

**FerrisNow
Instructor, Faculty,
and Administrator
Handbook
2022 - 2023**

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Office of Transfer and Secondary School Partnerships FerrisNow Program

About

The mission of the Office of Transfer and Secondary School Partnerships (OTSSP) is to promote, support, and complement the academic mission of the institution by working collaboratively with high schools, career and technical education centers, community colleges, universities, students, faculty, and staff. .

Contact Information

FerrisNow@ferris.edu

www.ferris.edu/ferrisnow

Deedee Stakley, Director

Phone: 231-591-5981

Email: DeedeeStakley@ferris.edu

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Email: SandyStoddard@ferris.edu

Curriculum Standards

- FerrisNow courses have the same departmental designations, course descriptions, numbers, titles and credits as courses offered on Ferris' campus. Courses reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.
- Academic departments conduct site visits to ensure that courses offered through FerrisNow are the same as courses offered on campus. Site visits are conducted by program faculty or their designee.

Tuition

- The dual enrollment tuition rate is approximately 2/3 of the undergraduate tuition rate. The concurrent enrollment rate is approximately half of the dual enrollment rate.
- FerrisNow students are not eligible for financial aid.
- **Tuition rates are subject to change.*

Program Evaluation Standards

- Ferris State conducts student surveys as well as the FerrisNow Program conducts surveys of students, high school administrators, teachers, and counselors to evaluate the effectiveness and impact of FerrisNow courses.

Textbooks/Course materials

- The high school/career technical center and/or student are responsible for purchasing textbooks and other course materials.

Program Organization & Partner Roles

High School/Career Technical Center Teacher Responsibilities

- Provide students with the agreed upon curriculum and assess the students' performance according to Ferris State assessment criteria.
- Promote the FerrisNow program to students and parents by distributing FerrisNow information.
- Assist students in applying by the appropriate deadline.
- Participate in FerrisNow professional development activities.
- Review your class lists/rosters for accuracy and contact FerrisNow with any errors by the end of the first week of classes.
- Enter midterm and final grades in MyFSU by the established deadlines.
- Follow the agreed upon course schedule to ensure that the course is equivalent to the same course taught on campus.

- Following the Ferris course syllabus template, develop and distribute a separate syllabus for the FSU course and share the syllabus with the Ferris Faculty Liaison.
- Maintain a separate gradebook for the Ferris course.
- Allow FSU to administer the student survey.
- Notify FerrisNow staff and the Ferris Faculty Liaison if you will be out of class for an extended period of time (maternity leave, illness, etc.) and/or if your name or contact information changes.
- Check your FSU email account regularly for communications from the University, its faculty, and FerrisNow.
- Report any withdrawals, drops or issues to FerrisNow by the established deadlines.
- Submit hiring and/or documentation and forms to FerrisNow in the requested timeframe.

High School/Career Technical Center Administrator Responsibilities

- Promote the FerrisNow program to students and parents by distributing FerrisNow information.
- Assist students in applying by the appropriate deadline.
- Provide support to the FerrisNow instructor to attend professional development workshops.
- Submit all student application materials by the appropriate deadline.
- Review class rosters to ensure that students are registered appropriately for all FerrisNow courses.
- Ensure that students are registered, added, dropped or withdrawn from classes by the established deadlines.
- Notify FerrisNow staff and the Ferris Faculty Liaison if the FerrisNow instructor will be out of class for an extended period of time (maternity leave, illness, etc.).
- Report any withdrawals, drops or issues to FerrisNow by the established deadlines.

Ferris State Faculty Liaison/Academic Program Administrator Responsibilities

- In collaboration with the OTSSP staff, provide orientation and training to the high school instructor(s).
- Maintain consistent contact with the high school instructor throughout the course to collaborate on curriculum and pedagogy.
- Invite FerrisNow instructor to participate in departmental professional development opportunities as appropriate.
- Notify FerrisNow if issues arise with the FerrisNow course offering, etc.
- Each FSU academic department may have additional responsibilities for its liaisons working with the FerrisNow Program.

Office of Transfer and Secondary School Partnerships Responsibilities

- Provide oversight for all aspects of the FerrisNow program.
- Coordinate orientation and training for FerrisNow instructors.
- Process student applications, registrations, adds, drops and withdrawals.
- Remain in consistent contact with partner school.
- Administer student surveys as well as surveys of high school administrators, teachers, and counselors.

