

# MCAD STUDENT HANDBOOK 2024–2025

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## I. MISSION AND VISION

### MISSION

MCAD provides a transformative education within a community of support for creative students of all backgrounds to work, collaborate, and lead with a confidence in a dynamic, interconnected world.

MCAD students become:

- Accomplished makers and scholars
- Equity-minded problem solvers
- Critical, conceptual thinkers
- Inclusive, collaborative partners
- Empathic listeners
- Creative storytellers
- Engages citizens within a global context

### VISION

MCAD emboldens creative leaders to collaboratively transform society through equity, empathy, and imagination.

### VALUES

- Transformational Ideas and Actions that emerge from the intersection of creativity, culture, and equity.
- Collaborate Community that supports both independent achievements and collective successes.
- Empathic Leadership that integrates humility, inclusivity, curiosity, and foresight to fuel change.
- Multifaceted and Complex Identities that embody diverse social, cultural, and economic backgrounds.
- Experiential Learning that embraces generative processes, critical discourse, and an iterative methodology to achieve academic, institutional, and individual excellence.

## II. FROM MCAD'S PRESIDENT

Welcome to the Minneapolis College of Art and Design (MCAD). On behalf of the faculty and staff of the college, we are thrilled to have you join this vibrant teaching and learning community that is dedicated to educating you- the next generation of cultural leaders.

As you read through the Student Handbook, it will provide an introduction to the many resources of the college. In addition, it will provide you with guidance about the policies and procedures that affect MCAD students.

We look forward to making your time here a transformative and remarkable experience. We will work with you to shape your creative lives through diverse studio and liberal arts courses and help you build connections with the broader community that surrounds MCAD.

Please take the time to familiarize yourself with the Student Handbook. I hope you have a rich and rewarding experience at MCAD and I look forward to hearing about your experiences in the years ahead.

—Sanjit Sethi, President

### **III. ABOUT MCAD**

#### **A. ACCREDITATIONS AND 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 & Design, and the National Association of Independent Colleges and Universities.

#### **B. BOARD OF TRUSTEES**

Legal responsibility for governance of the Minneapolis College of Art and Design is vested in its Board of Trustees. Board members are nominated by the Governance and Nominating Committee and elected for three-year terms. Members are selected from the broad community and represent the many constituencies of the college. The President of the college and the President of the Alumni Association Board of Directors serve ex officio on the board. Student and faculty representatives participate in board meetings. The board is responsible for all aspects of the college including, but not limited to, admissions policies, annual budget, buildings and grounds, academic programs, performance criteria for faculty and staff, and the appointment of the president. The board serves as the final internal forum for review of any institutional grievances. The board does much of its work through a committee system, including audit, finance and operations, student experience, development, and governance and nominating committees.

#### **C. STUDENT REPRESENTATION ON COMMITTEES**

Undergraduate and graduate students are represented throughout the governmental structure of the college. 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 Student Union, and are required to report the activities of the committee meetings at Student Union 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.

#### **D. 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, 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.

## **IV. ABOUT THE STUDENT HANDBOOK**

The Student Handbook identifies policies, procedures, and expectations that have been set by the college to enrich students' MCAD experience. These policies apply to conduct occurring on campus, at college-sanctioned events, and during programs that take place off campus, including study abroad and internships. This Handbook is not a contract, and the college is free to change, revoke, modify, deviate from, or amend any provision in this handbook at any time at the college's sole discretion, with or without prior notice. The college's interpretation may vary from time to time if, in its opinion, the circumstances require such variation.

## **V. STUDENT UNION (SU)**

### **A. STUDENT UNION**

MCAD's Student Union (SU) 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. SU 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. SU manages a portion of student activities fees, enabling student-initiated events and club activities. Although MCAD fully supports the right of students to participate in college governance, MCAD reserves the right to abrogate any decision made by the SU or the Executive Committee that, in the opinion of MCAD, is unlawful, immoral or inconsistent with the mission and values of MCAD.

