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FROM MCAD'S PRESIDENT

Welcome to MCAD for the 2003-2004 academic year! All of us on the faculty and the administration look forward to another exciting year as we challenge you, you challenge us, and you grow more skilled and confident as visual artists and designers. All the best for a hardworking and successful year.



Michael O'Keefe
President

MISSION

MCAD educates individuals to be professional artists and designers, effective leaders and active citizens and through this work and other activities, advances the cultural life of its community. To achieve this mission, MCAD:

Challenges students to achieve the highest level of artistic creativity and expression, intellectual understanding and professional development;

Provides a rigorous studio-based and liberal studies program for dedicated undergraduate and graduate students;

Sponsors continuing education and fellowships for professionals;

Presents exhibitions, lectures and enrichment courses in art and design for people of all ages.

FALL 2003 CALENDAR

August 15	Tuition, fees, housing payment due
August 22	Housing move-in
August 23-24	Final Registration and new student Orientation
August 25	Classes begin
August 25-29	Add/Drop period
August 29	Last day to add a class/Register for Fall 2003 Last day to drop classes for a refund and without a notation Internship registration forms due Financial Aid changes for students adjusting their number of credits
September 1	Labor Day (no classes)
September 15	Continuing Studies classes begin
September 22	Intent-to-Graduate forms due if credits completed Dec 2003
September 26	Incompletes due for spring 2003
November 3	December grads complete Exit Survey by December 5
November 3-7	Freshmen Advising Week
November 11	Advising for declared majors (no classes)
November 12-13	Registration for Spring 2004
November 14	Deadline to cancel housing contract for Spring 2004 Last day to withdraw with a grade of "W"
November 18, 20	Exit loan interviews in Financial Aid
November 26-28	Thanksgiving break
December 5-6	Annual Art Sale
December 12	Last day of classes Last day to submit a Request for Incomplete grade Commencement Ceremony and Exhibition Opening

SPRING 2004 CALENDAR

January 5	Tuition, fees, housing payment due
January 8	Housing move-in
January 9	New student Orientation
January 10	Final registration for Spring 2004
January 12	Classes begin
January 12-16	Add/Drop period
January 16	Last day to add a class/Register for Spring 2004 Last day to drop classes for a refund and without a notation Internship registration forms due Financial Aid changes for students adjusting their number of credits
January 19	Martin Luther King, Jr. Day Holiday (no classes)
February 2	Continuing Studies classes begin
February 9	Intent-to-Graduate forms due if credits completed May 2004
February 13	Incompletes due for fall 2003
March 22-26	Spring break
March 29	May grads complete Exit Survey by April 30
April 5	Last day to withdraw with a grade of "W"
April 5-9	Freshmen Advising Week
April 13	Advising for declared majors (no classes)
April 14-15	Registration for Fall 2004
April 13, 15-16	Exit loan interviews in Financial Aid
April 20	Financial aid award letters distributed on ongoing basis to returning students
May 4	Last day of classes
May 8	Commencement Ceremony and Exhibition Opening
May 10	Housing move-out deadline

ORGANIZATION & GOVERNANCE

ACCREDITATIONS & MEMBERSHIPS

The Minneapolis College of Art and Design is accredited by Commissions on Accreditation of the North Central Association of Colleges and Schools and the National Association of Schools of Art and Design. MCAD is a member of the Minnesota Private College Council, the Association of Independent Colleges of Art and Design, and the National Association of Independent Colleges and Universities.

THE BOARD OF TRUSTEES

Legal and actual responsibility for governance of the Minneapolis College of Art and Design is vested in the Board of Trustees. Board members are identified by a Nominating Committee and elected for three-year terms; they are selected from the broad community and represent the many constituencies of the College. The Board is responsible for all aspects of the College program including, but not limited to, admissions policies, buildings and grounds, the academic program, performance criteria for faculty and staff and appointment of senior staff. The Board serves as the final internal review in any institutional grievance procedure.

The Board, first empowered as of July 1, 1988, operates through a committee system. Student representatives serve on the Student Affairs Committee of the Board.

COLLEGE ASSEMBLY

College Assembly is a forum for discussion regarding the educational programs and operations of the College, reports from the President and the Board of Trustees, and introductions of new personnel. All College employees are members of the College Assembly. The President calls the College Assembly to meet at least twice each year. The date, place and agenda for each College Assembly meeting is announced through email at

least a week in advance of the meeting. The President, in consultation with other senior academic and administrative officers, determines the order and priority of agenda items. An agenda item may originate from any member or group of members who submits it in writing to the Executive Assistant to the President at least forty-eight hours in advance of the meeting. Copies of minutes of all College Assembly meetings are maintained in the President's Office.

STUDENT ADVISORY COUNCIL

MCAD's Student Advisory Council (SAC) serves as a forum for the expression of student views and enables students to participate in College governance by providing a voice for student goals and concerns. SAC seeks consensus among student views, promotes those views to the College administration, and is the institutional representative of student interests. It functions in a manner that is maximally democratic and representative of the diversity of students at the College.

BYLAWS OF THE MCAD STUDENT ADVISORY COUNCIL

- 1] The organization is the Student Advisory Council (SAC).
- 2] The function of the Student Advisory Council is to identify, verify, communicate and advance the interests of MCAD students. This is to be done in the following ways:
 - a] By appointing student representatives to appropriate decision-making bodies within the College.
 - b] By assessing and disbursing the SAC budget in a manner that serves the whole of the student body and its various segments. This includes social and educational functions over which the Council exercises control.
- 3] Membership
The Advisory Council shall be comprised of all currently enrolled students at MCAD.

4] Executive Committee Officers

a] The Student Advisory Council will have an Executive Committee of five students. Two or three members will be elected for one year terms at the end of each semester for office to be held the following semester.

b] The Student Advisory Council Executive Committee is comprised of one elected representative from each department (Design, Fine Arts, Media); one representative from the Bachelor of Science: Visualization program, and one representative from the Graduate Studies program.

c] The Executive Committee Members shall alternate the responsibility of chairperson at bi-weekly meetings. The chairperson's duties are as follows:

- 1] To facilitate SAC meetings.
- 2] To see to it that an agenda is set and adhered to.
- 3] To maintain order and keep discussion relevant to agenda items.

d] Executive Committee members are expected to attend all regular meetings. Any member not present at three meetings shall be automatically dismissed from SAC and an appropriate alternate will be appointed.

e] Executive Committee members will be appointed to the following bodies:

- 1] Board of Trustees
- 2] Board of Trustees Student Affairs Committee
- 3] Safety Committee
- 4] Other committees which arise from time to time

5] Meetings

a] SAC will meet bi-weekly at a regular time and place determined by its Executive Committee (usually the College Center); the day, time, and location will be posted.

b] Agendas shall be formulated by the appointed SAC work-study student prior to meetings. Any student may add items to the agenda by notifying the work-study student prior to the meeting or e-mailing student_advisory_council@mcad.edu.

c] A quorum will consist of ten students in order to conduct business and make decisions unless three-fourths of the students present agree to waive the minimum. Five students must be present to conduct a meeting.

d] All MCAD students in attendance at a SAC meeting may participate equally in its proceedings and decisions.

e] All meetings will follow Robert's Rules of Order.

6] Funding

a] The Student Advisory Council is allotted funds for student activities and projects. These funds come from student activity fees which are collected each semester.

b] Written proposals for funding must be submitted prior to each meeting and will be voted on by all present. Proposals are measured on their merit or potential to benefit the entire student body.

c] Voting for all funding proposals will occur two weeks following presentation/submission of the proposal to SAC unless three-fourths of the students present agree to waive the two-week waiting period.

d] A detailed financial report will be posted by the Executive Committee on the SAC bulletin board outside the Library at least twice each semester and at the end of the academic year.

STUDENT REPRESENTATION ON COMMITTEES

Students are represented throughout the governmental structure of the College. These representatives are also non-voting members of the Board of Trustees. The student representatives of these committees must, insofar as possible, represent the student body and the wishes of SAC, and are required to report the activities of the committee meetings at SAC meetings periodically. If there arises a need for representation on other committees, those representatives shall also be required to report periodically. All persons in the College community shall be notified of such meetings and their representatives on such committees.

campus FACILITIES

THE ARTS CAMPUS

The Minneapolis College of Art and Design campus is located approximately one mile south of downtown Minneapolis. The campus is part of a complex shared with the Minneapolis Institute of Arts, the Children's Theatre Company and Minneapolis Park Board, and includes landscaped grounds and a parking ramp.

The College facilities include the Morrison Building, constructed in 1916 as the original school space, plus its additions which presently hold the Library, Art Cellar (bookstore) and the Learning Center; the Main Building (the instruction and technical facility which opened in 1974); seven apartment buildings, two fourplexes, one duplex for student housing, and one house for Visiting Artists.

When you enter an MCAD facility, you agree to comply with the policies governing safety, equipment access, etc. of that area and to follow the direction of the area's staff. Failure to adhere to policy or direction of a staff member may result either in a monetary fine or loss of privilege. Not all MCAD equipment is accessible to everyone.

ART CELLAR

MORRISON BUILDING; ROOM 132

612-874-3775

ACADEMIC YEAR HOURS: M - TH 9am - 8pm; F 9am - 5pm;

SA 11am - 5pm

At the Art Cellar one can find a variety of fine art, graphic art, media art and computer supplies – at very competitive prices. Textbooks for MCAD classes, periodicals and books for general reading are also available. The Art Cellar is owned and operated by MCAD.

CAFETERIA

MAIN BUILDING: SECOND FLOOR, COLLEGE CENTER
612-874-3797
ACADEMIC YEAR HOURS: M - TH 8:30am - 4:30pm;
F 8:30am - 3pm

The cafeteria is open during the academic year when classes are in session. Breakfast and lunch are served; both hot entrees and sandwiches are available. Meal cards can be purchased for use in the cafeteria. Cards can be purchased throughout the year in \$50 increments, up to \$250 per purchase. Cards are kept in the cafeteria and debited as purchases are made.

COMPUTER STUDIOS & LABS

MAIN BUILDING:

BS: VIS LABS [427, 430, 431]

DESIGN STUDIOS [242, 243]

DIGITAL MEDIA LAB [211D]

INSTRUCTIONAL LABS [211A, 211B, 325A, 325B]

SCREENPRINTING [401, 420]

SERVICE BUREAU [211C]

MORRISON BUILDING:

COMIC LAB [203]

WORD PROCESSING LAB [LIBRARY]

SKILL DEVELOPMENT STUDIO [LEARNING CENTER]

MCAD's computer studios/labs offer a wide range of the latest hardware and software to assist your creative endeavors. All currently enrolled degree-seeking students, faculty and staff may use MCAD's computer facilities. Current hours, class schedules and other pertinent information is posted outside each studio/lab and on the Computer Support Services web page. More specific information detailing the hardware and software configurations of each computer studio/lab is also available on the Computer Support Services web page.

PERSONAL COMPUTER PURCHASES

MCAD currently has a program whereby students, faculty and staff may purchase computers, peripherals and

software through the College at an educational discounted price. Our program specializes in Apple Computer products as well as educational pricing for other hardware/software items. Individuals who are interested in purchasing a computer product for their personal use may acquire the necessary information and forms from the Computer Support Services web page.

COMPUTER SUPPORT SERVICES

information: 325E
student support: 612-874-3666
computer_support@mcbad.edu
web: [HTTP://css.mcbad.edu](http://css.mcbad.edu)

Computer Support Services (CSS) provides technical and operational support to the College's campus-wide computer facilities and student population. CSS also provides instructional workshops, equipment check-out, b/w and color prints, digital media archiving, DVD authoring, and a host of other services.

INSTALLATION & GALLERY SPACE FOR STUDENTS

Academic Services
main building: 100 Annex North
612-874-3748
academic_services@mcbad.edu

MCAD's galleries and halls provide 1,500 linear feet of installation space for students. The welfare of students, faculty, and staff is a prime consideration in authorizing and scheduling any installations. The College reserves the right to assign space for exhibitions, or to relocate an exhibition at its discretion. We are required by law to observe the rules and regulations of the Minneapolis Fire Department, OSHA and other agencies. A separate listing of the installation guidelines is available in the Academic Services Office. Students are responsible for knowing and following the information contained in the guidelines.

All Exhibition spaces are reserved through Academic Services. Scheduling is on a first-come/first-served basis. To reserve a space, contact this department. You will be

notified if a problem occurs with the space or your installation. Please cancel your reservation if you do not intend to use a space so someone else can use it. Walls will be prepared for you. You will be charged for time and materials to repair damage to a space beyond normal use (patching nail holes and one coat of paint is standard).

Technical advice and assistance with your installation is available from Academic Services and it is recommended that you contact this department for help with complicated installations. If you are in doubt about the use of a specific material, check with this department before using it. Limited amounts of glass, hanging hardware and track lights are also available.

Please check building hours if you're planning a reception—no receptions are allowed when the buildings are closed. Alcohol may not be served at receptions.

MCAD accepts no liability for student work. Hanging, striking, insurance and security are the student's responsibility. Works which are displayed or stored without proper approval or are not removed by the end of the specified time will be removed and discarded. Work and materials not removed from common areas (halls, classrooms, galleries, grounds, etc.) during term breaks will be discarded. MCAD's disposal costs are based on the weight of the trash – you may have to pay the cost of that disposal.

MCAD LIBRARY

MORRISON BUILDING; ROOM 127

612-874-3791

LIBRARY@MCAD.EDU

ACADEMIC YEAR HOURS: M - TH 8:30am - 10pm;

F 8:30am - 6pm; SA 12pm - 6pm; SU 12pm - 7pm

SUMMER & VACATION HOURS: M - F 8:30am - 4:30pm

The MCAD Library provides written and visual resources for use in classroom assignments, creative work and intellectual growth. Over 55,000 books and exhibition

catalogs are housed in the Library and 150 magazine subscriptions are maintained. The Library also holds picture files, videos, DVD's, CD-ROMS, records, and compact discs. The reference section includes both printed and electronic databases and indexes. The Reference Librarian is available to help in the selection and use of these materials. A current MCAD student I.D. is required for checking out materials. Fines are imposed for overdue material; lost or damaged items must be paid for or replaced.

SLIDE LIBRARY

MORRISON BUILDING; ROOM 120

612-874-3781

ACADEMIC YEAR HOURS: M - F 10am - 3pm

The Slide Library has slides of approximately 140,000 works of art in all media, along with images documenting the broader natural and cultural environment. Light tables and rear-screen projection units are available for viewing slides in the Library. Students may borrow slides and carousel trays for use in conjunction with class assignments and creative projects, as well as for personal interest and research. Slide scanners are available in the color computing labs for conversion of images to digital formats. Students may also recommend specific works as additions to the slide collection.

MEDIA CENTER

MAIN BUILDING; ROOM 308

CIRCULATION WINDOW: 612-874-3672

TECHNICAL STAFF: 612-874-3639

media_center@mcad.edu

ACADEMIC YEAR HOURS: M - TH 8am - 10pm; F 8am - 7pm;
SA 9am - 5pm; SU 12pm - 5pm

The Media Center provides support to academic departments and other institutional media needs. Services include provision and maintenance of photography, film, video, sound and animation equipment facilities, and technical assistance.

PAPERMAKING STUDIO

MORRISON BUILDING: ROOM 04
612-874-3678

The Papermaking Studio is open to all students who have completed a papermaking class at MCAD, or with prior approval from the papermaking instructor. The Studio features work space for in-process wet work and drying areas, as well as the equipment necessary for working with botanical, fabric and linters to make paper. Check with the papermaking instructor for the current semester for approval and the combination number for locked equipment.

PRINTMAKING STUDIO

MAIN BUILDING: ROOM 411 & 401
612-874-3643

Degree and Continuing Studies classes are offered in lithography, intaglio, relief, screenprinting, and artist's books. Students are encouraged to experiment with a variety of techniques including plate and stone lithography, woodcuts, color intaglio, monoprints, book forms, and digital processes. The shop is equipped with three etching presses, three lithography presses, a cylinder proofing press, two relief presses, two screenprinting vacuum tables, and two darkrooms for photo techniques. Anyone using the shop should be instructed in the safe use of materials and must check-in with the printshop coordinator if not enrolled in a printmaking class.

3D SHOP & EQUIPMENT

MAIN BUILDING: ROOM 102
612-874-3642

ACADEMIC YEAR HOURS: M - TH 8am - 9pm; F 8am - 6pm;
SA - SU 12pm - 5pm

MCAD's wood shop, welding shop, foundry, plaster room, spray booths and Rapid Prototype Equipment are located in the 3D Shop. The 3D Shop is open to the entire College community. Current Shop policy, guidelines and other

pertinent information can be found on the 3D Shop Information Boards located within the facility or web page. Consult these information sources for announcements regarding changes in shop policy, scheduling, or special events. You may also speak to one of the helpful shop staff for further information.