FerrisNow Instructor Information

Applying to be a FerrisNow Instructor

- High school instructors teaching Ferris State courses through the FerrisNow Program must meet the credential requirements for Ferris faculty. While credential requirements may vary, traditionally instructors must have a master's degree in the discipline or a master's degree with 18 grad hours in the discipline.
- The instructor application process is as follows:
 - High school instructors should discuss this opportunity with their building administrator.
 - The high school instructor should complete the FerrisNow Instructor Preapproval Form that can be located at www.ferris.edu/ferrisnow under Administrator and Instructor Resources. Applicants must include the following materials when submitting the form to FerrisNow:
 - Resume.
 - Unofficial copies of college transcripts.

- Instructor materials will be reviewed by the academic program to determine eligibility to teach Ferris courses.
- Instructors and school administration will be notified once the review is complete.
- Instructors who are approved to teach will receive an email with a link to complete the HR application and next steps.
- An orientation session will be scheduled in the spring for all high school instructors who will be teaching an FSU course in the upcoming school year. This orientation may be held in-person or virtually.

Continuing FerrisNow Instructor Eligibility

- Instructors may be required to submit updated documentation each year. Documentation may include resumes and transcripts if there are changes. Ferris No instructors must submit course syllabi and assessment data each semester.

Instructor Standards and Expectations

- High school instructors who teach courses through Ferris must meet established instructor criteria and be approved by the respective academic department.
- Ferris State provides orientation and required discipline-specific training for instructors and professional development opportunities.
- Ferris State has a policy to address non-compliance for instructors teaching Ferris courses including those offered through FerrisNow.
- Per the Higher Learning Commission's guidelines for dual-credit courses that were updated on October 1, 2015, dual credit or FerrisNow instructors must have the same minimum qualifications as faculty teaching on the university campus. Therefore, high school teachers must have a master's degree in the specialty they're teaching, or they need at least 18 graduate-level credit hours within that specialty. Please note that many FSU academic programs have instructor requirements that above and beyond the High Learning Commission's guidelines.

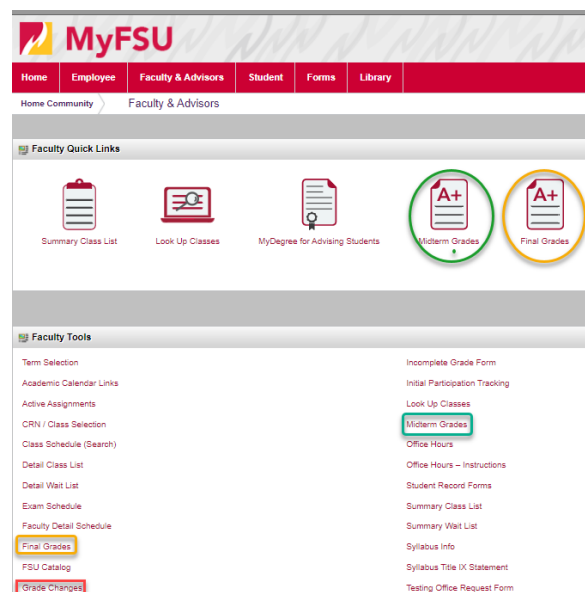
Instructor Requirements

Communications

- Instructors should check their FSU email frequently in order to receive important updates from Ferris State University.

Entering Grades

- All FerrisNow instructors must submit midterm and final grades by the established FSU deadlines. Please contact the OTSSP for specific deadline dates.
- Instructions for entering grades are below:
 - Log into MyFSU, select the "Faculty & Advisors" tab and find the Faculty Tools box/channel. There you will find links for "Midterm Grades" and "Final Grades."
 - Click the link for the grades you would like to enter.



- Next, expand the “Select a Term” box to choose the semester for which you would like to enter grades.
- Click the submit button.

- Expand the CRN box to choose the course for which you would like to enter grades.

- When your class comes up, you will see a “Grade” column and each student has an expandable button set to “None.” Expand the button for each student to set the grade.
- When finished entering grades, click the “Submit” button at the bottom of the screen.