### **B. BYLAWS OF THE STUDENT UNION**

1. The organization is the Student Union (SU).
2. The function of the Student Union is to identify, verify, communicate, and advance the interests of MCAD students. This is to be done in the following ways:
  - + By appointing student representatives to appropriate decision-making bodies within the college.
  - + By assessing and disbursing the SU 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 Union exercises control.

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3. Membership: The Student Union shall be composed of all currently enrolled students at MCAD.

4. Executive Committee Officers

- + The Student Union will have an Executive Committee of seven students.
- + The Student Union Executive Committee is comprised of one representative from each of the following departments: Arts Entrepreneurship, Design, Fine Arts, Liberal Arts, Media Arts, MFA Program, as well as current cultural clubs and advocacy organizations.
- + The Executive Committee Members shall alternate the responsibility of chairperson at biweekly meetings. The chairperson's duties are as follows:
  - + To facilitate SU meetings.
  - + To see to it that an agenda is set and adhered to.
  - + To maintain order and keep discussion to agenda items.
- + Executive Committee members are expected to attend all regular meetings. Any member not present at three meetings shall be automatically dismissed from SU and an appropriate alternate will be appointed.
- + Executive Committee members may be appointed to the following bodies: Board of Trustees, Board of Trustees Student Affairs Committee, Board of Trustees Academic Affairs Committee, ad hoc committees and meetings.

**5. SU HOSTS THREE TYPES OF MEETINGS**

- + Open public meetings are held biweekly on Wednesdays at noon in the College Center. Meeting dates are posted in weekly Student Activities emails and on gCal. Here students can present and discuss agenda items and participate in the voting process.
- + Closed Executive Committee meetings are held biweekly on the dates between Open meetings. Here Executive members discuss agenda items and student proposals and meet with administration to discuss larger student initiatives.
- + Student Union Town Halls are held at least once per semester in the College Center. The goal of SU Town Halls is to discuss larger concerns and ideas from students, as well as to set long-term goals to be further explored and accomplished through the Open meetings.
- + Agendas will be distributed one day prior to meetings. Any student may add items to the agenda by notifying the work-study student at least one day prior to the meeting or emailing [bsmith@mcad.edu](mailto:bsmith@mcad.edu). All Open meetings will be documented and formulated into SU Minutes, which will be presented in the following Open meeting.



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- + 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. Proposal items will be passed with a majority vote along with the support of at least one SU Executive Committee Member.
- + All MCAD students in attendance at a SU meeting are equal participants in its proceedings and decisions.
- + All meetings will follow Robert's Rules of Order.

**6. FUNDING**

- + The Student Union is allotted \$5,000 each semester for student activities and projects. These funds come from student activity fees that are collected each semester.
- + Written proposals for funding must be submitted one day prior to each meeting and will be discussed. Proposals are measured on their merit or potential to benefit the entire student body. Students are encouraged to discuss proposals with SU Executive Committee members before submission. Attendance is mandatory in order to receive funding. Proposals forms will fall into two categories:
  - Club Budget Proposal: Active Clubs are allotted \$200 at the beginning of each semester to fund large events, advertising costs, or other long-term expenses. Clubs may not spend money on short-term costs (i.e. food for weekly meetings). Clubs may receive these funds and bypass the two-week waiting period by presenting a Club Budget Proposal at a SU meeting prior to the event. Any requests exceeding the \$200 allowance will require a General Proposal. Clubs must provide receipts and documentation of any events funded by SU.
  - General Proposals: Students can request funds for events or items that will benefit the larger MCAD community. SU cannot fund graded student projects, work for off-campus gallery shows, or late fees. The Executive Committee can, at their discretion, amend the prohibited list. All general proposals over \$200 will be voted on after the two-week waiting period. Proposals under \$200 can surpass the two-week waiting period. Clubs may receive up to \$1,000 per semester, which includes the initial \$200.
- + Students may be granted a waiver on the two-week waiting period if at least one SU Executive Committee member and two-thirds of the students present agree.