INSTRUCTION & TECHNICAL ASSISTANCE

Courses conducted by MCAD faculty members in the 3D Shop introduce you to the equipment, tools, techniques and safe work practices associated with the area. Shop staff support and reinforce that instruction. They maintain the equipment, monitor users of the area to insure safe work procedures. Shop staff can also provide technical assistance in all aspects of fabrication, from stretcher building to welding and casting. When you enter the 3D Shop, you agree to comply with shop policies governing safety, equipment access, etc., and to follow the direction of 3D Shop staff.

OFFICES & SERVICES

ACADEMIC ADVISING

MORRISON BUILDING; ROOM 107

612-874-3738

M - F 8:30am - 5pm

All students at MCAD are assigned an advisor to assist them in choosing classes appropriate to their degree program and personal goals. Special problems and unusual circumstances should be referred to the Academic Advising staff in the Student Affairs Office. These advisors also provide information about off-campus study and are available to provide special assistance to first-year and international students.

ACADEMIC AFFAIRS

The Vice President of Academic Affairs is responsible for the operations of the academic programs including the faculty, academic leadership, and instructional program, as well as related departments.

ACADEMIC SERVICES

MAIN BUILDING; 100 ANNEX, NORTH

612-874-3748

M - F 8am - 4pm

OFFICE HOURS: M - F 12pm - 1pm; 6pm - 7pm

Academic Services coordinates and monitors the installation of student work throughout the College, and other venues off campus, and provides installation information to students about paint, materials, space, lighting and tools. In addition, this department is responsible for classroom equipment, student studio assignment and use, critique space preparation, auditorium and classroom reservations, and special events coordinating.

ACCOUNTING

MORRISON BUILDING: ROOM 18
612-874-3713
M - F 8:30am - 4:45pm

The Accounting Office bills students for tuition, on-campus housing, health insurance and fees. Payment of tuition and fees is due approximately two weeks before the start of the semester. Questions regarding a student's account (balance due, charges, payment options, etc.) should be directed to the Accounting Office.

ADMISSIONS

MORRISON BUILDING: ROOM 102
612-874-3760
M - F 8:30am - 5pm

The Admissions Office provides complete and accurate information about MCAD to prospective students and their teachers, counselors and parents. The transfer of studio credits is also coordinated by this office.

ALUMNI

MAIN BUILDING: ROOM 228
612-874-3790
M - F 9am - 5pm

The Alumni Office, in conjunction with the Alumni Association Board of Directors, oversees alumni programs, services and volunteer opportunities that foster productive, informed relationships amongst students, alumni, faculty, staff and friends of the College.

BUSINESS OFFICE

MORRISON BUILDING: ROOM 18
612-874-3769
M - F 8:30am - 5pm

The Business Office is responsible for the following functions: Accounting, Investments, Mail, Banking, Copiers, Telecommunications, Purchasing, and Institutional Insurance. Students should go to the Accounting Office first to resolve tuition and fee payment problems.

CAREER SERVICES

MORRISON BUILDING: ROOM 118
612-874-3721
careers@mcad.edu
M - F 9am - 5pm

The mission of the Career Services Office is to enable every student to develop satisfying and meaningful careers after college, with the skills and experiences gained in the classroom.

SERVICES:

- One-on-one Career Counseling
- Internship and Externship Program
- Assistance with preparing resumes, cover letters, and portfolios
- Job hunting strategy development and assistance
- Interview training and practice
- Career Planning

RESOURCES:

- Job Postings: employment, freelance, competitions, and other professional opportunities
- Career Resource Library
- Professional Development Handouts
- Internship Database
- Business Files

See <http://www.mcad.edu/careers/> for more information.

CONTINUING STUDIES

MORRISON BUILDING: ROOM 101A
612-874-3765
M - F 8:30am - 5pm

REGISTRATION FOR CONTINUING STUDIES: RECORDS OFFICE
MORRISON BUILDING: ROOM 101B
612-874-3727

Students may fulfill up to 15 credits of their BFA degree requirements by taking one-credit courses through Continuing Studies. During evening hours and Saturdays, Fall and Spring semesters, full-time students who are registered for 12 to 18 credits may register tuition-free

for two Continuing Studies courses per semester. There is a \$25 registration fee per course. This discount is only available if the class is taken for credit and on a space-available basis. Continuing Studies also offers a wide selection of non-credit workshops and short courses.

COUNSELING PSYCHOLOGIST

TOM GLASER, MS, LP

MORRISON BUILDING; ROOM 204

612-874-3776

ACADEMIC YEAR HOURS: T & TH 10am - 5pm

MCAD employs a counseling psychologist to work with students on campus. The psychologist is available two days per week when classes are in session. Students may schedule an appointment by contacting the psychologist directly via email or phone, or through the Student Affairs Office. Common problems include stress, depression, relationships, anxiety, family, chemical use, or academics; no problem is too big or too small. Services are free and confidential. The psychologist may also refer students to other mental health professionals outside of MCAD when necessary.

FACILITIES OFFICE

MAIN BUILDING; ROOM 133B

612-874-3749

M - F 8am - 5pm

The Facilities Department is responsible for the general operation and maintenance of all College buildings. It supports the MCAD community by providing a physical environment that is well maintained, clean, comfortable and conducive to working, teaching and learning.

FINANCIAL AID OFFICE

MORRISON BUILDING; ROOM 116

612-874-3782

M - F 8:30am - 5pm

All MCAD students are encouraged to apply for financial aid with the help of the Financial Aid Office; over 89% of our students receive some form of financial aid. Students

are usually awarded a combination of scholarships, grants, loans, and work-study to meet their financial needs. The State and Federal Governments and the College provide financial aid funds. Additional scholarship sources include outside agencies, employers, the world wide web and area libraries. The total amount of financial aid a student may receive is based on the family's financial situation and the cost of attendance.

Students should complete the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA online at www.fafsa.gov by March 15. Financial aid applications completed by the deadline will be considered for priority funding. Award letters will be mailed starting May 1 for students who have completed their financial aid file. Students are required to complete a new financial aid application each year. Students are eligible for a maximum of eight semesters of MCAD grants and scholarships.

While the amount of financial aid a student may receive is dependent upon financial need, the student must also be making satisfactory academic progress to be eligible for federal, state and MCAD funds. Full-time attendance is required to be eligible for some financial aid programs.

For more information or help regarding financial aid, talk with the staff members of the Financial Aid Office.

HOUSING

MORRISON BUILDING: ROOM 123

612-874-3780

M - F 8:30am - 4pm

on-campus HOUSING

MCAD provides on-campus housing for up to 285 students in its ten apartment buildings. All apartments are self-contained living spaces with private baths and kitchens and many are furnished. Students provide their own bedding, cooking utensils and cleaning supplies. Utilities and local phone service are included in the rent costs.

Each building has a Resident Assistant to assist residents and organize social and informational meetings.

Housing spaces are assigned for the full academic year. When application is made for housing, the student must pay a deposit of \$175, refundable when the student permanently vacates College housing if terms of the housing contract have been honored. Housing fees are paid at the Accounting Office each semester and are due one week prior to the beginning of the semester.

For more detailed information, see the MCAD Housing Handbook available in M123.

Off-campus HOUSING

The Housing Office has information on available housing and studio space in the neighborhood. See the bulletin board outside M123 and the handout "Tips for Apartment Hunting in Minneapolis" in the Housing Office for up-to-date listings of what is available off campus.

FOR INFORMATION ON LANDLORD/TENANT RELATIONS

Minnesota Tenant's Union

612-871-7485

Minneapolis Tenant's Rights Guide

www.tc.umn.edu/~mpirg/housing/tenguide.htm

Attorney General's Office

651-296-3353

www.ag.state.mn.us/default.htm

Landlord-Tenant Information Help Line

612-341-9003

HUMAN RESOURCES

MORRISON BUILDING; ROOM 17B

612-874-3770

M - F 8:30am - 5pm

The Human Resources Office is responsible for staff and faculty personnel issues.

INFORMATION DESK

MAIN BUILDING; LOBBY

612-874-3700

The MCAD Information Desk is located inside the front entrance of the Main Building. Public Safety employees work in this area and provide information on activities taking place within the College. They can help determine which offices are best equipped to answer specific questions and provide directions to those areas. Additionally, messages for staff and faculty may be left at the desk. The desk is open 24 hours a day.

INTERNATIONAL STUDENT ADVISING

MORRISON BUILDING; ROOM 107

612-874-3738

M - F 8:30am - 4:30pm

The International Programs Coordinator helps international students adjust to the College and to American culture. He serves as a liaison between the U.S. Immigration and Naturalization Service and MCAD's foreign students, and handles all immigration requirements. In addition, the Coordinator can act as intermediary between the student and other offices at the College, aiding in communication and guidance.

LEARNING CENTER

MORRISON BUILDING

612-874-3671

M - TH 9am - 9pm; F 9am - 5pm; sa-su 12pm - 5pm

The Learning Center (LC) functions as an academic support center and enrichment resource for all MCAD students. The LC is staffed by faculty and peer tutors who help students—on a walk-in or appointment basis—with the wide range of assignments and academic challenges encountered both in and out of the classroom. In addition to offering individualized tutorial assistance, instructional handouts, and time management resources, the LC provides a wealth of services for English as a Second Language (ESL) students as well as support programs for students with learning disabilities.

Tutors help students evaluate the content, style, grammar, and organization of their writing. In addition,

tutors are available for brainstorming and thesis development. The following are other areas for which tutors are available:

- Research
- Internet and Email use
- Grant and Proposal Writing
- Documentation for Research Papers
- Artist Statements
- Resumes
- Copy Editing
- Time Management
- Test Preparation
- Blackboard Online Classrooms
- Basic Software (Word, Photoshop, Quark, etc.)

OCCUPATIONAL HEALTH & SAFETY

MORRISON BUILDING; ROOM 02
612-874-3771

MCAD regards health and safety to be of prime importance. During the course of their studies at MCAD, students may come into contact with hazardous equipment, procedures, and materials. The Occupational Health and Safety Office develops protocols to reduce risk and provide safe and healthy working conditions for students and staff. A Safety Committee meets regularly throughout the year, and students are encouraged to make suggestions for health and safety improvements within the College. The Office provides first aid supplies, blood pressure equipment, and respirator fit testing equipment, as well as information regarding health resources.

PRESIDENT'S OFFICE

MAIN BUILDING; ROOM 226
612-874-3754
M - F 8:30am - 5pm

By delegated authority of the Board of Trustees, the President is the Chief Executive Officer of the College. The President is generally available on short notice; check with his Executive Assistant.

PUBLIC RELATIONS

MAIN BUILDING; ROOM 230
612-874-3793
M - F 9am - 5pm

The Department of Communications and External Relations exists to manage and support internal and external MCAD communications and marketing. The principle priority of the department is to safeguard, maintain and enhance MCAD's reputation. Our activities include coordinating special events, facilitating media relations, coordinating publications, and maintaining and conducting professional contacts. We inform audiences about MCAD exhibitions, activities and events, as well as the achievements of MCAD students, alumni, faculty and staff. The department produces a monthly Calendar of Events, the MCAD Annual Report and MCAD Details, a biannual newsletter. Public Relations invites all students to introduce themselves and welcomes story ideas, student artwork and writing, as well as news of student and faculty achievements.

Visit www.mcad.edu/news to learn more about upcoming events and activities.

PUBLIC SAFETY

MAIN BUILDING; LOBBY
612-874-3700 - NON-EMERGENCY
612-874-3555 - EMERGENCY

The Department of Public Safety is responsible for the overall safety and security of all faculty, staff, students, and visitors on campus. 24 hours a day, 7 days a week, and 365 days a year, the department works towards its purpose of protecting life and property, preventing crime, and providing service to all members of the community. In addition, the department has responsibilities that range from alarm management to lost and found services, access control, and parking services. Public Safety works closely with the Minneapolis Police Department on criminal matters, neighborhood issues, crime prevention,

and campus safety in order to make a more safe and secure campus environment.

Public Safety employs full- and part-time officers who have received specialized training, which includes law enforcement, conflict resolution, crisis management, and first aid. Some of their duties include patrolling the campus, monitoring alarm panels and building cameras, answering the college's main telephone lines and emergency line, as well as serving as a source of information to college faculty, staff, students, and visitors.

Public Safety Officers will also provide escorts and vehicle jump-starts. Both of these services will be offered on campus and within a two-block radius of campus, 24 hours a day. Public Safety personnel encourage you to walk in groups or, if walking alone, call for an escort. To ensure safety on campus, Public Safety personnel may ask to see your MCAD identification card, so be sure to carry it with you at all times.

The safety and security of our campus and community is everyone's responsibility. If you are a victim or witness of any crime or incident, you are encouraged to make a report to Public Safety or the Minneapolis Police Department promptly. All reports will be documented and investigated. The reporting of these crimes and incidents allows Public Safety to reassess security controls and patrol strategies, develop better methods of crime prevention, and notify the community when relevant by postings and emailing notices. Dial 612-874-3555 in emergency situations, or 612-874-3700 to reach MCAD Public Safety for routine security matters. For information on crime prevention, location of emergency call boxes, or any other safety and security matter, please contact Public Safety or stop at the office located in the main lobby.

RECORDS OFFICE

MORRISON BUILDING: ROOM 101B

612-874-3727

M - F 8:30am - 5pm

Records Office personnel are responsible for the registration of all students, calculating grade point averages, progress-to-degree audits, graduation audits, issuing transcripts, providing certification to the Veterans Administration, assigning student mailboxes, certification of student enrollment, course scheduling, and registration and records for the Continuing Studies program.

STUDENT AFFAIRS

MORRISON BUILDING: ROOM 107

612-874-3738

M - F 8:30am - 5pm

The Student Affairs Office offers a broad range of services and activities to assist students in adjusting to college, enhancing student life and addressing student concerns. The Vice President of Student Affairs oversees Academic Advising, Career Services, Housing, Health, Personal Counseling, Off-Campus Study Programs, International Student Advising, and Student Life and Activities. Students who have questions or problems of any kind are encouraged to visit the Student Affairs Office for assistance.

ACADEMIC POLICIES

CHANGE OF MAJOR

Students who decide to change majors must complete a new Declaration of Major form, which can be obtained in the Records Office. After obtaining the form, the student must make an appointment with their new department chair. At this appointment, the department chair will outline the degree requirements of the new major.

CHANGING GRADES

Any grade changes must be approved in writing by the instructor and department chair. There is a statute of limitations on all grade changes. Following the semester in which the course in question was taken, the student will be allowed two semesters (whether in or out of school) to seek the instructor and department chair approval for a change of grade. This policy also applies to incomplete grades which lapse to an F grade due to inattention.

CLASS ATTENDANCE POLICY

Attendance in classes is mandatory. There are no officially excused absences. Studio and Liberal Arts departments have slightly different attendance policies as follows:

In Studio courses, two absences will result in one full grade deduction; three absences will result in the deduction of two full letter grades. Repeated tardiness will result in the drop of a letter grade.

In Liberal Arts courses that meet twice a week, more than three absences will result in the deduction of 1/2 of a grade point for each additional absence. For courses that meet once a week, more than two absences will result in the deduction of 1/2 of a grade point for each additional absence. For all Liberal Arts courses, two late/tardy arrivals will equal one absence.

COMPLETION OF FOUNDATION REQUIREMENTS

Required foundation coursework in Liberal Arts and Foundation Studies must be completed by the end of the student's fourth semester at MCAD.

CONDITIONAL ADMISSION

MCAD offers conditional admission to students who show potential, but whose academic record does not meet admission standards. Conditional admission gives students an opportunity to prove that they can be successful in MCAD's undergraduate program if given a chance. Students admitted on a conditional basis are required to participate in the MCAD Individualized Academic Success program.

Students admitted to MCAD on a conditional basis are given one semester to achieve a minimum grade point average (GPA) of 2.0 on a 4.0 scale (a C average). If this is accomplished, the conditional status will be removed and the student will be able to continue in the BFA degree program. If a 2.0 GPA is not achieved, the student will be automatically dismissed from the College. Conditionally admitted students who do not achieve a 2.0 GPA their first semester may file an appeal with the Student Appeals Review Board for an additional conditional semester.

The MCAD community wants conditional students to succeed. We strongly recommend that conditional students meet frequently with their instructors and faculty advisor to discuss their academic progress. Academic Advisors, the Vice President of Student Affairs and the Learning Center staff are also available to help conditional students. The Learning Center is staffed by members of the Liberal Arts department and by MCAD student tutors and provides assistance on an individual or group basis.

CREDIT LOAD

The average course load is 15 credits each semester. Students may take in excess of 18 credits only if they have an overall GPA of 3.0 and the approval of their advisor. Full-time status is 12 or more credits and full-time tuition includes 12 to 18 credits. For a student to qualify for 3/4-time, 9-11 credits are required. Half-time is a load of 6 to 8 credits during a specific semester.

Please note that an average of 15 credits must be completed each semester for students to complete the degree requirements in four years. Veterans, international students, and students receiving financial aid may be required to maintain full-time status. Minnesota State Grant recipients are required to be enrolled for 15 credits per semester in order to receive a full-time grant.

