impacted by sexual misconduct or relationship violence to talk to a Faculty or Staff member about what happened, so that they can receive the support they need and so that the college can respond appropriately.

To speak to someone confidentially at KCAD, contact the Director of Counseling and Disability Services, Marie Yowtz at 616-451-2787 x1136, or contact the Women’s Information Services (WISE) 1-800-374-WISE or National Sexual Assault Hotline 1-800-656-4673.

To file a report of sexual misconduct please contact the Dean of Student Success, Sandy Britton, at 616-451-2787 x1113 or the University’s Title IX Coordinator Kaitlin Zies at 231-591-2088. For more information about Title IX please visit <https://www.kcad.edu/current-students/title-ix/>.

Specific to Title IX, faculty members at Kendall College of Art and Design of Ferris State University (KCAD) are designated “Responsible Employees.” Please know that if you disclose a situation involving sexual misconduct to me, I must share that information with the KCAD Dean of Student Success, Sandy Britton, or the University’s Title IX Coordinator Kaitlin Zies. Our goal is to make sure that you are aware of the range of rights and options available to you and that you have access to the resources that you may need.