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- + Reimbursements for events will be granted provided the event was adequately accessible to the MCAD community and receipts are present. Reimbursements must be requested within one month of spending the funds.
- + An itemization and budget summary will be provided by the Executive Committee at the end of each semester, and will be posted on the SU bulletin board outside the student affairs office.

**7. AMENDMENTS**

Any proposed amendment of these Bylaws requires the approval of the student members of the SU, provided that written notice has been sent to each member of the student body at least ten (10) days in advance of the date of the meeting at which the proposed amendment is to be considered. The notice shall state the text of the proposed amendment or amendments. At least ten (10) students must be present to vote on the proposed amendment(s), and a two-thirds (2/3) majority is required to approve the amendment(s).

**VI. OFFICES AND SERVICES**

**A. 3D SHOP**

In the expansive 3D Shop, students gain valuable hands-on experience working with traditional processes and materials like wood joinery; mig, tig and oxy ace welding; bronze and aluminum casting; and plastics fabrication, all of which are supported by high-quality professional equipment. The 3D Shop also has the latest digital fabrication technologies including 3D printing, laser cutting and scanning and two CNC routers. The shop is open seven days a week and is staffed by full-time professionals, all with degrees in the visual arts. The shop staff supervise and demonstrate the safe use of the facilities and equipment and also teach students contemporary studio practices.

**B. ACADEMIC ADVISING**

Each student at MCAD is assigned an advisor who assists them in developing an academic plan appropriate to their degree program and personal goals. Students are advised by staff advisors for their first year (up to 30 credits). Students can declare their major after 15 credits have been completed or transferred in. Students who declare a major will be assigned a faculty advisor in the declared major after 30 credits have been completed or transferred to MCAD.

Students are encouraged to seek advice and information from faculty and staff members throughout the college, but their assigned advisor is ultimately responsible for advising





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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 department chair of the student's major or academic advising staff in Student Affairs. Staff advisors also provide information about [alternative credits](#) (such as off-campus study and Continuing Education courses) and are available to provide special assistance to first-year and international students. See "Registration" for more information about registering for classes.

**C. ACADEMIC AFFAIRS**

The Vice President of Academic Affairs is responsible for all facets of the academic programs including faculty, instructional departments and programs, and related support areas.

**D. EXHIBITION AND STUDIO SERVICES**

Exhibition and Studio Services coordinates and monitors the installation of student work throughout the college and other off-campus venues and provides installation information to students regarding paint, materials, space, lighting, and tools. Exhibition and Studio Services is also responsible for classroom equipment, student studio assignment and use, critique space preparation, auditorium and classroom reservations, and special events coordination.

**E. ACCESSIBILITY SERVICES FOR STUDENTS WITH DISABILITIES**

Accessibility Services is housed in the Learning Center and supports equitable access to education. They manage the process for considering and granting requests for reasonable accommodations from students who self-disclose a disability. You can learn more about disclosing a disability and the accommodations request process by going to the [Learning Center and Accessibility Services website](#).

**F. ADMISSIONS OFFICE**

The Admissions Office is the first point of contact and provides complete and accurate information about MCAD to prospective students and their teachers, counselors, and parents. The transfer of liberal arts and studio credits for new incoming students is coordinated by this office.

**G. ALUMNI RELATIONS**

MCAD alumni are an active and visible part of campus life. Programs that serve students include alumni networking, career mentorship, and generous support of student scholarships. MCAD alumni number more than 5,000 professional artists and designers living in the Twin Cities and throughout the world. In addition, once students graduate, they automatically



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become lifetime members of the MCAD Alumni Association, a community that continues to support each other and shape the life of the college.

**H. ART CELLAR**

The Art Cellar carries a wide variety of fine art, graphic art, media art, and computer supplies at very competitive prices. The Art Cellar is a nonprofit college store, owned and operated by the college. Any profits made are contributed to the student scholarship fund.

For hours, announcements, and product information, please see the Art Cellar [resource page](#).

Course textbook information can be found at [my.mcad.edu](http://my.mcad.edu) under the Registration tab.