CREDITS & ACADEMIC STANDING

Freshman	0 to 29 credits
Sophomore	30 to 59 credits
Junior	60 to 89 credits
Senior	90 to 120 credits

DEAN'S LIST

Full-time students whose semester GPA places them in the top ten percent for that semester are placed on the Dean's List of honor students for that semester.

DECLARATION OF MAJOR

All students must declare a major by the end of their third semester of attendance. Declaration of Major forms are available in the Records Office.

GRADE POINT AVERAGE [GPA]

The GPA [Grade Point Average] is the average numerical equivalent of a letter grade. The total of credits for a semester is divided into the total of the quality points [numerical value] for each grade to calculate the GPA for that semester. A student's cumulative GPA is listed at the

bottom of the transcript, and is recorded on the Credit Evaluation card. Refer questions regarding your GPA to the Records Office.

grade requirements in major

Students are required to get a grade of C- or higher in a core sequential course in their major. Students who receive a grade of D or lower must repeat the course before they can proceed to the next level.

GRADING CRITERIA

BFA, BS & PB GRADING CRITERIA

A+		4.00	Quality Points
A	Excellent	4.00	Quality Points
A-		3.67	Quality Points

B+		3.33	Quality Points
B	Very Good	3.00	Quality Points
B-		2.67	Quality Points

C+		2.33	Quality Points
C	Average	2.00	Quality Points
C-		1.67	Quality Points

D+		1.33	Quality Points
D	Poor	1.00	Quality Points
D-		0.67	Quality Points

F	Failing	0.00	Quality Points
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grades NOT figured INTO gpa

W	Withdraw after Add/Drop period
I	Incomplete
NG	No Grade received from instructor due to extenuating circumstances

MFA GRADING CRITERIA

P	Pass
NR	No Record
W	Withdraw after Add/Drop period
I	Incomplete
NG	No Grade received from instructor

GRADUATION REQUIREMENTS

- 1] Completion of all credit requirements.
- 2] Cumulative GPA of 2.0.
- 3] GPA for final semester of Senior year of 2.0.
- 4] Completion of all missing or incomplete grades.
- 5] Final year in residency at MCAD.
- 6] Filing of Intent to Graduate Form.
- 7] Payment of all financial obligations and return of all Library, 3D Shop, Media Center, Computer Center materials.
- 8] Participation in exit interview with the Financial Aid Office for all loan recipients.
- 9] Participation in exit interview with Accounting for all Perkins Loan recipients.
- 10] Completion of the on-line Exit Survey with Career Services.
- 11] Participation in a graduation exhibition and mounting of senior project.

If, due to extenuating circumstances, the student cannot meet one or more of these graduation requirements, they may consult with the Registrar prior to petitioning the appropriate department chair.

commencement ceremony

MCAD hosts commencement ceremonies in December and May. All students who successfully complete their graduation requirements at the end of Fall semester may participate in the December ceremony or chose to wait to participate in the May ceremony.

IT IS THE STUDENT'S RESPONSIBILITY TO:

- 1] Know and fulfill all graduation requirements contained in the official College Catalog.
- 2] File an Intent to Graduate Form with the Records Office.
- 3] For students who complete credits during Fall semester of their graduation year, these forms are due September 22, 2003; for Spring semester, they are due February 09, 2004.

4] Remain in close contact with their academic advisor, department chair, and the Records Office.

Students are expected to mount their required graduation exhibition at the end of the term (December or May) in which they successfully complete credit, distribution and other requirements for graduation.

On rare occasions, due to extenuating circumstances, a student may be unable to mount their graduation exhibition at the end of the term in which they have completed all other graduation requirements. If students find themselves in this situation and feel it necessary, they may petition to remain at MCAD for an additional term in order to complete requisite exhibition work. Senior Continuance forms will be made available to affected students during their interview with the Gallery Director. The fee for this continuance is \$2,241.00. This fee allows the student access to those academic support areas which would allow them to complete work for their graduation exhibition. If the student has an individual studio space at the end of the term in which they are supposed to graduate, and their petition is granted, the student may remain in the space for the duration of the additional term.

Approval of a petition is not automatic and the student must discuss specific access arrangements with the appropriate Academic Support Area Director prior to their acceptance. Continuance will only be allowed for one term. Individual Senior Project advisors are responsible for supervising the guidelines for the Senior Show and Presentation.

Incomplete grades

To receive an incomplete grade for a class, a student must obtain a Request for Incomplete Grade form from the Records Office, have the form signed by the instructor and the department chair and return the form to the Records Office before the end of the semester. The

student is responsible for making arrangements with the instructor for completing all coursework.

Reasons for requesting an incomplete grade include medical emergencies or other events outside the student's control. Lack of prior planning shall not constitute an emergency. Coursework is due to be completed and submitted to the instructor by the end of the fifth week of the following semester. Incomplete grades will lapse to "F" if not fulfilled (whether in or out of school). Under extreme circumstances, an instructor may extend an incomplete grade deadline. The Records Office must be notified of the extension in writing. Note: Students who are on academic probation may not request incompletes during their probationary semester.

INTENT TO GRADUATE FORMS

MCAD has two degree-granting dates following Spring and Fall semesters. All students must complete an Intent to Graduate form at the beginning of the semester in which they plan to complete their degree. It is the student's responsibility to have enough credits in order to graduate and to meet all other requirements. Graduates are reminded that diplomas will be withheld if the student has any outstanding fines, fees, balances or if all requirements have not been met.

INVOLUNTARY WITHDRAWAL

If a student is unable to function academically, or if the physical or emotional health of the student or others is endangered, the College has the right to separate the student from the College temporarily, and to help the student seek appropriate care.

JUNIOR REVIEWS

Every BFA student is required to have a Junior Review after accumulating 60 credits. The Review is an opportunity for students to present work to a group of faculty for discussion and direction. Students will not be permitted to take advanced level courses in their major

until they have passed Junior Review. Failure to pass Junior Review after two attempts will result in dismissal, regardless of GPA.

MERIT SCHOLARSHIPS

An MCAD Merit Scholarship competition is held each spring. Awards are based solely on the merits of student work. Each department publishes rules and deadlines. Students who wish to participate in the Merit Scholarship competition should obtain regulations from their department chair and reserve space for their entry with the Academic Services Office.

MID-SEMESTER DEFICIENCIES

MCAD notifies students of deficiencies in academic performance at mid-semester. Notices are placed in student mailboxes. Students are encouraged to contact the instructor immediately and take steps to remedy the deficiency.

If a student has two or more deficiencies at mid-semester, they must meet with the Assistant Director of Student Affairs. This meeting is designed to help the student analyze the problem and make realistic plans to remedy the situation and succeed in school.

progress to degree (CREDIT EVALUATION WORKSHEET)

A Credit Evaluation Worksheet for each degree-seeking student is kept on file in the Student Affairs Office. The card lists the student's major, advisor's name, class year, total credits earned toward graduation, and cumulative GPA. Worksheets are updated once per semester.

READMISSION

Students who have withdrawn from school but return within five years need to file a Readmission Information form with the Records Office. Students are responsible for fulfilling the graduation requirements in force at the time they are readmitted, rather than requirements in effect at the time of first admittance. Students who have

not attended MCAD for more than five years must reapply to the Admissions Office.

Students whose cumulative grade point average was below 2.0 at the time they stopped attending MCAD, and students who were suspended because of disciplinary infractions of the Code of Conduct or other MCAD policies must appeal to the Student Appeals Review Board for readmission. These students should make an appointment to talk with the Vice President of Student Affairs to begin the readmission process.

SATISFACTORY ACADEMIC PROGRESS POLICY

Each student bears the responsibility of maintaining satisfactory academic progress and seeking help if they are having difficulty doing so. In order to maintain satisfactory progress, students must meet the following criteria:

1] New students who do not receive a GPA of 2.0 in their first semester will be academically dismissed and must appeal to the Student Appeals Review Board in order to receive a probationary semester.

2] Continuing students whose cumulative GPA falls below 2.0 will be placed on academic probation for the following semester. The student must achieve a GPA of 2.0 in that following semester to avoid dismissal and then will have one additional semester to bring their cumulative GPA to a minimum of 2.0. If these terms are not met, the student will be dismissed.

3] Continuing students who have a cumulative GPA greater than 2.0 but earn a semester GPA of less than 2.0 will be placed on academic probation for the following semester. If the semester GPA in the subsequent semester again falls below 2.0 the student will be dismissed.

4] In addition to the GPA requirements, students must also complete at least 60% of credits which they have attempted or they will be dismissed. Credits attempted include those registered credits with grades of "A" through "D" and "P". Incompletes, No Grade reported, Withdrawals and "F"s are also

counted as credits attempted, but are not counted as credits earned. To maintain satisfactory progress, students should register for a credit load they believe they can satisfactorily complete.

Students who are not making satisfactory academic progress will be sent a letter from the Registrar. Upon receipt of such a letter, students are expected to arrange a meeting with their faculty advisor. The Vice President of Student Affairs, Learning Center Director, faculty and advising staff are also available to discuss problems and help students develop strategies to deal with unsatisfactory academic progress.

FINANCIAL AID REQUIREMENTS

Federal and State regulations require that all financial aid recipients maintain satisfactory progress and advance steadily toward completion of their degree. Students at MCAD who receive financial aid from any federal, State and/or MCAD institutional programs must meet the minimum standards of academic "good standing" in order to continue receiving aid.

1] Students may repeat a class in which they have not received a grade of "C" or better, but will not receive credit toward financial aid eligibility for that class if they take it more than twice. Grades and credits for both classes will be used in all calculations.

2] A student's entire academic record at MCAD will be considered when determining financial aid, even periods where the student did not receive financial aid.

3] A student may receive financial aid for a maximum of 168 credits attempted, for up to fourteen semesters of full time enrollment.

4] Juniors and Seniors with a cumulative GPA of less than 2.0 may not be eligible to receive any financial aid, regardless of probationary status. A student will regain eligibility once their cumulative GPA is 2.0 or better.

If you have questions or concerns about financial aid, please contact the Financial Aid Office.

Appeal procedure

Students who have been terminated from financial aid or from attendance at MCAD have the right to appeal for reinstatement because of:

- 1] undue hardship or
- 2] special circumstances or
- 3] injury or illness

The appeal and hearing procedure is outlined in the "Student Appeals and Grievances" section.

Students who have been readmitted to MCAD through the appeal procedure will be placed on probation for that semester and will be evaluated at the end of the semester for appropriate academic progress.

TRANSFER CREDITS

Students who enter MCAD's BFA program from other institutions may transfer up to 75 semester credits. Students who enter MCAD's BS program may transfer credits as determined on an individual basis by the program director. To transfer credits in studio work, students must submit a portfolio of their work to the Portfolio Review Committee. On the basis of the Committee's evaluation and an official transcript, credits are transferred or awarded. If a student feels that he/she is entitled to more credit than was awarded, the student may request a second portfolio review. Students who wish to appeal any decision on transfer credits should discuss the credits in question with the Admissions Office.

PORTFOLIO REVIEW FOR TRANSFER CREDIT

The portfolio review is the mechanism by which studio credits are transferred to MCAD. The Portfolio Review for Transfer of Credit Committee reviews studio work completed by students at other accredited post-secondary institutions for transfer to the MCAD degree

program. The Committee consists of faculty from each department and is chaired by an Admissions counselor. The Committee meets monthly. Reviews must be held within the first semester of a student's MCAD career or, in the case of a returning MCAD student, within the semester immediately following the course(s) taken at another institution. Students may resubmit work for reevaluation if necessary. Students should contact the Admissions Office for complete guidelines.

TRANSCRIPT REQUESTS & RELEASE OF RECORDS

Transcript requests are accepted by the Records Office as follows: an individual can send in a request for a transcript through the mail or they can come to the Records Office and fill out a transcript request form. Requests cannot and will not be taken over the telephone. All requests must be in writing and carry the individual's signature.

No one may request another's transcript unless they have the individual's written permission. Transcript requests will not be honored if the requester owes the College money and/or if the requester does not enclose the required transcript fee.

There are two types of transcripts. An official transcript copy is signed and dated by the Registrar and is placed into a sealed envelope addressed directly to the recipient. An unofficial transcript copy (i.e., one issued directly to the student) is identified as a student copy. Unofficial transcripts are issued free of charge to current students. Official transcripts cost \$5.00 each. Rush transcripts (including priority postage) cost \$10.00.

WAIVING REQUIREMENTS

Specific requirements may be waived with the approval of the student's advisor and department chair, or the Vice President of Academic Affairs. If first year requirements are waived, an equivalent number of credits must be earned in upper-department work and are added to the

upper-department credit totals. Waived requirements within one's major should be made up with other studio credits within that major.

Liberal Arts and studio credits are not interchangeable.

WITHDRAWAL FROM THE COLLEGE

Students who wish to drop all classes and withdraw from the College during a semester should schedule an appointment with the Vice President of Student Affairs and complete a Notification of Student Withdrawal form. The student should officially withdraw from the College before the end of the current semester to avoid receiving failing grades for that semester's work.

Students who stop attending classes for which they have registered without either formally dropping the classes or withdrawing from the College will receive a grade of "F" for each class not attended.

Students who plan to return to MCAD should mark the appropriate box on the Notification of Student Withdrawal form. This will enable the Records Office to send them registration information for the semester in which they intend to return.

ADVISING & REGISTRATION

ADDING OR DROPPING A CLASS

During the first 5 days of a semester, students may add or drop classes. The deadline for adding classes, and for dropping without a notation on a transcript, is August 29, 2003 for fall semester and January 16, 2004 for spring semester. No classes may be added after these dates.

TO ADD OR DROP A CLASS

- 1] Obtain an Add/Drop form from the Records Office.
- 2] If adding a class, a student must get the instructor's signature at the first class meeting. The student must then bring the form to the Records Office on the same day in which they added the class.
- 3] If dropping a class, a student should complete the form and submit it directly to the Records Office. An instructor's signature is not required.

ADDING A ONE-CREDIT CLASS

You can add a one-credit class during the first week the class is in session. If you are not a full-time student, you will be charged for the class. Financial aid will not be altered. You cannot change a one-credit class to Audit after the regular Add/Drop period.

Note: If the change in registration requires additional tuition payment (between 1 and 11 or over 18 credits), the student must bring their signed form to the Accounting Office and pay for additional credits. A Paid Fee Statement must accompany the Add/Drop form in order for the Records Office to process this change.

A class is officially added to the student's schedule and the student is included on the official class list only if the Add/Drop form is returned to the Records Office by the deadline. Students who miss the add deadline will not be allowed to attend or receive credit for the class. In addition, a portion or all of the student's financial aid may

be cancelled, health insurance may be cancelled, and the student may be considered less than full-time.

If a student wants to withdraw from one or more classes but continue attending at least one class, he/she should obtain an Add/Drop form from the Records Office and have it signed by their course instructor or the department chair in which the course is offered. Withdrawn credits are counted as credits attempted but not completed.

After November 14, 2003 and April 5, 2004, no withdrawals from individual classes are permitted. Students who wish to withdraw from MCAD completely, at any time during the semester, should see the Vice President of Student Affairs and complete an Official Notification of Student Withdrawal form.

Students who receive financial aid, veteran's funding or social security should check with the Financial Aid Office before confirming decisions to drop below full-time status or withdraw, as their funding may be affected. Students are also required to complete a minimum of 60% of all attempted credits.

ADVISING

Each student at MCAD is assigned an advisor who assists them in planning an academic program appropriate to their degree program and personal goals. Students may change advisors by filing a Change of Advisor Form.

Students are encouraged to seek advice and information formally and informally from faculty and staff members throughout the College, but the assigned advisor is ultimately responsible for advising students regarding courses and curriculum, and for approving course selections, schedules, petitions and other official documents.

Special problems and unusual circumstances should be referred to the Academic Advising staff in the Student Affairs Office. These advisors also provide information about off-campus study and are available to provide special assistance to first-year and international students.

Advising during the summer months is by appointment with the Academic Advising staff in the Student Affairs Office.

ADVISING FOR REGISTRATION

Approximately one week prior to the official College Advising Day, students are asked to come to the Records Office and pick up registration materials. A student's registration packet consists of a copy of their Credit Evaluation Worksheet, a Registration Worksheet, and a Course Catalog.

An appointment is scheduled for each student to meet with their advisor prior to registration. Together, they discuss course schedules, requirements, academic programs, alternative programs, educational goals, etc. An advisor's signature is required before a student is allowed to register.

The Course Catalog contains complete registration dates/times information. At their assigned time and date students submit a signed registration worksheet to the Records Office. Registration ensures a place on the class list if space is available. If a course is full the student's name may be placed on a waiting list, although they are often encouraged to select an alternate class. Students wishing to change their registration should contact the Registrar.