Roster Verification

- Instructors are required to log into MyFSU before the fourth day of class, verify the rosters for accuracy and notify FerrisNow at FerrisNow@ferris.edu with any changes.
 - The roster can be viewed from the instructor’s MyFSU account.
 - Click on the “**Faculty & Advisors**” tab, and then select “**Summary Class List**”.
 - Select the term and then select the course you are instructing from the drop-down menu and click “Submit”.
 - Your class roster will be displayed.
 - Contact us at FerrisNow@ferris.edu immediately if your class roster is not accurate.



Professional Development

- FerrisNow instructors are expected to attend mandatory professional development and orientation activities sponsored by Ferris State University.

Syllabus

- FerrisNow instructors are required to develop and distribute a syllabus for each FSU course they are instructing. A syllabus should include course outcomes, objectives, policies, and any other information required by the Ferris academic department. A sample or template will be provided by the academic department. This ensures that the FerrisNow course reflects the course taught on the Ferris State campus. Additionally, students have the responsibility of adhering to a college course syllabus.

Instructor Resources

- FerrisNow instructors are granted access to the following FSU resources.
 - MyFSU, FSU's academic management platform.
 - Canvas, the online teaching and course management platform.
 - Microsoft calendar and email system.
 - Ferris Library for Information, Technology, and Education (FLITE) resources.

FerrisNow Instructor Resources Page

- Instructor resources can be found at www.ferris.edu/ferrisnow.

Faculty Center for Teaching and Learning

The Faculty Center for Teaching and Learning (FCTL) is available to support faculty and to influence measurable effectiveness in teaching, advance scholarly activities, and promote innovation in teaching and learning. FCTL offers services in instructional design, instructional technology, small group instructional diagnosis, as well as one-on-one expert assistance. FCTL also hosts a number of events, such as book discussion groups, learning communities, instructional technology learning activities, instructional design workshops and other faculty enrichment events.

Website: www.ferris.edu/fctl

Email: fctl@ferris.edu

Phone: 231-591-3826

IT Solution Center

Instructors who are experiencing difficulties logging in to MyFSU, accessing their FSU email account, or getting into Canvas may contact the IT Solution Center (ITSC). Instructors may also refer their FerrisNow students to ITSC should students encounter difficulties accessing MyFSU or their FSU email account.

Website: www.ferris.edu/it

Email: ITSC@ferris.edu

Phone: 231-591-4822.

eLearning

The eLearning team of instructional design consultants, technologists and trainers support faculty in enhancing student success through high quality use of technology and course design. They provide leadership through strategic planning, expertise, instructional design, best practices, and dedicated support to faculty and students.

The eLearning goal is to develop, enhance and deliver quality learning experiences to make learning more innovative, desirable, accessible and meaningful for students across multiple learning environments. They partner with faculty to enhance student-centered learning experiences by increasing their confident and creative use of technology.

For all questions or assistance with Canvas, please contact e-Learning.

Website: www.ferris.edu/elearning

Email: elearning@ferris.edu

Phone: 231-591-2802

Timeline for Offering Ferris Courses at the High School/Career Center

To ensure adequate time to work through the process of getting instructors and courses approved to offer at a high school or career center, it is best to allow three to fourth months lead time. We understand that this is not always possible and will do our best to work with you to ensure that you are able to offer the desired courses through the FerrisNow Program. Please let us know as soon as possible when you are considering expanding your course offerings through Ferris. Please contact us at any time at FerrisNow@ferris.edu.

Course Management

Grades

- Students may access their grades by using MyFSU. Official grades are available starting the Tuesday following exam week starting at 8:00 a.m. Students requiring a printed copy of their grades, can obtain it by using MyFSU.
- The following grading system and grade point values are used for all courses at Ferris State University:

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

- 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).

Submitting Grades

- FerrisNow instructors are expected to enter mid-term and final grades by the respective due dates. Please see the entering grades section of this handbook for detailed instructions.
- If a FerrisNow course is not complete by the final grade due date, instructors must enter an “I” for Incomplete by the due date and log back in and enter the actual grade when the course is complete.

Unacceptable Grades

- Grades of CR (Credit), NC (No Credit), AU (Audit), IP (In Progress), are not applicable for FerrisNow courses.
- An I (Incomplete), is only used when the course will not be complete by the final grade due date.