**I. BUSINESS OFFICE**

The Business Office is responsible for safeguarding the college's financial assets and ensuring proper use of the college's financial resources. It provides services to the MCAD community in the areas of accounting, budgeting, banking and cash management, financial reporting, institutional insurance, investments, purchasing, accounts payable, payroll (including student payroll), petty cash, and student accounts.

Student Accounts bills students for tuition, fees, fines, health insurance, and on-campus housing. Questions regarding a student's account (balance due, charges, payment options, etc.) should be directed to Student Accounts in the Business Office.

**J. EXHIBITION AND STUDIO SERVICES**

Exhibition and Studio Services coordinates and monitors the installation of student work throughout the college and other off-campus venues and provides installation information to students regarding paint, materials, space, lighting, and tools. Exhibition and Studio Services is also responsible for classroom equipment, student studio assignment and use, critique space preparation, auditorium and classroom reservations, and special events coordination.

**K. MCAD CAFÉ**

The MCAD Café is open Monday through Friday during the fall and spring semesters when classes are in session. Breakfast, lunch, and dinner are served; both hot entrees and sandwiches are available. Resident students must participate in a required meal plan. Commuter students can opt-in to a meal plan. The cost is updated annually on MCAD.edu.

**L. CAMPUS SAFETY**

The Campus Safety Office is responsible for the overall safety and security of all faculty, staff, students, and visitors on campus. The office works toward its purpose of protecting life and property, preventing crime, and providing service to all members of the community. In addition, the office has responsibilities that include alarm management, lost and found services, access



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control, and parking services. Campus Safety works closely with local agencies on criminal matters, neighborhood issues, crime prevention, and campus safety in order to make a more safe and secure campus environment.

Campus Safety employs full- and part-time officers who have received specialized training that includes conflict resolution, crisis management, and first aid. Some of their duties include patrolling the campus, monitoring alarm panels and building cameras, and 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. Escorts are available through Campus Safety twenty-four hours a day, seven days a week. (There may be a wait period due to other pending service calls.) Escorts should only be used for rides within the escort boundaries between MCAD's main campus or MFA Studios and Gallery and a person's residence, parked vehicle, or bus stop/car share. Escorts will be made on foot when the escort is on campus or near campus, otherwise the Campus Safety patrol vehicle will be used. Abuse of the escort service may result in the restriction of the requestor's privileges. For more information, please see the [escort boundaries map](#).

The safety and security of our campus and community is everyone's responsibility. If a person is a victim or witness of any crime or incident, they are encouraged to make a prompt report to Campus Safety or the Minneapolis Police Department. All reports will be documented and investigated. The reporting of these crimes and incidents allows Campus 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 612.874.3801 for routine security matters.

For information on crime prevention, location of emergency call boxes, or any other safety and security matter, please contact Campus Safety.

**M. CAREER DEVELOPMENT**

The Career Development Department assists and guides students in the development of meaningful, sustainable career opportunities and assists industry professionals from across the country with securing the best art and design talent in the region. The Career Development team works to reinforce professional practice and academic experiences while guiding students in the development of presentation skills, interviewing techniques, and networking development. In addition, Career Development assists with resume and cover letter writing, job search strategies, social media presence, and professional correspondence. Career Development posts internship and professional opportunities online at [mcadcareerdevelopment.com](http://mcadcareerdevelopment.com).



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**N. COMPUTER STUDIOS AND LABS**

MCAD's computer labs and advanced studios 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 instructional computer labs and library workstations. Current hours, class schedules and other pertinent information is available at [intranet.mcad.edu](http://intranet.mcad.edu). More specific information detailing the hardware and software configurations of each computer studio/lab is also available via MCAD's intranet.