The Accounting Office will not allow a student to register if the student has any outstanding fines, fees, library books/fines, shop tools, Media Center equipment or other outstanding balances from the previous semester.

Students should be sure that all financial obligations to the College are fulfilled before the end of the semester. Students also will not be allowed to register without having shown proof of immunization.

AUDITING A CLASS

Individuals may opt to audit a course. No credit will be earned nor grade assigned. There will be a notation on the student's transcript noting that the course was audited. Matriculated undergraduates at MCAD may audit classes, but these will not count towards the fulfillment of their degree requirements.

Specific requirements and expectations are arranged by the instructor and the student. In general, tests, critiques and papers are not required. Tuition for audited classes is discounted from that of a class taken for credit. The decision to audit or earn credit in a class must be made before or during the normal add/drop period.

CLOSED CLASSES & WAITLISTS

When a course reaches the enrollment limit during registration students have the option to be placed on a waitlist. A waitlisted course will appear on the student's official student schedule. The Records Office will notify students of any change of status to their schedule.

If, at the beginning of the semester, a course still appears on the student's schedule as waitlisted status, the student must add the class during the official add/drop period. Refer to the process outlined in the section "Adding or Dropping a Class."

COURSE DESCRIPTIONS

Course descriptions are listed in the Course Catalog published each semester by the Records Office.

FINALIZING REGISTRATION

The MCAD registration process has three steps:

- 1] registration
- 2] paying tuition
- 3] picking up the paid fee statement

Students must pay tuition and fees, or be enrolled in a College-approved payment plan and go to the Accounting Office before they will be considered officially enrolled. Students must pick up their paid fee statement in the Accounting Office in person during final registration or they will be disenrolled.

Students whose tuition is not paid during final registration will be charged a late registration fee of \$75. Students are reminded that if they do not finalize their registration, their class schedules will be deleted. However, those students can have their schedules reinstated during the add period through the add process. They will be assessed a late fee of \$75.

ALTERNATIVE ACADEMIC programs

DISTANCE LEARNING

<http://online.mcad.edu>
online@mcad.edu

Distance Learning promotes the use of web-based education to support and enhance the College's existing curriculum. Experimental as well as practical and basic online courses may be taken by degree-seeking students, high school students interested in attending art school early, arts professionals, arts educators, and other life-long learners.

Currently, MCAD uses a course management system (CMS) called Blackboard™. Besides the opportunity to take fully online classes, students will find that many of their on-campus instructors use Blackboard to add interaction and other enhancements to their face-to-face classes. Distance Learning also enables faculty living in other parts of the country (or world) to teach classes in specialized topics. Students who are on Mobility or Study-Abroad programs may take online classes in order to keep up with their requirements and credit loads. Online courses provide flexibility for students who are juggling education, work and other responsibilities.

INDEPENDENT STUDY

Independent Study is a special opportunity for qualified students to do supervised work for credit in areas of interest not available to them through MCAD's scheduled course offerings. The program requires tutorial supervision by a faculty member as well as independent work.

Any full-time faculty member may serve as an independent study sponsor, but is not required to do so. The faculty member must be convinced that the proposed work is the equivalent of a three credit course in both

content and substance. An instructor may sponsor a maximum of three students per semester under this program.

ELIGIBILITY

- Junior or senior status
- Minimum cumulative GPA of 3.0
- Limit of one Independent Study per semester (maximum of 12 credits)
- Limit of two Independent Studies during summer session
- Prior competence in the area under investigation (if applicable)

APPLICATION procedure

A student should select a faculty member who is willing to work with them as a sponsor. The faculty member must have an appropriate level of competence in the area of interest and be able to serve the student in a supervisory and tutorial capacity. Together, the student and sponsor plan a course of study. The student then may obtain an Independent Study Application from the Registrar. The student and faculty sponsor complete and sign the form, which must then be signed by the Department Chair. The student submits the form to the Records Office during the official registration period.

INTERNSHIPS & EXTERNSHIPS

MCAD students have completed internships all over the United States and in different parts of the world. It is an excellent chance to affirm career goals and gain experience while building professional relationships. Students work with established professionals, applying their technical and creative skills to real world projects. Unique to the Bachelor of Science: Visualization degree program, externships are semester-long, full-time, paid internships. With the assistance of the Career Services Office, students are encouraged to find opportunities most relevant to their own professional goals.

Design, Media, and Furniture students are required to complete 3 internship credits. Bachelor of Science students are required to complete 6 internship credits and a 15-credit externship. Fine Arts students are not required to complete an internship, but are strongly encouraged!

Students must attend an internship informational workshop to begin the internship process (offered 3-4 times per semester, watch for notices!).

See <http://www.mcad.edu/careers/> for eligibility and requirements.

MACALESTER COLLEGE

Full-time sophomores, juniors and seniors may take liberal arts classes at St. Paul's Macalester College. Students may take no more than one course per semester and cannot register for a Macalester course that MCAD offers. Once a student has selected a class from the Macalester course catalog (available in the Records Office), the student must get approval from his/her faculty advisor and the Registrar. Next, the student must complete a cross-registration form in the MCAD Records Office and verify that the class is available. Students must follow any Macalester requirements concerning course prerequisites, class attendance, grading procedures and examinations. Tuition and fees are based on MCAD charges. No additional tuition is charged if your total credit load does not exceed 18 credits. Contact MCAD's Records Office for further information on the Macalester exchange program.

OFF-CAMPUS STUDY PROGRAMS

MORRISON BUILDING: ROOM 107
612-874-3738
M - F 8:30am - 4:30pm

MCAD offers a wide variety of exciting opportunities for students to study off-campus. Programs include:

- The Arnhem Institute for the Arts (Arnhem, Holland)
- Bauhaus Universität (Weimar, Germany)
- University of Brighton (Brighton, England)
- Burren College of Art (County Clare, Ireland)
- Central Saint Martins College of Art and Design (London, England)
- Florence Honors Program (Florence, Italy)
- Glasgow College of Art (Glasgow, Scotland)
- Mobility (U.S., Canada and Japan)
- New York Studio Program (New York City, NY)
- Pont-Aven School of Art (Brittany, France) summer only
- Sozoshia College of Art and Design (Osaka, Japan)
- Venice Honors Program (Venice, Italy)

Students interested in off-campus study should contact the International Programs Coordinator in the Student Affairs Office. Application requirements vary by program. (No student who is on disciplinary probation may apply to participate in the above programs until they have been off of probation for at least one semester).

POST SECONDARY ENROLLMENT OPTIONS PROGRAM

The Post Secondary Enrollment Options program (PSEO), sponsored by the State of Minnesota, enables highly motivated and mature high school seniors to attend college before graduation from high school. They may take up to six credits in the Foundation Studio program. PSEO students must maintain a 2.0 grade point average and are not eligible for on-campus housing. PSEO students, like all MCAD students, must attend regularly and be on time. If they miss three classes or are consistently late, they will be dropped from enrollment. PSEO students must have completed admissions and advising procedures prior to the first day of the semester. Complete information regarding the PSEO program can be obtained from the Admissions Office.

STUDENT-AT-LARGE

The Student-at-Large program offers people in the community an opportunity to take regular daytime classes without pursuing a degree. Classes are open on a

space-available basis, after the regular degree-seeking students are registered for the semester.

Students-at-large should go to the Records Office on the first day of the semester and ask for an Add/Drop form. The student should attend the first class session and ask for the instructor's permission to take the class. If the instructor allows the student to enter the class, the student must take the signed Add/Drop form to the College Accounting Office and pay tuition. The student will then bring proof of payment (a pink fee receipt) to the Records Office, and the student's name will be added to the official class list.

Students-at-large must have an official high school or college transcript sent at the time of registration. If the course desired is an upper-department class and has a prerequisite, the student must also receive approval by the instructor on the first day of class. If a student-at-large receives a GPA of less than 2.0, the student will not be allowed to re-enroll as a student-at-large in any subsequent semester.

Students-at-large are charged a per-credit tuition amount plus the student activity fee. Students-at-large are not eligible for financial aid. There is no limit on the number of credits a student may take through the Student-at-Large program. If the student later decides to pursue a degree at MCAD, these credits will be applied to the BFA degree. Students may call the Records Office for further information. Students-at-Large may also audit courses.

SUMMER SCHOOL

During summer session, MCAD students can continue to pursue their BFA degrees by selecting from a range of liberal arts, design, fine arts and media arts classes and workshops conducted during daytime and evening hours. For further information, contact Continuing Studies at 612-874-3765.

TUITION & FINANCIAL AID

FINAL REGISTRATION

Students must validate their registration by obtaining their paid fee statement in person. This statement serves as a receipt for the semester, and is the procedure for confirming that each student is enrolled for the term.

A late registration fee of \$75.00 is charged to those students who do not complete Final Registration before the first day of the semester. If there is a conflict with attending Final Registration during the dates scheduled, students need to contact the Accounting Office prior to these dates to make arrangements for completing the process. Students may lose their classes if they do not complete Final Registration before the end of the add/drop period.

TUITION POLICIES

MCAD charges undergraduate students one price for 12 to 18 credits and a per credit surcharge for credits over 18. Students enrolled for less than 12 credits also pay the per credit rate. Graduate students, students-at-large, auditors and alumni pay on a per credit basis.

A Cost Sheet, which lists the cost of tuition and fees for the current school year, is part of a packet sent to all currently registered students in June and December. A student's estimated bill for the upcoming semester is also included in this packet. Tuition and fees are calculated on the basis of pre-registered credits. Credits in waitlisted status are not included in the billed calculation. If the number of registered credits reflected on the estimated bill differ from the number of credits that will be taken the tuition charge may need to be recalculated. Please use the Cost Sheet to determine the correct amount due, or contact the Accounting Office for assistance. Please note that a change in credits may also effect financial aid eligibility.

Payment of tuition, fees and on-campus housing, less estimated financial aid, is due approximately two weeks prior to the start of the semester. MCAD offers an optional monthly payment plan through Key Education Resources. For information regarding the monthly payment plan, please contact the Accounting Office.

Private student loans are available to students. Please contact the Financial Aid Office for information regarding private loans. A loan must be approved by the lender, prior to the tuition due date, in order to be considered in the calculation of the amount due by that date.

A statement of account is mailed once monthly when there is a remaining balance on the student's account. If a student leaves MCAD with a balance due, or if there is a remaining balance at the end of a semester, the student's account is considered delinquent. In this case, a notification of delinquent status will be included with the monthly statement.

Within thirty days from notification of delinquency, the student must pay the balance in full or must arrange with the Accounting Office a plan of payment satisfactory to MCAD. If neither occurs, or if payments are not made in accordance with the arrangement made, the entire balance will be immediately due and payable and MCAD has the right to take steps to collect the balance including but not limited to the following: withholding course grades, academic transcripts and diploma until the balance is paid; turning the student's account over to a collection agency; and taking legal action. The student will be charged and held liable for all interest, collection fees and costs of litigation, including attorney's fees, incurred by MCAD in the collection of the debt.

Congress has passed new legislation requiring all colleges to provide in-person or videotaped entrance counseling to first-time Stafford Loan or Supplemental Loan for Students (SLS) borrowers. This counseling must

take place prior to the release of the first disbursement of the first Stafford or SLS loan made to the borrower at this College. In order to comply with these regulations, the Financial Aid Office will be showing a twelve-minute video and answering questions at Orientation each semester. All first time borrowers will be required to sign a statement indicating that they have attended this session; this statement must be submitted to the Accounting Office before loan funds can be disbursed.

REFUNDS OF EXCESS FINANCIAL AID

Refunds of financial aid, in excess of the amount due for the semester, are generated once sufficient funds have been received to create a credit balance on a student's account. Refund checks are first generated approximately the third week of the semester. A student is notified once a refund check has been generated. Checks can be picked up from the Accounting Office during business hours. Advances on anticipated refunds are not given. However, a student may apply any amount of an anticipated refund to an account with the Art Cellar. This account, once opened, can be used beginning the first day of the semester to purchase books and supplies.

REFUND POLICY FOR STUDENTS WHO WITHDRAW DURING THE ACADEMIC YEAR (FALL & SPRING SEMESTERS)

The date a student files a Notification of Student Withdrawal Form determines the amount of tuition and fees that will be refunded; the later the student withdraws, the smaller the refund*. The Accounting Office calculates and determines all refund amounts including financial aid which will be canceled or prorated as required by the different grant, loan and scholarship programs. All refund amounts are also subject to deductions for money owed to the College. Refunds are not given for application fees, health insurance, or transcript fees. For housing refunds see the housing contract. Refunds of any amount due to the student are paid by check and will be processed in a timely manner. If

you have any questions see the Accounting Office or the Vice President of Student Affairs.

**Because financial aid is also recalculated and reduced based on the date of withdrawal, a balance due could potentially result.*

REFUND POLICY FOR STUDENTS WHO AUDIT CLASSES OR ATTEND THE STUDENT-AT-LARGE program

No refunds will be given after the add/drop period.

REFUND SCHEDULE

MCAD has adopted the Federal Return of Title IV Aid formula which was mandated by the Reauthorization of Higher Education Act of 1998 as its institutional tuition refund policy. This formula is applicable to any student who withdraws from all classes on or before the 60th percentage point-in-time of the semester. Students who withdraw after the 60th percentage point-in-time will be not eligible for a refund of charges. The percentage of refund a student may be eligible to receive is based on the following formula: $(\text{Days remaining in the semester} / \text{Day in the semester} = \text{Percentage of Tuition Refund})$.

RETURN OF FUNDS FOR FINANCIAL AID RECIPIENTS

Since financial aid is usually disbursed early in the term, withdrawal before the 60th percentage point-in-time means that a student has not earned 100% of the aid the student was paid. Therefore, the student has unearned aid which must be returned to the federal programs in an order prescribed by the U.S. Department of Education, who oversees all Title IV financial aid programs. The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term.

This return policy applies to the Federal Pell Grant, Federal SEOG, Federal Stafford Loans and Federal Parent Loans. Minnesota State, MCAD and privately funded financial aid refunds are calculated on a proportional

basis. The proportion is calculated by dividing the amount of each program's aid received by the amount of non-federal financial aid received. The College may have an obligation to return loan and grant funds that were applied to the student's account. The student may have an obligation to return funds that were refunded to the student. When the College returns funds that were applied to the student's account, a balance due may result. The student will owe that balance to the College.

Students who do not officially withdraw and subsequently receive grades of F in all their classes will retroactively have their financial aid recalculated based on the assumption that they ceased attendance at the mid-point of the semester (50%). This could result in a substantial balance due to the College.

It is important that students contact the Accounting Office if they have questions regarding this policy.

WORK-STUDY PAYCHECKS & EMERGENCY LOANS

Paychecks for work-study hours are to be picked up from the department or supervisor for whom the work was completed. Emergency loan checks, once approved by the Student Affairs Office, are requested from the Accounting Office. They may take three to five days to process once they are requested. They may be picked up from the Accounting Office during regular business hours.

STUDENT RESOURCES

DRAWING CO-OP

During the academic year, MCAD Continuing Studies sponsors a Life Drawing Co-op on Monday nights from 7-9 pm in the Morrison Auditorium M108. Each session is free for MCAD students; \$4.00 for MCAD alumni, faculty and staff; and \$5.00 for the general public. For more information call 612-874-3765.

EMERGENCY & PAY PHONES

There are direct lines to MCAD Public Safety in each elevator and outside the After-Hours Access door to the Public Safety Desk. Dial 555 from any on-campus phone or designated emergency phones in the Morrison lobby, Media Center hall, Printmaking studio, and 3D Shop for immediate Public Safety assistance. Pay phones are located near the Public Safety Desk, next to the Art Cellar, on first floor Main next to the elevator, and on 3rd floor north Main near the restrooms. Inquiries about on campus residential phones should be directed to the Housing Office.

FACULTY MAILBOXES

Faculty mailboxes are located in the Main Building Mailroom. Faculty may also be contacted via electronic mail. Email access is available to all students in the Library and Computer Center.

FIRST AID SUPPLIES

The Public Safety Office, 3D Shop, Printmaking Studio, Media Center, Student Affairs, and Occupational Health and Safety all have basic first-aid supplies. First-aid supplies are also located in Resident Assistant apartments in campus housing. Pain relievers and cold medicine are available for purchase in the Art Cellar.

HEALTH INFORMATION

Information about a wide range of health-related topics is available in the brochures rack next to the Art Cellar and

in the Student Affairs Office. Information on health hazards in the arts is available from the Occupational Health and Safety Office.

MCAD does not have health service facilities on-campus, other than the counseling psychologist. The Student Affairs Office can provide referrals when you need medical care and can answer questions about your insurance coverage. The Health Care Resources brochure, available in the Student Affairs Office, offers a list of nearby low-cost medical services, dentists and mental health services.