Assessment Data

Some programs require FerrisNow instructors to collect and submit course assessment data at the end of the semester. The Ferris Faculty Liaison assigned to work with the FerrisNow instructor will provide a template for collection of data when it is required. This requirement varies by academic program.

Faculty Liaisons

All high school FerrisNow instructors are assigned a Ferris Faculty Liaison. The role of the liaison is to provide discipline specific support and guidance to the high school instructor.

Student Information

- Students must be held to the same standards of achievement as those expected of students on Ferris State’s campus. Students’ performances should be assessed using the same methods as students taking college courses on campus (papers, portfolios, quizzes, labs, etc.). Faculty Liaisons will provide guidance in this area.
- Students are officially registered as Ferris State students. Courses are recorded on an official university transcript. Students enrolling in FerrisNow courses for college credit must meet the same course pre-requisites as students on campus and meet dual enrollment guidelines.

Student Admission Process

- Students interested in taking a FerrisNow course should speak to their high school counselor or instructor.

Eligibility

- Students must have a 2.50 overall high school GPA and meet MDE Dual Enrollment Guidelines as required by their high school.
- Students must meet the same course prerequisites as students on campus. Course prerequisites may be met with acceptable PSAT, SAT, PLAN, ACT, AP or Accuplacer scores or grades in applicable high school courses.
- Continuing students must maintain a “C” or higher in all courses taken through Ferris and maintain a 2.00 university GPA to continue in the program.

Remote Accuplacer Testing

- Students can complete the Accuplacer testing remotely.
- Partner schools will be notified when a student’s course prerequisite scores are not met through another form of assessment.
- Once it has been determined that the student will take Accuplacer, the student will need to contact the Testing Office at (231) 591-3628 and provide their Ferris State Student ID number.
- Students need a computer with a camera to take the tests. An iPad will NOT work for testing. Students will need to have a valid picture ID so either a state license, state ID or passport.
- Tests are all untimed.
- FerrisNow staff will let the school know the results of the test.

Bulldog IDs

- All dual enrolled students are eligible to obtain a Ferris Student ID Cards.
- After receiving their Ferris login information, students should navigate to this [webpage](#) and sign in.
- Please contact the FerrisNow staff with any questions.

Application Process

- Students must complete the Ferris Dual Enrollment Application at www.Ferris.edu/FerrisNow by the established deadline.

Registration Process

- The high school/career and technical center is responsible for submitting a list of students who should be enrolled in each FerrisNow course being offered at the secondary institution. This list(s) should be submitted by the appropriate deadline.
- The high school/career and technical center is also responsible for submitting its students’ application materials packets by the deadline date.
- Dual Enrollment On-Campus (Traditional Ferris Courses).
 - Schools must complete the Dual Enrollment Payment Authorization Form and submit with student transcripts and any test scores.
- Concurrent Enrollment, Courses Offered through the School.
 - The student’s high school counselor or registrar should email FerrisNow@ferris.edu or upload to the OneDrive folder, the following application materials as one packet.
 - The student’s current high school transcript.
 - The student’s test scores (acceptable test scores include ACT, PLAN, SAT, PSAT, EXPLORE, MME, or COMPASS).
 - School must submit a student roster and their courses to FerrisNow@ferris.edu or upload to the school’s OneDrive folder (a sample roster is available upon request).
- Dual Enrollment Off-Campus and Woodbridge.
 - The student’s high school counselor or registrar should email FerrisNow@ferris.edu or upload to the OneDrive folder, the following application materials as one packet.
 - The student’s current high school transcript.
 - The student’s test scores (acceptable test scores include ACT, PLAN, SAT, PSAT, EXPLORE, MME, or COMPASS).
 - Submit the Dual Enrollment Off-Campus / Woodbridge Course Registration Form by email to FerrisNow@ferris.edu or upload to the school’s OneDrive folder.

- Once the student's application, transcript and test scores have been submitted, OTSSP will evaluate the student's eligibility for the program.
- The high school may submit one high school transcript per academic year for a student enrolling in the FerrisNow program. However, OTSSP may randomly request student transcripts throughout the year.