I.D. CARDS

An MCAD student I.D. card entitles students to membership benefits at the Minneapolis Institute of Arts—including discounted admission to lectures, films, exhibition openings and other events – as well as discounts at numerous businesses. A student I.D. card will be issued to each student when they have completed final registration for their first semester. Only one card is issued to each student during their time at MCAD; additional cards issued for any reason cost \$5. If you did not receive a student I.D. card, come to the Public Safety Office located in the Main lobby. In order for their ID to be valid, students must also have a current paid fee statement. Students must present an MCAD I.D. to gain access to the academic buildings after hours.

LOCKERS

Student lockers in specific technical areas (Media Center, Printmaking, 3D Shop, etc.) are monitored by those areas – check with that area for their locker policy. A limited number of coat lockers (Morrison basement hall) are available each semester on a first-come/first-served basis. Locks are not provided. Lockers must be emptied as notified by Academic Services. Immediately after the end of the spring and summer sessions, all lockers are thoroughly cleaned, locks clipped if necessary, and the contents discarded.

LOST & FOUND

Lost and Found is located at the Information Desk in the Main Building. For items lost outside on the grounds, check the Lost and Found at the Children's Theatre (612-874-0500) or the Institute of Arts (612-870-3046). Items held at MCAD will be discarded after 30 days.

MAIL

MCAD students are strongly discouraged from having personal mail or packages sent to MCAD. Personal mail should be sent directly to their place of residence, whether off-campus or on-campus student housing.

Outgoing stamped mail can be brought to the mailroom located on the 2nd floor of the Main Building or to the US Postal Service mailboxes outside of the Main Building. If you need assistance, the mailroom is open and staffed from 8:30am to 5pm Monday-Friday. Postage stamps are available for sale in the Art Cellar. MCAD also has two U.S.P.S. mailboxes located under the skyway. Pick-up is at 4:30pm Monday-Friday and Saturday at 10:00am.

Personal packages may be sent via UPS or Fed Ex on a cash basis only. The freight charge must be paid at the time of shipment. Checks are the preferred method of payment.

MAILBOXES

Student mailboxes are provided for official and personal communications with students. Mailboxes are located in the main floor corridor of the Morrison Building outside of the Art Cellar. These are not locking boxes; do not leave anything valuable in them. Notices of special events, policy changes, telephone messages, deadlines, and meetings may be placed in mailboxes.

Students should check their mailboxes daily. The mailbox is an important communication link between students and the College and related organizations such as the Student Advisory Council. Each student is responsible for knowing all information delivered to his or her mailbox.

MCAD'S COMPUTER & INFORMATION NETWORK

All students registered in an MCAD degree program receive a MCAD email address, mailbox, and student server account. Other student computer user accounts are established as necessary, based on a student's course schedule or academic need. Student computer accounts are established, maintained or closed each semester based on a student's registration status for the upcoming semester.

EMAIL usage

Email is used by College/administrative offices as the official means of communicating with the student body. Official College announcements regarding policy, classes, registration, deadlines, etc. are delivered via email. Messages containing official College information will include "Official" in the subject field of the message. Therefore, students are expected to check their email frequently and are held responsible for all official College information communicated to them via the email system. Misuse or misrepresentation of "Official" communications by students will result in disciplinary action.

NETWORK-SYSTEMS use & privacy

MCAD's computer network, workstations, servers and software are the property of MCAD and are provided to support the operation of the college. Use of network, equipment or services for personal business or profit; to attempt unauthorized access to user accounts, workstations, servers, networks or other attempts to disrupt services on MCAD's local network or other sites on the Internet is not permitted. Usage violation may result in loss of user account/s, suspension, immediate dismissal and/or criminal and civil penalties as outlined by Federal, State and local statues. The College also has the right to discontinue the email access of any student who misuses their privilege by sending abusive, intrusive and/or offensive email to any student, faculty or staff member.

Personal file security on the computer network, email and file servers are not guaranteed by MCAD. Network services should be treated as public domain and items that are of a sensitive and/or personal nature should not be conducted via email.

The College has a long history of providing open access to all students using its email system. Very few other colleges provide students access to an "All" message, thus avoiding a range of possible abuses. In order to maintain MCAD's open environment we must be self-regulatory and sensitive to others regarding the content of our emails. Please be respectful to the entire community before you push "send."

MEDICAL EMERGENCIES

Emergency medical care is available at nearby emergency rooms listed below. If ambulance service is required, call 911 and then contact MCAD Public Safety (874-3555). If ambulance service is not required, transportation to the emergency room is available through the taxi service sponsored by student activities fees. Taxi vouchers can be obtained at the Public Safety Office.

Abbott Northwestern Hospital Emergency Room
800 East 28th Street at Chicago (entrance on 28th)
612-863-4233

Hennepin County Medical Center
701 Park Avenue
612-347-3131

MESSAGES

Urgent telephone messages for students may be given to the staff of the Student Affairs Office (612-874-3738). They will write out the message and put it in the student's mailbox. It is the student's responsibility to check their mailbox daily. Students should also check their electronic mail on a regular basis.

MINNESOTA I.D. CARDS & DRIVER'S LICENSES

Minnesota I.D. cards make it easier for out-of-state residents to cash checks. Students who want to obtain a Minnesota driver's license or picture identification may do so at the Minnesota Department of Public Safety, Driver and Vehicle Services in St Paul. For more information call 651-296-6911 or visit www.dps.state.mn.us/dvs.

PARKING

Free parking for students is available on the second and third levels of the parking ramp and in the lot at 25th Street and 3rd Avenue. Students who wish to park their vehicles overnight in the MIA ramp must obtain a Parking Permit from the Public Safety Office. There is no charge for these permits. Overnight parking is only allowed on the third level of the ramp. Cars parked overnight on the first and second level of the ramp or parked illegally will be towed. Public Safety will enforce all parking regulations as posted on MCAD property.

PHOTOCOPYING

There are two copy machines in the Main Building, one on the second floor and one on the third. One is coin operated and the other is coin/card operated. The Library also has a coin/card operated copy machine. The cash charge per copy in all machines is ten cents; with a card, it is seven cents. Cards in various dollar increments to operate copiers may be purchased at the Bookstore.

ROOM SCHEDULING & USE OF SPACE

Students who wish to use classroom space outside of class hours, but while the buildings are open, may submit proposals to Academic Services Office. Students who wish to use the auditoriums must first obtain sponsorship by a current staff or faculty member.

STUDIO SPACE

MCAD provides a limited number of individual work spaces for students in areas designated for painting, sculpture, design, and graduate studies. Studios are awarded anew

each year. Assignments are based upon a student's declared major, class schedule, and number of earned credits, with priority given to seniors. Full-time status and a minimum of 30 cumulative earned credits are required in order to be eligible for space. Studios are monitored by Academic Services. Requests for studio space should be made with Academic Services during Registration in the spring of each year. Generally, assignments are issued during the first week of the fall semester.

Academic Services reserves the right to reassign any studio that is unused or misused, as per the posted studio guidelines. Students must clean and vacate their studios by the deadline selected by Academic Services (end of spring semester), or they may be fined a minimum of \$50. All work and materials remaining will be discarded immediately after the last day of class. Policies for these areas are coordinated by Academic Services, Department Chairs and the Safety Coordinator.

TAXI SERVICE

A portion of student activities fees go to fund a free taxi service with Yellow Taxi Service Corporation. MCAD students can obtain a taxi voucher from the Public Safety Office. The taxi voucher worth up to \$5.00. Charges beyond the \$5.00 limit must be paid by rider. The voucher is only valid after dark and is non-transferable. The number of vouchers a student can receive each semester is limited. All voucher rides commence at the MCAD Main Building and the destination must be a private residence.

WALKER MEMBERSHIP PROGRAM

A portion of student activities fees are used to purchase group memberships to the Walker Art Center located at 725 Vineland Place, Minneapolis (612-375-7622). The membership card entitles the user to various benefits such as free admission, and discounted event tickets.

The Student Affairs Office distributes the membership cards to MCAD students, faculty and staff for 24-hour periods and weekends. If the pass is not returned by the next working day, the user will not be able to check out the pass for a one week period. Each subsequent day results in an additional week of suspension. On the third day, a \$5.00 fine is charged in addition to suspension. Beyond day three, an additional \$5.00 is charged. Beyond day seven, a lost pass fee of \$25.00 is charged. Check-out privileges remain suspended until all charges are cleared.

Use of the card implies that the user understands that MCAD assumes no liability for the card user's health, safety or welfare while at the Walker Art Center or while traveling to and from the Walker.

CAMPUS POLICIES, RIGHTS, & REGULATIONS

AIDS STATEMENT

The Acquired Immune Deficiency Syndrome (AIDS) is a major challenge to our society and to our medical and educational institutions. AIDS is an infectious disease, spread primarily by sexual contact, needle sharing or through exchange of semen or blood or its components. Sexually active persons with multiple partners and intravenous drug users are groups of people considered to be at highest risk of contracting the disease. Because there is no evidence that the AIDS virus is contracted through ordinary, everyday contact, there is no reason to exclude students with AIDS or carriers of the virus from campus academic, social or residential areas and activities.

MCAD students who have or suspect they have an AIDS-related condition may contact the Vice President of Student Affairs. When a student has AIDS or the presence of the AIDS virus, the College will provide necessary support though information and referral to appropriate medical and counseling services. All information concerning an infected person will be treated in an appropriate and confidential manner. Non-discrimination policies currently in effect in the areas of employment, admissions, financial aid, housing and student records will be followed for any College student who is known to have AIDS or be infected with an HIV virus. Should administrative decisions with respect to participation in College activities by any student with AIDS or an AIDS-related condition become necessary, they will be made on a case-by-case basis by appropriate administrative officers in consultation with medical experts. There will be no restriction of access to College facilities or common areas, unless reasonable limitations clearly need to be made.

ALCOHOLIC BEVERAGES POLICY

Alcoholic beverages may not be sold, served or consumed on the MCAD campus except in conformance with all applicable state laws. Alcohol may not be served at receptions. [The only exceptions to this policy are occasional events approved by the President]. Selling alcoholic beverages in College apartments in any way (including price-for-admission basis) is against state law and MCAD policy. In no case may alcoholic beverages be served to individuals who are not of legal age or who appear to be intoxicated. Since the majority of students who live in campus housing are not of legal drinking age, all consumption of alcohol in College apartments is discouraged. If an individual appears to be intoxicated while on campus, Public Safety should be notified immediately. Rules and sanctions regarding alcohol in on-campus housing are listed in the Housing Handbook. Students who violate the College alcohol policy will be subject to appropriate disciplinary action, up to and including eviction from College housing, suspension or expulsion from MCAD and/or prosecution in the courts.

ANIMALS ON CAMPUS

Because of maintenance problems, damage and distractions, no unauthorized animals other than those assisting the disabled are permitted in College buildings.

BUILDING HOURS & BUILDING SECURITY

MCAD is part of a central urban neighborhood in which liberal access to the academic buildings must be balanced with concern for the safety and security of the MCAD community.

The MCAD Public Safety Department has officers patrolling campus and monitoring building cameras and alarms 24 hours a day. There is also an MIA Security Guard in the parking ramp for key hours of ramp operations.

In addition to the patrol officer, a Public Safety Officer staffs the Information Desk located in the Main Lobby 24

hours a day. Students are allowed 24 hour access into the academic buildings with an MCAD photo I.D. To obtain access after the buildings are closed and secured, press the telephone button located outside of the east gallery door of the Main Building. A Public Safety Officer will provide access, request to see your MCAD I.D. and have you sign in. When leaving, you must sign out at the desk.

Student guests are welcome in the academic buildings with the following stipulations. A student can bring in a maximum of two guests after hours without any prior approval. If a student would like to bring in three or more guests, this must be authorized in advance prior to 5pm by the Public Safety Office for the night that the student is requesting access. Stop at the Public Safety desk to complete the form or e-mail Public Safety with the request. Students can fill out this authorization form up to one week in advance. The guests must have photo identification, be accompanied by a student at all times and must sign in at the desk. Although the building hours allow 24 hour access to enable students to work, students are not allowed to use the academic buildings as a living space.

For both safety and security reasons, students are urged not to work alone, particularly at night. The last person to leave an area should shut off the lights and secure the doors. If you need assistance with this, call MCAD Public Safety. (See section titled "Emergency and Pay Phones" for information and location of emergency phones).

BULLETIN BOARDS & POSTING POLICY

Bulletin boards and other areas designated with a blue border in the buildings may be used for posting notices. Persons posting notices must provide their own push pins (staples are not allowed) and are responsible for removing them. Notices must be dated (one-week limit) to avoid early removal by Academic Services staff. Boards designated for specific purposes/departments should not be used to post notices.

GUIDELINES FOR POSTING:

- The source of the posting must be attributable (i.e., name of student, organization, class, etc.).
- Postings are valid for approximately one week.
- Areas for posting will be maintained by Academic Services.

SPACES DESIGNATED FOR GENERAL POSTING:

- east hallway, off of Morrison lobby
- bulletin board adjacent to skyway/Art Cellar
- bulletin boards in vending lounge
- brick walls adjacent to south elevator (floors 1 - 4)
- brick walls adjacent to north elevator (floors 3 and 4)
- all general posting areas defined with a blue border

Posting areas are not used to exhibit artwork. Exhibition space may be reserved through Academic Services.

CAMPUS SECURITY

The safety of all members of the campus community is of vital concern to MCAD. The Annual Campus Security Report is available in the Public Safety Department. This report includes campus crime statistics for the most recent three-year period and a broad range of institutional policies concerning campus security. These policies pertain to crime prevention, the reporting of crimes, and other important topics. A full copy of the report can be found at www.mcad.edu/campussecurityact. You may also obtain a copy of this report by contacting the Public Safety Office.

CHEMICAL DEPENDENCY

MCAD is a drug-free campus. Students who are concerned about their own chemical use or the chemical use of family members, friends or other students are strongly encouraged to seek help from the Counseling Psychologist or the Vice President of Student Affairs. Chemically dependent students who abuse drugs or alcohol can be referred to a variety of treatment options. Treatment and assistance is MCAD's preferred approach to dealing with students who realize they have a problem, and need help. However, students who distribute or sell drugs on-campus

will be expelled. Students who possess or abuse drugs on campus may also face disciplinary action, up to and including expulsion.

DAMAGE

Damage caused in any buildings to furniture, apparatus, or other property of the College will be charged to the person(s) known to be immediately responsible. Any damage, vandalism or loss should be reported to the Public Safety Office.

DATA PRIVACY

MCAD designates certain information about its students as Directory Information and may release this to any person or organization in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), as amended. Release of data other than this directory information is made only upon the request of the student or former student. Any student has the right to refuse disclosure of her public information while in attendance at MCAD. A student who chooses to have their directory information withheld must notify the school in writing. The College will generally honor a student's request to withhold information however the student should carefully consider the consequences before requesting this withholding. Sometimes when a student requests all information about them to be withheld, it can result in problems outside the student's control. The College is not required to notify students when information is placed in their files.

Students are entitled to review and make copies of their educational records within 45 days of their request, with a few exceptions. Students wishing to view their educational records must contact the Records Office. Students have the right to challenge content of the educational record, as outlined by FERPA. Transcripts are issued to individuals and authorized third parties with the stipulation that the record not be distributed further without the written consent of the student. The College is

required to obtain individual consent prior to the disclosure of personally identifiable information, except those specifically noted in the statute 20 U.S.C. § 1232g(b).

For complete notification of rights under FERPA for MCAD students, please contact the Records Office.

DISABILITY SERVICES

MCAD is committed to providing reasonable opportunity and equal challenge for qualified students with disabilities.

Support services for students with disabilities are available through the Student Affairs Office. Students are encouraged to contact this office when requesting services by calling 612-874-3738 (voice), or 612-874-3800 (TDD). Special accommodation requests must be made at least one month before the beginning of class. A sample of these accommodations might include information and referral, registration assistance, interpreters, physical access accommodation, and modified testing arrangements. Appropriate documentation (not older than three years) may be required to assist in planning for these services. Handicapped parking is available on the first level of the parking ramp on 3rd Avenue, and on the driveway near the MCAD Gallery.

Persons with disabilities have a right to equal opportunity as prescribed by law. MCAD is responsible for creating a barrier-free environment, while empowering students to grow toward independence and self-assertion. It is the individual student's responsibility to make their needs known and request assistance.

HEALTH INSURANCE

All MCAD students are required to have some form of health insurance. MCAD offers a minimal, but fairly comprehensive accident and illness health insurance plan. You are automatically enrolled in the College's health insurance plan unless enrollment is waived in writing and

you have coverage through an individual, family or employer policy. Students who select the MCAD insurance plan will be provided with coverage on a secondary policy, meaning that if you are covered under any other policy, the MCAD insurance policy will cover only what the other policy does not. Summer coverage is recommended and available on a voluntary basis only by mailing the Optional Coverage Enrollment Form along with payment directly to the insurance company.

The basic plan has a maximum benefit of \$50,000. An optional Catastrophic Medical Benefits plan is available that raises this limit to \$250,000. This optional policy and other options (summer coverage, dependent coverage) are described in the plan brochure.

IMMUNIZATION REQUIREMENTS

Minnesota statute 135A.14 requires all college students to show proof of immunization for measles, mumps, rubella, tetanus and diphtheria. Students enrolling at MCAD for the first time must submit proof of immunization prior to or at the time of final registration in order to register. This information is required to be submitted only at the time of the initial registration of a student; it does not have to be updated each year. However, students who do not provide proof of immunization may not enroll. For further information or a Record of Immunization form, contact the Student Affairs Office.

LOSS OR DAMAGE OF COLLEGE EQUIPMENT

Any person who borrows equipment or other items from the Library, Media Center, 3D Shop, Academic Services or other MCAD facility will be responsible for repairs or replacement costs if the articles borrowed are lost or damaged while in his/her possession.

LOSS OR DAMAGE OF STUDENT WORK

The College cannot be responsible for any loss or damage of student work or possessions. Students who leave artwork, materials or tools in the College do so at their own

risk. All artwork, supplies and debris must be removed from studios by the last day of the Spring semester and at the end of the summer session or they will be discarded. Lockers must be emptied by the last day of class Spring semester and the last day of Summer session. In preparation for the next term, all lockers are thoroughly cleaned, locks clipped if necessary, and the contents discarded.

OFFICIAL NOTICES

Students are held responsible for knowing all official MCAD information. Students must check their email and their student mailboxes on a regular basis in order to stay current with official College policies/information.

RECYCLING

MCAD endorses respect for our environment and its resources. We vigorously support a recycling program. There are paper, glass, plastic, and can recycling containers placed throughout the buildings for your use. Batteries are recycled through the Media Center, the Art Cellar and the Facilities Office. Yard waste is returned to the soil through composting. We welcome your cooperation and suggestions.

SMOKING REGULATIONS

Smoking is hazardous to the health of the smoker and individuals nearby. The Minnesota Clean Indoor Air Act protects non-smokers by allowing certain buildings to be declared smoke free and by regulating smoking to certain designated areas in other buildings. MCAD academic buildings are smoke free.

MCAD is concerned about the health of its students, faculty and staff; it is also concerned about following the law. Stringent measures will be taken against individuals who violate the rights of others by smoking in the buildings. This will include warning and potential suspension and expulsion for individuals who repeatedly violate the smoking rules. All members of the College

community are encouraged to immediately report smoking or any other kind of fire or safety hazard to the Public Safety Office, the Facilities Office or the Vice President of Student Affairs.

STUDENT ACTIVITIES FEE

Each semester an activities fee is charged to credit-earning students at MCAD. The student activities fee for the 2003-2004 academic year is \$45.00 per student per semester. Part-time students-at-large are also charged an activities fee. This money goes to fund student-related activities and expenditures. The Student Affairs Office and the Student Advisory Council use the money to sponsor events and programs to enhance the quality of student life at MCAD.

STUDENT WORKS EXHIBITION & REPRODUCTION POLICY

All works created by students during the course of their academic careers at MCAD are considered property of the College and may, without the students' consent, be displayed, reproduced and distributed by MCAD for any and all promotional and public relations purposes, including sales in the Art Cellar to benefit MCAD student scholarship funds. The copyright for all other purposes is retained by the student. Use of student artwork by MCAD provides students with valuable publicity and opportunities to show their skills to others.

Because of unestablished commercial value and the exorbitant cost of insurance for day to day and student exhibitions, student works are not covered by insurance for loss or damage. MCAD will not be responsible for loss or damage to student works. The College community must work together cooperatively to preserve and honor the exhibitions of all works shown at MCAD. MCAD neither condones nor protects art which includes illegal activities in its making or presentation.

THEFT

A sense of trust and security helps create an environment conducive to learning and creativity. Consequently, individuals who destroy this healthy environment by stealing will be dealt with severely.

Unauthorized removal or attempted removal of student work, equipment, supplies or any College property from any College building, student room or apartment is grounds for severe punishment, including expulsion. Theft from a fellow student, staff or faculty member is likewise grounds for expulsion. Theft should be reported immediately to Public Safety, who will then notify all appropriate departments.

VANDALISM

At a college of art, student work has a special value and importance. One of the most serious offenses against the community is destruction, theft or alteration of any work of art. Anyone who defaces or destroys the work of another student for any reason risks not being allowed to attend or be associated with MCAD in any way. Likewise, anyone who defaces, damages or destroys property such as buildings, materials, walls, facilities or equipment commits a serious offense against the community. Our physical facilities play a role in representing who we are to the public.

Willful destruction or theft of any equipment or artwork, or of any College property or personal property belonging to students, faculty or staff members, is grounds for disciplinary action, including suspension and expulsion. Vandalism should be reported immediately – to Public Safety first, then the Facilities Office, and finally to the appropriate department(s): Student Affairs, Housing, etc.

VETERANS SERVICES

The Registrar is responsible for the administration of Veteran's Administration policies and procedures at MCAD.

STUDENT RIGHTS & RESPONSIBILITIES

INTRODUCTION

To carry out its responsibilities, to provide educational opportunities to its students, to transmit and advance knowledge and to provide a wide range of services to both students and the general public, MCAD requires a community that is free from violence, threats and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems.

To safeguard the rights, opportunities and welfare of MCAD's students, faculty, staff and guests, and to assure protection of MCAD's interest as it seeks to carry out its mission, certain minimum standards of conduct become necessary. These standards of conduct are promulgated in this Student Handbook, the Faculty Handbook, official email notices, the MCAD Catalog and other MCAD publications.

Students are both members of the MCAD community and citizens of the state. As citizens, students are responsible to the community of which they are a part and MCAD neither substitutes for nor interferes with regular legal processes. Students who violate local, state or federal laws are subject to arrest and prosecution. Students are also responsible for offenses against the academic and artistic community. Therefore, an action involving the student in a legal proceeding in a civil or criminal court does not necessarily free the student of responsibility for this conduct in an MCAD proceeding. When a student is the subject of an MCAD disciplinary proceeding and is also involved in a civil and/or criminal action, MCAD will decide on the basis of its interest and the interest of its students and/or student whether or not to proceed with its internal review simultaneously or defer action.

ASSOCIATIONS & ORGANIZATIONS

Students have the freedom to organize and join associations. MCAD recognizes various student organizations formed on its campus. However, no organization shall be required to submit a list of members to the College Administration. Affiliation with an external organization will not of itself disqualify a student organization from institutional recognition.

CODE OF CONDUCT

The following are defined as disciplinary offenses actionable by the College. Other actions not included here may also constitute disciplinary offenses.

COLLEGE FACILITIES & SERVICES

Acting to obtain fraudulently—by deceit, by unauthorized procedures, by bad checks, by misrepresentation—goods, quarters, services or funds from College departments or student organizations or individuals acting on their behalf; misuse, alteration or damage of fire-fighting equipment, safety devices or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; unauthorized entry into College-owned or leased property; wrongful use of College properties or facilities.

DISORDERLY CONDUCT ON THE CAMPUS

Hazing, threats, intimidation, physical abuse or harassment which threatens or endangers the health, safety or welfare of a member of the College community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, research, administrative and public service functions; obstructing or disrupting disciplinary procedures or authorized College activities; willful or negligent action; interference with election procedures; vandalism.

DISRUPTION OF COLLEGE EVENTS

Unauthorized entry upon the playing/performance area or the spectator areas of any contest, exhibition or other event.

DISRUPTIVE DEMONSTRATIONS

Intentional participation in a campus demonstration which disrupts the normal operations of MCAD and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities of any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, both pedestrian and vehicular, on campus.

DISRUPTIVE NOISE

Making noise or causing noise to be made with objects and instruments which disturbs classes, meetings, office procedures and other authorized College activities.

FALSIFICATION

Willfully providing College offices or other officials with false, misleading or incomplete information; intentionally making a false report of a bomb, fire, natural disaster or other emergency to a College official or an emergency service agency; misusing, altering, forging, falsifying or transferring to another person identification issued by MCAD; forging or altering without proper authorization official College records or documents or conspiring with or inducing others to forge or alter without proper authorization official College records or documents.

IDENTIFICATION & COMPLIANCE

Willfully refusing to or falsely identifying one's self; willfully failing to comply with a proper order or summons when requested by an authorized MCAD official.

KEYS

Possession, making or causing to be made any key to operate locks or locking mechanisms on-campus without proper authorization or using or giving to another a key for which there has been no proper authorization.

MCAD RULES

Violating other MCAD, department or housing regulations which have been posted or publicized. Provisions

contained in MCAD contracts with students shall be deemed "rules" under this code.

PERSISTENT VIOLATIONS

Repeated conduct or action in violation of the above code or other college regulation or repeated behavior specifically prohibited is relevant in determining an applicant's or a student's membership in the College.

SCHOLASTIC DISHONESTY

Submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging or misusing a College academic record, document or funds; taking, acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records to obtain grades, honors, awards or professional endorsement in a dishonest manner.

SOUND AMPLIFICATION

Using sound amplification equipment such as a bullhorn on-campus or in a campus building without written permission of the Vice President of Student Affairs or their designee, except when such use is authorized for official College purposes.

THEFT & PROPERTY DAMAGE

Theft or embezzlement, destruction, damage, vandalism, unauthorized possession or wrongful sale or gift of property belonging to the College, a member of the College community or a campus guest.

UNWARRANTED RESTRICTION OF FREEDOM OF SPEECH

VIOLATIONS OF FEDERAL, STATE OR LOCAL LAWS OF SPECIAL RELEVANCE TO THE COLLEGE

When the violation of a federal, state or local law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct or arson, occurs on-campus, the offense will also constitute an offense against the College community.

WEAPONS ON CAMPUS

Possession of fire arms, incendiary devices, explosives, articles or substances usable as weapons or means of disruption of legitimate campus functions, activities or assemblies; or using fire arms, incendiary devices, explosives, articles or substances calculated to intimidate, disturb, discomfort or injure a member of the MCAD community, except in those instances when expressly authorized by the head of a MCAD department whose activities properly require the use or possession of any of the enumerated items.

DISCIPLINARY PROCEDURES & SANCTIONS

The College reserves the right to take appropriate disciplinary and legal action when it deems appropriate. If any person is found guilty of or pleads guilty to an offense under this code, the sanctions available shall include the following:

ADMONITION & WARNING

Issuance of an oral or written warning, admonition or reprimand.

CONFISCATION

Confiscation of goods used or possessed in violation of MCAD regulations; confiscation of falsified identification or identification wrongly used.

INTERIM SUSPENSION

The Vice President of Student Affairs may, after evaluating the evidence received, the identification of parties, the safety and well-being of students, faculty and MCAD property, and, in those cases where there is an indication that a student's misconduct will be repeated or continued or where he/she believes it is necessary to permit the College to carry on its functions, impose immediate suspension with resultant loss of all student rights and privileges, pending hearing before the appropriate disciplinary committee. The student has a right to a prompt hearing before the Vice President of

Student Affairs or a designee regarding whether suspension should remain in effect until the full hearing is completed.

PROBATION

Special status with conditions imposed for a limited time after determination of misconduct (see "Disciplinary Probation").

REQUIRED COMPLIANCE

Carrying out a bona fide MCAD rule as a condition for being admitted or continuing attendance at MCAD; restriction of privileges; restitution; removal from quarters; withholding of diploma and degree for specified period of time.

SUSPENSION OR EXPULSION

Termination of status in a given course for not more than one calendar year; termination of student status for not more than one calendar year; indefinite termination of student status.

DISCIPLINARY PROBATION

Terms of disciplinary probation are set forth in a written statement presented to the student at the time the probation takes effect. A student on disciplinary probation may be selectively barred from some or all campus activities, and may be barred from campus except during specific times, depending upon the terms of the probation statement. Students may be placed on disciplinary probation for infractions of the code of conduct, housing regulations or other published College policies or regulations. Disciplinary probation may be assigned for a specific period of time during which further violations may result in a voluntary leave of absence, involuntary suspension or expulsion. No student who is on disciplinary probation may apply to participate in off-campus study programs until they have been off of probation for at least one semester.

Students have the right to challenge disciplinary probation or other sanctions by appealing to the Student Appeals Review Board (see section titled “Student Appeals and Grievances”). Students have 15 business days to submit an appeal. Suspensions and expulsions may be further appealed to the Vice President of Academic Affairs and/or President of the College, who may appoint a hearing officer. A violation of law or College regulations deemed serious by the Vice President of Student Affairs can result in immediate suspension or expulsion.

FREEDOM OF EXPRESSION & INQUIRY

Faculty members encourage free discussion, inquiry and expression in the classroom and in individual conferences. A student in the classroom is evaluated on academic performance, not on the basis of opinions or conduct in matters unrelated to academic performance standards. However, standards of conduct (i.e., student attendance, participation in exercises or critiques) as outlined in the course syllabus may be a component of academic evaluation. At all times, faculty have the discretion to ask a student to leave the classroom if, in the faculty member’s opinion, the student’s behavior is disruptive or otherwise interfering with the learning experience of other students in the class.

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgement about debatable issues. At the same time, students are responsible for understanding the content of any course of study for which they are enrolled.

Students and student organizations are free to examine and discuss all questions of interest to them and to publicly and privately express opinions.

guest speaker policy

Student organizations may invite any guests to speak at the College. To ensure an orderly scheduling of facilities

and adequate preparation for the event, students must register the event in the Scheduling Office and the Student Affairs Office. Student organizations should clearly state in their publicity the names of sponsoring organizations. Sponsorship of a guest speaker does not necessarily imply endorsement by the sponsoring group or the College.

NONDISCRIMINATION POLICY

MCAD admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs and other school-administered programs.

POLICY AGAINST SEXUAL HARASSMENT

POLICY STATEMENT

The Minneapolis College of Art and Design encourages an atmosphere of mutual respect among members of its community. The College prohibits and will not tolerate sexual harassment toward or by any member of the College community by any other member. The College believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of the College that all individuals, in the course of performing their jobs or academic endeavors, will conduct themselves appropriately.

Unwelcome sexual advances by a member of the MCAD community, which unreasonably interfere with an individual's work or academic performance at MCAD, are inconsistent with the mission of the College. MCAD urges victims of sexual harassment to bring a formal complaint against the harasser.

Students, faculty and staff should understand that consensual sexual relationships might become a violation

of this policy, particularly those relationships between individuals of unequal status. The validity of the consent involved in such a relationship can easily come into question. While the College cannot forbid such relationships, it deems them to be very unwise.

sexual harassment defined

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended (42 USC 52000 et. seq.) and the Minnesota Human Rights Act (5363.01-14). Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1] submission to such conduct or communication is made either explicitly or implicitly a term or condition of employment or academic status;

2] submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or academic endeavors;

3] that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, academic endeavors or professional performance, or creates an intimidating, hostile, or offensive employment or educational environment; and, in the case of employment, the employer knows or should have known of the existence of the harassment and fails to take timely and appropriate action.

Sexual harassment is a specific form of sex discrimination. While sexual harassment often takes place in a situation of power differential between persons involved, sexual harassment may occur between persons of the same status (i.e., student-student, faculty-faculty, staff-staff). Sexual harassment may also range in severity.

Sexual harassment may include, but is not limited to:

- a] verbal insults, harassment or abuse;
- b] subtle pressure for sexual activity;
- c] inappropriate touching;

- d] intentional unwelcome physical contact with another's body;
- e] persistent unwelcome sexual propositions or inappropriate behavior (e.g., touching, caressing, kissing), whether with or without threat of punishment for non-compliance and without promise of reward for compliance;
- f] persistently requesting unwelcome sexual favors, whether or not accompanied by implied or overt threats concerning an individual's employment or educational status;
- g] any sexually motivated unwelcome touching.

INTERNAL COMPLAINT PROCESS

Complaints of sexual harassment should be made in the following manner:

- 1] Any members of the College community (student, staff, faculty) who believe they have been the victim of sexual harassment by any other member of the College community are urged to immediately report the alleged act to the appropriate College official. Generally, if the victim or the person complained against is a student, the complaint should be reported to the Vice President of Student Affairs. If the victim or the person complained against is a member of the faculty, the complaint should be reported to the Vice President of Academic Affairs.
- 2] If the victim or the person complained against is a staff member, the complaint should be reported to the Vice President of Administration. Initial complaints may be made, however, with any of these individuals. If the Vice President of Student Affairs, the Vice President of Academic Affairs or the Vice President of Administration is the subject of the complaint, the report should be made to the President of the College. If the President of the College is the subject of the complaint, the report should be made to the Vice President of Academic Affairs.

INVESTIGATION & COLLEGE ACTION

Certain factors, as appropriate, are considered in determining whether the alleged conduct violates this policy, including but not limited to:

- a] the surrounding circumstances;
- b] the nature of the alleged sexual conduct;

- c]the relationships between the parties involved;
- d]the context in which the alleged incident(s) occurred, and whether the behavior was unwelcome.

Whether a particular action or incident violates this policy requires a determination based on all the facts and circumstances surrounding the alleged incident(s). The investigation may include personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. The victim and the accused may have support persons present during questioning.