Registration Deadlines

- All class lists, student applications, application packets, and registration forms should be submitted to OTSSP by the established deadlines. Please contact OTSSP for deadline dates.

Late Registration

- Please contact FerrisNow for more information about the add/drop period for a specific FerrisNow class.

Student Drops/Withdrawals

- Students may be dropped from the course during the four-day period which starts on the initial start date of the FerrisNow course. Requests for students to be removed from the class following the drop/add period will be processed as Withdrawals (W) or Withdrawal Failing (WF).
- Students wishing to withdraw from a course following the drop/add period must have their high school email FerrisNow@ferris.edu prior to the last day to withdraw and receive a "W."
- Withdraw requests made after the last date to withdraw will be recorded as a "WF" (Withdrawal Failing) on the student's transcripts.
- Withdraw and Withdraw Failing deadlines will be provided by the FerrisNow office.
 - 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 a student's cumulative GPA.
 - A grade of "WF" 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.

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.

Attendance in Courses

- Research has demonstrated that class attendance contributes significantly to academic achievement.
- It is the student's responsibility to attend class and complete the required assignments and tests.
- Each Ferris State University course's attendance policy is developed by the professor. The individual college classroom teacher determines consequences for absences from their class.

Disability Services

- Educational Counseling and Disability Services (ECDS) partners high schools/career centers to determine reasonable accommodations to ensure access and remove barriers for dual enrolled students. These accommodations will not fundamentally alter the course or program. Accommodations for dual enrolled students may include classroom and testing.
- Contact the OTSSP staff at FerrisNow@ferris.edu to coordinate a meeting for the student and their parent/guardian or a high school representative.

Student Conduct

- FerrisNow students are held to the same code of conduct as a traditional Ferris State University student. The following text outlines expectations for your FerrisNow students. The complete "Code of Student Community Standards" may be downloaded from the FSU Student Affairs website at <http://www.ferris.edu/HTMLS/administration/studentaffairs/>.

Student Complaints

- All student complaints should be directed to the Director of OTSSP at OTSSP@ferris.edu. The Director will meet with the student and address the issue with the appropriate individuals at the high school and on campus at the University.

Useful Links

Ferris State University
<http://ferris.edu/>

Ferris State University FerrisNow
<https://www.ferris.edu/RSS/transfer/ferris-now/>

FERPA Information

Top FERPA Questions for Faculty

- How can I post grades without violating FERPA?*
 - The public posting of grades either by the student's name, student identification number (Banner ID) or social security number, without the student's written permission, is a violation of FERPA.
- How can I send grades to students without violating FERPA?*
 - Using MyFSU to post students grades is always the best option. In addition, instructors can notify students of their final grades via the U.S. Mail if the information is enclosed in a sealed envelope. Notification of grades via a postcard violates a student's privacy. Notification of grades via email is permissible provided you have student permission. However, there is no guarantee of confidentiality.
- What information may I disclose to parents?*
 - Without the express, written permission of the student, parents, like all other third parties, may have access only to the student's directory information. If a student has restricted his or her directory information, then directory information is also considered confidential. Such things as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information.
- How does FERPA affect letters of recommendation?*
 - Written permission of the student is required for a letter of recommendation if any information included in the recommendation is part of the "academic record" (grades, GPA and other non-directory information). Personal observations about a student may be disclosed without the student's consent.
- How do I properly dispose of confidential information?*
 - Dispose of all material containing confidential information - such as tests, papers, class rosters - by placing them in the University receptacle intended for the collection of material to be disposed of in a secure manner.
- What are the consequences for violating FERPA?*
 - FERPA violations may result in the loss of federal funding for the Ferris State University. When in doubt, do not release the information and contact the Registrar at 231-591-2805.

FERPA Quick Reference Guide

FERPA Reference Sheet for Staff for Ferris State University

FERPA, the Family Educational Rights and Privacy Act of 1974, as Amended, protects the privacy of student education records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. Ultimately, an institution's failure to comply with FERPA can mean the withdrawal of federal funds by the Department of Education.