If the investigator is not the direct supervisor of the accused, the investigator will consult with the appropriate college official in authority over the accused during the investigation and in developing the sanction, if any.

In addition, the College may take immediate steps, at its discretion, to protect the complainant and others pending completion of an investigation of alleged sexual harassment.

REPORTING COLLEGE ACTION

The results of the investigation of each complaint, filed under these procedures, will be reported by the College in writing to the complainant and the accused.

DISCIPLINE

The College will take disciplinary action, as it deems necessary and appropriate in its sole discretion, unless otherwise proscribed by law or College policy. This may include, but is not limited to: warning, probation, suspension, or immediate discharge. Immediate discharge or expulsion may be taken as a first or last disciplinary step.

NO RETALIATION

Submission of a complaint or report of a violation of this policy, that is made in good faith, will not affect the individual's future employment, educational endeavors, work assignments or academic career with the College. No retaliatory action will be taken against any person because he/she makes a complaint of sexual harassment or participates in an investigation regarding such offenses. If anyone believes they are being retaliated against for making a complaint or participating in an investigation, they should immediately report such retaliation to the investigator.

CONFIDENTIALITY

The College is sensitive to the need for privacy for the complainant and the accused. Therefore, in investigating complaints of sexual harassment, the College will be as discrete as possible. Only the counselor, however, is permitted to keep all information completely confidential. Discussions with the counselor are not considered reports of sexual harassment. The counselor will not investigate any complaint brought to him/her.

support services

The College provides confidential counseling services in the Student Affairs Office on Tuesdays and Thursdays for students who feel they have been sexually harassed. Staff and faculty may use the Employee Assistance Program (dor: Twin Cities Metro Area (612) 332-4805; National 1-800-367-3271) for counseling and referral.

Other MCAD resource numbers:

MCAD Public Safety	(612) 874-3555
Student Housing	(612) 874-3780
Student Affairs	(612) 874-3738

Additional external resource numbers:

Rape and Sexual Assault Center	(612) 825-4357
First Call for Help/United Way	(651) 291-0211
Minnesota Center for Crime Victims Service	(651) 282-6256
	1 (888) 622-8799
Crisis Intervention Center	(612) 347-3161

Minneapolis Civil Rights Office	(612) 673-3012
District Court Restraining Orders	(612) 348-5073
AIDSLINE	(612) 373-2437
Chrysalis: A Center for Women	(612) 871-0118
Council on Crime and Justice:	
Crime Victim Services (24 hours)	(612) 340-5400
Crime Victim Liaison	(612) 673-2467

EDUCATION & TRAINING

From time to time, MCAD offers informational sessions on sexual harassment and sexual violence to students, staff and faculty. In addition, this policy is included in the student, staff and faculty handbooks.

POLICY AGAINST SEXUAL VIOLENCE

POLICY STATEMENT

The Minneapolis College of Art and Design prohibits and will not tolerate sexual assault or violence, in any form, toward or between members of the College community. The College believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of the College that all individuals in the course of performing their jobs or academic endeavors will conduct themselves appropriately.

Sexual violence committed on property owned or rented by MCAD by a student, faculty member or staff member, against any other member of the college or community at large, is prohibited and will not be tolerated.

MCAD urges victims of sexual assault/violence to pursue criminal charges against the person or persons they believe to have committed the sexual assault/violence, and also to make a complaint to the College following the Internal Complaint Process. Students should inform the Vice President of Student Affairs. Faculty and staff should inform the Vice President of Administration of such acts.

SEXUAL ASSAULT/VIOLENCE DEFINED

Under Minnesota State Law, sexual violence is any unwelcome sexual conduct or contact (actual or

threatened) or penetration to which there has been no consent. Sexual assault may include physical contact with a person's genital area, other bodily orifices (anal, oral or vaginal) or with a person's buttocks or breasts, either over or under clothing, if the contact is done without consent. Sexual assault can be committed by persons of the same sex or opposite sex, and could involve a stranger, acquaintance or date. Child (under 18) sexual abuse and incest is also included in this policy. The use of alcohol or drugs by either person will not diminish the accused's responsibility for sexual assault/violence under this policy.

provisions

Minnesota and federal law requires that a sexual violence policy provide for:

- 1] your right to file criminal charges with local law enforcement officials;
- 2] the prompt assistance of MCAD authorities, at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities of the sexual assault incident;
- 3] an investigation and resolution of a sexual assault complaint by MCAD disciplinary authorities;
- 4] both the victim and the accused are entitled to the same opportunities to have others present at any MCAD disciplinary proceeding concerning the sexual assault;
- 5] both the victim and the accused will be informed of outcome of any campus disciplinary proceeding;
- 6] the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with a sexual assault incident;
- 7] the assistance of campus authorities in preserving materials relevant to a campus disciplinary proceeding for a sexual assault complaint or victim;
- 8] the assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault

victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes or to alternative college-owned housing, if alternative classes or housing are available and feasible.

Victims of sexual violence have certain rights under the Crime Victims Bill of Rights, including the right to assistance from the Minnesota Center for Crime Victims Service. This office can be reached at (651) 282-6256 or 1 (888) 622-8799 for more information, referrals or complaints.

WHAT TO DO IF IT HAPPENS TO YOU

1] If you are a victim of sexual assault/violence, it is recommended that you take immediate action to obtain medical, emotional or other assistance.

2] Remember that it's not your fault.

3] Get to a safe place. Immediate assistance is available by calling the Minneapolis police at 911 and MCAD Public Safety at (612) 874-3555.

4] Don't be afraid to ask for help. Tell someone: your roommate, your Resident Assistant, your counselor, the Vice President of Student Affairs, campus security, an instructor or a staff member.

5] Remember everything you can about your assailant.

6] Do not disturb any evidence. Do not shower, douche, wash clothing or comb hair.

7] Do not disturb items. Leave the scene of the incident untouched.

8] Go to the hospital for: rape exam, sexually transmitted disease check, pregnancy test, and injuries. Hospitals will verify and preserve evidence for the police.

9] Victims are urged to contact the Vice President of Student Affairs, the Vice President of Administration, or another College official to make an internal complaint, and contact local legal authorities to report the crime and press charges.

INTERNAL COMPLAINT PROCESS

Complaints about sexual violence should be made in the following manner:

- 1] Any members of the College community (student, staff, faculty) who believe they have been the victim of sexual violence by any other member of the College community are urged to immediately report the alleged act to the appropriate College official. Generally, if the victim or the person complained against is a student, the complaint should be reported to the Vice President of Student Affairs. If the victim or the person complained against is a member of the faculty, the complaint should be reported to the Vice President of Academic Affairs.
- 2] If the victim or the person complained against is a staff member, the complaint should be reported to the Vice President of Administration. Initial complaints may be made, however, with any of these individuals. If the Vice President of Student Affairs, the Vice President of Academic Affairs or the Vice President of Administration is the subject of the complaint, the report should be made to the President of the College. If the President of the College is the subject of the complaint, the report should be made to the Vice President of Academic Affairs.

INVESTIGATION & COLLEGE ACTION

Certain factors, as appropriate, are considered in determining whether the alleged conduct violates this policy, including but not limited to:

- a] the surrounding circumstances;
- b] the nature of the alleged sexual conduct;
- c] the relationships between the parties involved;
- d] the context in which the alleged incident(s) occurred, and whether the behavior was unwelcome.

Whether a particular action or incident violates this policy requires a determination based on all the facts and circumstances surrounding the alleged incident(s). The investigation may include personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the

complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. The victim and the accused may have support persons present during questioning.

If the investigator is not the direct supervisor of the accused, the investigator will consult with the appropriate college official in authority over the accused during the investigation, and in developing the sanction if any. In addition, the College may take immediate steps, at its discretion, to protect the complainant and others pending completion of an investigation of alleged sexual violence.

At all times, the College has the right to investigate those complaints of which it becomes aware. Even if there are criminal charges filed, MCAD has the right to independently investigate complaints.

REPORTING COLLEGE ACTION

The result of the investigation of each complaint filed under these procedures will be reported by the College, in writing, to the complainant and the accused.

DISCIPLINE

The College will take disciplinary action, as it deems necessary and appropriate in its sole discretion, unless otherwise proscribed by law or College policy. This may include, but is not limited to: warning, probation, suspension, or immediate discharge. Immediate discharge or expulsion may be taken as a first or last disciplinary step.

NO RETALIATION

Submission of a complaint or report of a violation of this policy that is made in good faith will not affect the individual's future employment, educational endeavors, work assignments or academic career with the College. No retaliatory action will be taken against any person because he/she makes a complaint of sexual violence or participates in an investigation regarding such offenses.

If anyone believes they are being retaliated against for making a complaint or participating in an investigation, they should immediately report such retaliation to the investigator.

CONFIDENTIALITY

The College is sensitive to the need for privacy for the complainant and the accused. Therefore, in investigating complaints of sexual violence, the College will be as discrete as possible. Only the counselor, however, is permitted to keep all information completely confidential.

support services

The College provides confidential counseling services in the Student Affairs Office on Tuesdays and Thursdays for students who feel they have been victims of sexual violence. Staff and faculty may use the Employee Assistance Program dor: Twin Cities Metro Area (612) 332-4805 for counseling and referral.

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Minneapolis Civil Rights Office	(612) 673-3012
District Court Restraining Orders	(612) 348-5073
AIDSLINE	(612) 373-2437
Chrysalis: A Center for Women	(612) 871-0118
Council on Crime and Justice:	
Crime Victim Services (24 hours)	(612) 340-5400
Crime Victim Liaison	(612) 673-2467

EDUCATION & TRAINING

From time to time, MCAD offers informational sessions on sexual harassment and sexual violence to students, staff

and faculty. In addition, this policy is included in the student, staff and faculty handbooks.

POLICIES CONCERNING DRUGS & ALCOHOL ON CAMPUS

An individual's involvement with drugs and alcohol can adversely affect academic and job performance, jeopardize an individual's well being, and undermine the professional and academic stature of the College. The goal of the College is to establish and maintain a creative environment free from the effects of drug and alcohol abuse in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. To comply with these laws, the College has established a Drug-Free Awareness Program.

Accordingly, the unlawful manufacture, distribution, dispensation, sale, possession, or use of controlled substances (illicit drugs) or alcohol by employees or students on institutional property or at any of the College's activities is prohibited. Any employee convicted of any violation of a criminal drug statute for drug-related activity which occurred on institutional property or while on College business must notify the Human Resources Office of this conviction within five days. Employees or students who are convicted of a criminal drug offense will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school and/or requiring successful completion of an appropriate rehabilitation program.

As a part of its ongoing educational effort to prevent and eliminate drug and alcohol abuse, the College will provide students, staff and faculty with information on the health risks associated with the abuse of drugs and alcohol. A brochure describing these health risks will be distributed annually and will be placed on file in the Library. Additionally, a complete list of state and federal sanctions will also be circulated and be placed in the Library. It is important that College members know that violation of local, state, and federal laws prohibiting

distribution, possession or use of illicit drugs or alcohol may result in a range of legal sanctions, including the following: probation, fines, mandatory rehabilitation programs, community service, and imprisonment. Serious and repeated violations of state and federal laws may lead to life imprisonment without opportunity for parole.

As an additional part of its Drug-Free Awareness Program, MCAD provides counseling services through the Student Affairs Office. This counseling consists of an initial assessment of the potential drug and/or alcohol problem and referral to the appropriate agencies or treatment facilities in the community. Chemical Health Care for alcoholism, chemical dependency and drug addiction is also available through the employee health plan currently offered by the College. The individual may also contact a community service agency, such as the Minnesota Department of Human Services' Chemical Dependency Department, the Ramsey County Chemical Dependency Service, the Hennepin County Chemical Health Program, or the United Way First Call for Help. Individuals who need help are encouraged to seek it.

RIGHT TO INFORMATION CONCERNING REGULATIONS

ADMINISTRATIVE REGULATIONS

Students have a right to full information concerning College regulations and possible sanctions for violations of the regulations. In such cases where sanctions or penalties are imposed, students are guaranteed the right of appeal to the Student Appeals Review Board.

FACULTY POLICIES

Students have a right to information in advance concerning attendance policies, content and grading procedures of College course offerings. This information will be conveyed during the first meeting of the class. Students have the right to expect that faculty will conduct their classes in accordance with published course information.

PARTICIPATION IN INSTITUTIONAL GOVERNMENT

The College encourages the participation of all members of the College community in the formulation of institutional policy. While the legal authority of the College resides in the Board of Trustees, the faculty, staff and students play an important role in campus government. Participation in institutional government includes faculty, staff and student membership on appropriate standing and ad hoc committees.

RIGHT TO PRIVACY

MCAD guarantees students' right to privacy. Thus a student enjoys freedom from unwarranted search. Special provisions regarding the right to privacy in College apartments can be found in the Housing handbook.

MCAD reserves the right to access and disclose the contents of students' electronic communications (including email and voice mail) but will do so only when it has a legitimate need. The issuance of a password or other means of access to the computer or voice mail systems is to assure appropriate confidentiality. However, the issuance of the password does not guarantee privacy for personal or improper use of equipment and facilities. The computer and phone system are MCAD property and are subject to viewing or inspection by College officials. All students are expected to operate and use the computer and phone systems for legitimate educational needs. Student email sent to ALL or to large groups is monitored by College administration. For purposes of safety/security all computer labs are monitored by remote camera.

STUDENT APPEALS & GRIEVANCES

Discipline problems, personal conflicts, unfair actions and emergencies arise from time to time. A student who feels unfairly treated should first seek to resolve any conflict or grievance directly with the person or office involved. If

the matter is not resolved, the grievance should be brought to the appropriate department chair or supervisor. If, at that point, the student has not received satisfactory results, the student may contact the Vice President of Student Affairs regarding the matter and submit a written grievance statement with a request for redress. The Vice President of Student Affairs may act on the student's behalf to bring about a resolution of the problem, may refer the student to the Student Appeals Review Board, or may refer grievances involving legal matters and violations of the law to the appropriate authorities.

The Student Appeals Review Board is the body that reviews student appeals and grievances, disciplinary cases and appeals from students who wish to reenter MCAD if they left while not making satisfactory academic progress, who left while on suspension or probation, or who have been expelled for academic reasons. The Review Board also hears grievances that have progressed through the grievance procedure and have been properly submitted to the Vice President of Student Affairs. The Review Board does not hear appeals from those who have filed complaints or have been disciplined pursuant to MCAD's sexual harassment and sexual violence policies.

Chaired by the Vice President of Student Affairs, the Committee consists of the Associate Dean of Academic Affairs, a faculty person, and the Assistant Director of Student Affairs. The Review Board reviews student appeals and makes recommendations regarding probation, suspension or dismissal for academic or disciplinary reasons, and reinstatement of disciplined students. The Review Board also serves as a direct means for redress of student grievances. Department Chairs or any member of the faculty, staff or student body may be called upon to advise the Review Board when appropriate.

Students who believe they have been subjected to arbitrary or discriminatory evaluation by a faculty

member are also entitled to appeal or grieve. In questions of alleged improper evaluation, students must take the following steps:

- a) Consult the individual faculty member.
- b) Consult the department chair, as appropriate.
- c) Appeal to the Vice President of Academic Affairs.

Appeal/grievance procedure

Since a hearing before the Student Appeals Review Board is essentially an adversarial proceeding, students who wish to bring a grievance before the Review Board must submit a written statement and relevant documentation to the Vice President of Student Affairs or hearing officer in the Student Affairs Office.

The written grievance or appeal should include the following:

- 1] The name and identification of the person writing the appeal as well as the student's name, major department and year, phone number and address.
- 2] Description of the circumstances which gave rise to the grievance or appeal, and any appropriate documentation.
- 3] A description of the attempts to resolve the grievance or justify the appeal.
- 4] The names, phone numbers and addresses of individuals who are observers or can supply further information about the circumstances surrounding the situation.
- 5] A request for redress explaining what the student wants in order to correct the situation.

Other parties involved may be required to submit their response/rebuttal in writing to the hearing officer in the Student Affairs Office. The response/rebuttal should include:

- 1] The name, title and department address and phone number of the person writing the response/rebuttal.
- 2] The interpretation of policy and its rationale applied to this situation.

3] Any relevant information.

4] A recommendation supported by reasons for the recommendation.

The written grievance and the written rebuttal from the department or individual against whom the grievance is filed will be given to the Review Board members. Immediately preceding the hearing, members of the Review Board will review the written documents describing the grievance. To assure impartiality, Review Board members do not become involved with persons regarding their grievances or appeals until the grievance is actually brought before the committee.

A hearing time will be scheduled by the hearing officer who will notify all parties. The student who brings the grievance may attend the meeting. Any party to the procedure may have an advocate at the hearing to advise them. However, this advocate may not speak for the student or directly address the Review Board. Any student, faculty or staff member may be required to attend a grievance hearing.

Hearing procedure

The hearing officer calls the meeting to order, introduces the situation and asks the student who submitted the grievance or appeal to speak to the Review Board. After the student's and any supporting individual's explanations are presented, any Review Board member may ask questions. When the student has finished presenting his/her case and all questions have been answered, the other party states their response/rebuttal. After all individuals have had an opportunity to explain the situation, questions from Review Board members are answered. Members may ask pertinent questions at any time during the explanation if the explanation is not clear or the member does not completely understand what the speaker is saying. The hearing officer's primary duty is to see that both sides are able to present all relevant information so that it is understood by the Review Board members.

After all questions have been answered, either side may make comments or ask questions of the other side. Once all information has been offered, the Review Board goes into executive session with the Vice President of Student Affairs or the appointed hearing officer, who does not vote but facilitates reaching a conclusion and answers policy questions. The Student Appeals Review Board will make its recommendation in accordance with its responsibilities. Within ten days after the hearing, the decision is announced to the involved parties in writing by the hearing officer. Any differences that persist will be resolved by the Vice President of Academic Affairs and/or the President of the College.

STUDENT DEMONSTRATIONS

Students are free to support causes by ordinary means so long as those means do not disrupt the functioning of the College, endanger the safety of individuals or destroy property. In any public demonstration or expression, students or student organizations speak only for themselves.

COLLEGE GUIDELINES REGARDING DEMONSTRATIONS ARE: If dealing with disruption, the College will first attempt to use reason and persuasion before considering any other mode of action. The College will call upon outside authority to end demonstrations only when it decides that the extent and duration of the disruption places the continued functioning of the College in jeopardy, endangers the safety of individuals or endangers the property of the College.

STUDENT MEDIA

The freedom given student editors and managers entails adherence to the canons of responsible journalism and reporting, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and harassment or slanderous innuendo.

THE EXPLICIT PROVISIONS FOR EDITORIAL FREEDOM IN STUDENT MEDIA ARE:

The student media remains free of censorship and its editors and managers are free to develop their own editorial policies and news coverage.

Editors and managers of student media are protected from arbitrary removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes are editors and managers subject to removal and then by orderly procedures, prescribed by the Student Advisory Council or the College.

All student media must explicitly state that the opinions therein expressed are not necessarily those of the College or College community.

STUDENT RECORDS & CONFIDENTIALITY

Except for directory information, the College intends to preserve the confidential character of student records and communications. It should be noted, however, that no College employee has immunity from a lawfully issued subpoena or judicial order. If a College employee is required to appear in court, he or she would be required to provide the court with whatever student records it requests. For further information regarding subpoenas for student records, contact the Registrar or the Department of Education.

ACADEMIC RECORDS

Faculty report grades to the Records Office, where they are kept in the student's permanent academic record. The student's permanent record contains a complete history of academic coursework, grade reports and related official action. Each semester an abstract of this record is made available to the student's academic advisor. A student's academic records are available only to the student involved and MCAD officials, including teachers, who have legitimate educational interest. Generally, information is not released without the student's written permission.

Students may arrange to have copies of their transcripts sent to whomever they choose. Requests are made to the Records Office. No transcript will be issued without a written and signed request from the student or his/her duly-authorized agent. However, certification of graduation, dates of attendance, and the major area or core concentration may be furnished to the public (e.g. a prospective employer) on request.

The College has the right to withhold certification of graduation and transcripts until all credit requirements and financial obligations to the College have been met. The College will not withhold diplomas on the basis of external financial liabilities.

COLLEGE COUNSELING & TESTING RECORDS

A student's relationship with his/her counselor is confidential. The contents of the interviews and results of educational or psychological tests or evaluations will be shared with the student and retained by the counselor. Information may not be released to anyone, including MCAD faculty, without the written or verbal consent of the student.

COLLEGE HEALTH RECORDS

Medical records are privileged and confidential information, and may be released only by the written consent of the student. In an emergency, qualified personnel will have access to this file.

CONFIDENTIALITY OF RECORDS

In accordance with the Family Educational Rights and Privacy Act, information contained on regular registration data forms is designated as directory information. Directory information includes name, dates of enrollment, start term, honors, mailbox number, hometown, student I.D. number and photograph, major, class, expected graduation date, advisor, and full-time or part-time status. All other information in personal files or transcripts will only be released to MCAD officials,

including teachers, who have legitimate educational interest and to others only with the written consent of the student. Confidential information includes a students' academic progress, grades, grade point average, address, phone number, and students' class schedules. A student can prevent disclosure of directory information by notifying the Registrar in writing that he/she does not want such information to be released.

DATA FOR EDUCATIONAL RESEARCH

Information used in conducting educational research studies will be treated in such a way that names and identifying information are disassociated from individual data before analysis; only summary statistics are prepared, and in no instance is identification of individuals permitted.

DISCIPLINARY RECORDS

Records of disciplinary actions by the Student Appeals Review Board or the Vice President of Student Affairs will be kept in the Student Affairs Office. Disciplinary suspension will not be noted on the permanent records. However, a copy of any disciplinary complaint against a student and complete information on the final disposition of a disciplinary case shall be sent to the Vice President of Student Affairs for inclusion in the student's personal file. Disciplinary records are maintained for a period of up to five years after a student leaves the College. These records shall be destroyed within five years after the student leaves the school.

Information from disciplinary files is not available to unauthorized persons or agencies except under legal compulsion. However, the College may be required by law to report disciplinary suspension or expulsion of a student receiving financial aid from any federal or state sources. The official College policy will be to reply to all other inquiries concerning disciplinary status of any student by stating that no information on the disciplinary status of students is released without a release of information request signed by the student.

Student disciplinary records are confidential and are maintained in the Vice President of Student Affairs' Office, in accordance with the Family Educational Rights and Privacy Act.

FINANCIAL AID RECORDS

Financial aid applicants are required to submit a free Application for Federal Student Aid (FAFSA) and supporting documents each year of attendance at MCAD. These documents are available only to persons working directly with financial aid. Information on awards for scholarships, grants and loans which are based on financial need, are confidential and will not be released to unauthorized persons. Federal regulations require colleges to maintain financial aid files for five years after a student graduates or leaves school. Students who receive the Federal Perkins (NDSL) loans will have their files maintained until the loan is repaid. Records are destroyed at the end of the applicable time period.

REQUESTS FOR RECORDS

The College respects the rights of students to determine prospective employers to whom they wish the College to furnish personal information, and will respond to inquiries only with the written consent of the student concerned.

STUDENT PERSONAL FOLDERS

Student personal folders are kept in the Student Affairs Office. Personal folders may contain information regarding disciplinary action, honors, academic probation and other information related to student activities and Student Affairs. The contents of a student's personal folder are confidential and will not be released to any unauthorized person. A student may, within 24 hours of the request, review his or her folder with Student Affairs staff. This folder and its contents are destroyed five years after the student leaves the College.

STUDENT RESPONSIBILITIES

ADMINISTRATIVE HEARINGS

Cases outlined within this document are adjudicated by the Vice President of Student Affairs or referred to the Student Appeals Review Board. Specific procedures provide fair and just hearings and the right of appeal to the Review Board.

CITIZENSHIP RIGHTS

A student's rights as a citizen are not enhanced or diminished by student status. The College has no responsibility to assist any member of the College community if they are charged with violation of civil or criminal law.

COMMUNITY RELATIONS

Members of a College community share common purposes that require mutual respect and trust and a commitment to provide and foster a living and learning environment of mutual responsibility. The College community has a special interest in the prevention of conduct harmful to its members' interests.

There are some breaches of College responsibility that are also violations of civil law. The College community recognizes that charges that are defined by legislation as felonies are best handled in the appropriate court where full protection of the civil process is necessary.

Recognizing this distinction between various offenses and the College's abilities to deal with them effectively, the actions listed under the code of conduct are considered violations of MCAD's regulations. These acts will usually be handled through campus administrative procedures.

Just as any citizen of the larger community, the College or the grieved party always has recourse to the civil authority for any of the above acts that are violations of civil law. However, the College also has certain responsibilities which are exercised by administrative

officers due to its role as a corporate entity. Consequently, regulations and sanctions are clearly stated and distributed to all members of the College community. Changes to such policies during the year are discussed, and students are notified via official email notices, bulletin boards and other means, if appropriate.

It is expected that offenses that are of such seriousness that they would normally be handled in the appropriate courts are:

- 1] Forcible interference with the educational process of the College.
- 2] Aggravated assault or harassment.
- 3] Felonious theft and aggravated criminal damage to property.
- 4] Severe negligent or willful actions which endanger the health or safety of other persons on-campus.
- 5] Sale or distribution of illegal drugs.
- 6] Use of explosives or firearms (real or imitation) on-campus property.
- 7] Misuse of or tampering with fire alarm systems.
- 8] Arson.

due process

If requested, students at MCAD charged with an offense within the College community will be given a written statement of charges and a hearing before an appropriate College official.

LEGAL STATUS OF STUDENTS & STAFF

A citizen may arrest another citizen who commits misdemeanors and felonies as described by local, state and federal laws. A citizen's arrest must always be reported without unnecessary delay to a police officer for official action. This applies to potential action by College Public Safety Officers as well as other members of the College community. The power of arrest by Public Safety Officers is based on their status as private citizens instead of an association with, or directive by, state or local police authorities.

RESPONSE TO OFFICIAL NOTICES

Students are required to respond to official correspondence from faculty or administrative personnel. Students are held responsible for information contained in this Handbook, the MCAD Catalog, notices posted on the Registrar's bulletin board and official College publications, and notices sent to a student's mail box, and/or posted on email.

RESPONSIBILITY & THE LAW

Students of MCAD accept full responsibility for their own actions under federal, state and local laws. While reserving the right to criticize government policy and to resist government decree, they recognize the rule of law and expect no special immunity on account of their status as student artists.

Within the College community, students acknowledge the duly constituted role of trustees, administration, faculty and student organizations in the governance of the College, accept its regulations and abide by the decisions of its judicial bodies.

RESPONSIBILITY & THE LEARNING ENVIRONMENT

As members of an educational community, MCAD students strive to examine issues by appealing to facts and pursue an argument where its logic leads. They should be tolerant of legitimate differences in opinion, respect the convictions of others and protect the rights of all to pursue their own lines of inquiry, regardless of political, social, ethnic and other differences. Students should preserve libraries, classrooms, studios, buildings and each other's artwork as learning resources for everyone's use. Finally, students should respect the rights of others to the privacy and solitude they require for study.

COMMUNITY SERVICES

IMPORTANT LOCAL PHONE NUMBERS

Emergency (Police, Fire, Medical)	911
Public Safety (emergency)	612-874-3555
Poison Center	800-222-1222
Crisis Intervention Center	612-347-3161
Suicide Prevention	612-347-2222

MISCELLANEOUS NUMBERS

Auto Licenses/Registrations	612-348-8240
Minneapolis Library	612-630-6000
Post Office Downtown	612-333-2574
Snow Emergency Hotline	612-348-7669
MTC (Local Bus Info Line)	612-341-4BUS
Voting Information/Registration	612-348-5151
Weather Forecast	612-512-1111
Northwest Airlines (Airport)	800-225-2525
Greyhound (Bus)	800-231-2222
Amtrak (Train)	800-872-7245

ART SUPPLY STORES

Art Cellar	612-874-3775
MCAD Morrison Building Room 132	
Art Materials, Inc.	612-874-1349
2728 Lyndale Avenue South	
Northwest Graphic Supply Co.	612-729-7361
4200 East Lake Street	
Paper Source Inc.	612-377-0700
2404 Hennepin Avenue South	
PENCO Graphic & Art Supply	612-333-3330
718 Washington Avenue North	
Utrecht Art Supply Store	612-339-3400
1601 Hennepin Avenue South	
Wet Paint	651-698-6431
1684 Grand Avenue, St. Paul	

BANKS

Franklin National Bank 2100 Blaisdell Avenue South	612-874-6000
TCF Bank 801 Marquette Avenue South	612-TCF-BANK
Wells Fargo Bank * ATM On Location 3030 Nicollet Avenue South	612-667-9378

CONVENIENCE STORES

Hark's Food Market *ATM On Location 2401 Nicollet Avenue South	612-871-7470
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DEPARTMENT STORES

Marshall Field's 700 Nicollet Mall	612-375-2200
Target 900 Nicollet Mall	612-338-0085

DRUG STORES

Butler Drug 2600 Nicollet Avenue South	612-872-8290
Walgreen's 2426 Hennepin Avenue South	612-377-2733

GRAPHIC SERVICES

ASAP, Inc. 3000 France Avenue South	952-926-7589
Graphic Systems 2632 26th Avenue South	612-721-6100
Kinko's Uptown 1430 West Lake Street	612-822-7700

GROCERY STORES

Rainbow Foods 1104 Lagoon Avenue	612-823-1563
Shuang Hur Oriental Market 2710 Nicollet Avenue South	612-874-8191
Wedge Co-op 2105 Lyndale Avenue South	612-871-3993

HARDWARE STORES

Bennett Lumber	612-870-0801
2828 Emerson Avenue South	
Nicollet Ace Hardware	612-822-3121
3805 Nicollet Avenue	
Rex Hardware & Glass	612-872-9299
2601 Lyndale Avenue South	

MUSIC STORES

CD Warehouse	612-827-2155
1440 West Lake Street	
Cheapo Discs & Records	612-827-8238
1300 West Lake Street	
Electric Fetus	612-870-9300
2000 4th Avenue South	
Extreme Noise Records	612-824-0100
407 West Lake Street	
Fifth Element (hip-hop)	612-377-0044
2411 Hennepin Avenue South	
Let It Be Records	612-339-7439
1001 Nicollet Mall	
Treehouse Records	612-872-7400
2557 Lyndale Avenue South	
Vital Vinyl	612-874-8892
3 West 15 th Street	

PHOTOGRAPHY SERVICES/SUPPLIES

Custom Camera	612-822-0202
823 West Lake Street	
National Camera & Video	612-332-3728
930 Hennepin Avenue South	
Prism Studios (imaging lab)	612-331-1000
2505 Kennedy Street NE	
ProColor (film processing)	612-673-8900
909 Hennepin Avenue South	

RESTAURANTS NEAR CAMPUS

DELIVERY FOOD

Davanni's	612-822-3111
Domino's	612-374-3030

Dulono's Pizza	612-827-1726
Green Mill	612-374-2131
Papa John's	612-374-5622
Ping's (Chinese)	612-874-9404
Pizza Hut	612-374-4000
Pizza Luce	612-827-5978
Uptown Pizza	612-823-7203

Azia (Asian Fusion)	612-813-1200
26th & Nicollet Avenue South	
Black Forest Inn (German)	612-872-0812
26th & Nicollet Avenue South	
Caravelle (Chinese & Vietnamese)	612-871-3226
2529 Nicollet Avenue South	
Christo's (Greek)	612-871-2111
2632 Nicollet Avenue South	
Evergreen (Taiwanese)	612-871-6801
2424 Nicollet Avenue South	
Jasmine Deli (Vietnamese)	612-870-4700
2532 Nicollet Avenue South	
Little Tijuana (Mexican)	612-872-0578
17 East 26th Street	
Rainbow (Chinese)	612-870-7084
2750 Nicollet Avenue South	
Salsa a la Salsa (Mexican)	612-813-1970
1420 Nicollet Avenue South	
Strudel & Nudel (German Deli)	612-872-0812
2605 Nicollet Avenue South	
Taco Morelos (Mexican)	612-870-0053
14 West 26th Street	

u.s. post offices

Lake Street Station	612-823-5940
110 East 31st Street	
Burch Pharmacy Station	612-871-1895
1942 Hennepin Avenue South	

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FIRE/EMERGENCY EVACUATION

If you spot a fire, pull the nearest alarm immediately.

If alarm sounds, leave the building.

ALL ALARMS MUST BE TREATED AS FIRES. No exceptions.

Exit via the stairwells only – DO NOT USE THE ELEVATORS.

Once outside, report to the grassy mall area east of the Main Building.

DO NOT re-enter the building until the all clear is given by the Fire Chief or MCAD Public Safety.

TORNADO/HIGH WINDS PROCEDURES

If a tornado or high winds becomes a danger, you should seek shelter in a designated safe area. In the Main Building the safe areas are the two fire towers (stairwells) located across from the elevators and any interior room with no windows or skylights. In the Morrison Building the safe areas are the basement hallways and tunnels.

This Handbook is developed by the Student Affairs Office for student use. The information found in this Handbook is accurate to the best of our knowledge as of June, 2003. The information and policies contained in this Student Handbook are presented as a matter of information only and are not intended to create, nor is the Handbook to be construed to constitute a contract between MCAD and any student. MCAD at all times has the right to alter, amend, modify, deviate from or terminate any privileges, provisions or obligations contained in this Handbook at any time if it so chooses with or without notice to a student. Changes to this Handbook are usually announced via email. If you have any questions about the contents of this book, please contact the Student Affairs Office.