The two categories of information:

DIRECTORY INFORMATION

(May be disclosed, unless student requests otherwise; check student records database.):

- Academic College
- Academic Program/Major
- Addresses
- Admit Status (e.g. accepted)
- Athletic Participation
- Class level (e.g., Freshmen)
- Dates of Attendance
- Degrees/Honors/Awards Received
- Enrollment Status (Full/ Part-time)
- Name
- Phone
- Previous School attended

PERSONALLY IDENTIFIABLE INFORMATION

(any other data that can be linked to a specific student's identity):

Including, but not limited to:

- Academic Status
- Campus Wide ID
- Date of Birth
- Email Address
- Gender/Race
- Grades/GPA
- Nationality
- Photograph
- Residency Status
- Student's Class Schedule
- Student Social Security Number
- Test Scores
- UI Code

May have access to Personally Identifiable Information without prior written consent:

(This is not a comprehensive list)

- University Personnel with Legitimate Educational Interest
- Certain governmental officials (contact Record's Office)
- In compliance with a judicial order or subpoena (contact General Counsel's Office)
- Health or safety emergency (contact Record's Office and University Police)

ANYONE ELSE MUST HAVE THE PRIOR WRITTEN AND SIGNED CONSENT OF THE STUDENT—*this includes parents!*

Last Updated: 2/3/11

Consent from the student must include:

- ✓ Records(s) to be released
- ✓ Purpose of the disclosure
- ✓ Party/parties to whom disclosure may be made
- ✓ Signature of the student and date signed

You must maintain a record of all requests for access to Personally Identifiable Information, whether those requests are honored or not.

RECORDS ACCESS BY UNIVERSITY PERSONNEL:

University support staff members may have access to a student's educational records if they have a Legitimate Educational Interest. This means they need the information to fulfill a specific professional duty.

The following is a list of information items that are **NOT** considered educational records and therefore are not subject to students' requests for review:

- Law-enforcement records
- Records maintained exclusively for individuals in their capacity as employees; *HOWEVER*, records of those who are employed as a result of their status as students (work-study, student workers, etc.) **ARE** educational records
- Medical treatment records
- Alumni records
- Sole-source/Sole-possession documents
 - ⇒ Sole-source/possession documents are notes (memory joggers—not grade or GPA related) created by you, meant for your eyes only. As long as no one else ever sees or knows about them, they remain private and are not subject to FERPA.

FOR MORE INFORMATION

Contact the
Records Office (CSS 201)
231.591.2792

A Unit of Enrollment Services
Division of Student Affairs

Accreditation

Ferris State is accredited by the High Learning Commission.

Non-Discrimination Statement

Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.

Students with disabilities requiring assistance or accommodation may contact Educational Counseling & Disabilities Services at (231) 591-3057, ECDS@Ferris.edu in Big Rapids (including statewide students) or the Director of Counseling and Disability Services for Kendall College of Art and Design (KCAD) at (616) 451-2787 ext. 1136, MarieYowitz@Ferris.edu in Grand Rapids. Employees and other members of the University community with disabilities requiring assistance or accommodation may contact the Human Resources Department, 420 Oak St., Big Rapids, MI 49307 or call (231) 591- 2150, HumanResources@Ferris.edu.

Inquiries and complaints of disability discrimination may be addressed to the Director of Accessibility, 820 Campus Dr., Big Rapids, MI 49307 or by telephone/email at (231) 591-3057, JulieAlexander@Ferris.edu or to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone/email at (231) 591-2152, EqualOpportunity@Ferris.edu.

Inquiries and complaints regarding the accessibility of this website may be addressed to the Director of Accessibility, 820 Campus Dr., Big Rapids, MI 49307 or by telephone/email at (231) 591-3057, JulieAlexander@Ferris.edu.

Individuals with complaints of sex discrimination, including sexual harassment, may address those complaints to the Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307 or by telephone/email at (231) 591-2088, KaitlinZies@Ferris.edu or to a Deputy Title IX Coordinator, including the Director of Equal Opportunity, as above; the Extended and International Operations Director of Student Services, 151 Fountain St. NE, Grand Rapids, MI 49503 or by telephone/email at (616) 643-574, JocelynGoheen@Ferris.edu; and the KCAD Dean of Student Success, 17 Fountain St. NW, Grand Rapids, MI 49503 or by telephone/email at (616) 259-1265, StephenHalko@ferris.edu.

Other inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, as above.