**MAIN BUILDING**

- + Animation Studio [343]
- + BS Studio [420]
- + Comic Illustration Studio [122]
- + Design Studios [224]
- + Digital Photography Lab [308]
- + Film/Video Editing Studio [306]
- + Instructional Labs [230, 231, 331]
- + Media Studios [341]
- + Screenprinting Studio [421, 425]
- + Service Bureau [220]
- + Sound Studios [333]

**LIBERAL ARTS AND LIBRARY BUILDING**

- + General Access Lab [Library]
- + Skill Development Studio [Learning Center]

**O. CONTINUING EDUCATION**

Students may fulfill credits of their BFA degree requirements by taking one-credit courses through Continuing Education with advisor approval. During evening hours and Saturdays or online in the fall and spring semesters, full-time students may register tuition-free for no more than two Continuing Education classes per semester. (Total enrollment not to exceed 18 credits.) This discount is only available if the class is taken for credit and on a space-available basis. Continuing Education also offers a wide selection of noncredit workshops and short courses.

**P. COUNSELING AND WELLNESS SERVICES**

Students are encouraged to take advantage of MCAD's professional, confidential counseling services, offered free of charge to current undergraduate and MFA students. MCAD's resource of choice for any psychological issue, the service is provided by licensed mental health professionals (psychologist and mental health counselor) and is available five days a week when classes are in session. Common problems for which Counseling and Wellness Services



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can provide assistance include adjustment to college and change, stress, anxiety, depression/mood, relationships, family, sexual health concerns, chemical use/abuse, food issues, or academics. There may be occasions when students are referred to resources outside of MCAD. The [Student Counseling and Wellness intranet page](#) contains more information, including links to wellness and health promotion websites for and by college students. To schedule an appointment, email [bstockinger@mcad.edu](mailto:bstockinger@mcad.edu) or [student\\_affairs@mcad.edu](mailto:student_affairs@mcad.edu), leave a voicemail for the [Counseling and Wellness Office](#) at 612.874.3776, or contact [Student Affairs](#) at 612.874.3738.

Students enrolled in the online master of arts or continuing education programs are not eligible for counseling services.

Students are welcome and encouraged to participate in monthly campus-wide wellness and health information events. Announcements about these activities will be provided to students via email and campus postings.

**Q. DRAWING CO-OP**

Throughout the year, Continuing Education sponsors the Life Drawing Co-op, an open session for anyone interested in drawing from the live nude model. While an MCAD staff member is present to facilitate the co-op, there is no instruction provided.

- A.** 1:00–5:00 p.m. Sundays, Room M109
- B.** 7:00–9:00 p.m. Mondays, Room M109

Both sessions are free for current MCAD students, \$5 for current MCAD Continuing Education students (with valid registration), \$8 for Sundays, \$6 for Mondays to the general public; \$5 for MCAD alumni, faculty and staff, \$4 for High School students. An unlimited semester pass is available for \$70 for Sundays and \$58 for Mondays..

**R. FACILITIES OFFICE**

The Facilities Office 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.

**S. GALLERY 148**

Gallery 148 is a professional, student-run gallery available to all full-time, degree-seeking students at MCAD. A call for artists and curators is made each semester. The proposals are reviewed by a jury composed of student representatives and a staff facilitator.



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**T. HUMAN RESOURCES**

The Human Resources office is responsible for providing resources and support to all the departments of the College in order to attract, develop and retain the creative and talented employees who bring the mission, vision, and values of MCAD to life. The HR team plays an integral role in the employment cycle for all employees (faculty, staff, administration and student workers) and in the development and maintenance of a welcoming and inclusive culture at MCAD. The Human Resources office administers employee-related programs for the College; maintains personnel records; maintains and interprets employee focused college policies and procedures; and carries out other strategic and tactical responsibilities to support organizational effectiveness and as they relate to MCAD's mission, vision, values. The current Title IX Deputy Coordinator is also in Human Resources, so this office can also be contacted for Title IX issues or concerns.

**U. INFORMATION and WELCOME DESK**

The Information Desk is located inside the front entrance of the Main Building. Campus Safety officers 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.

**V. INTERNATIONAL STUDENT SUPPORT**

The Student Life Specialist provides assistance to exchange and international students regarding immigration regulations, academic, and cultural issues. The Specialist processes immigration documentation related to students' admission, maintenance of status, internships (Curricular Practical Training/CPT), transfer of schools, work after graduation (Optional Practical Training/OPT), and employment authorization through the U.S. Citizenship and Immigration Services (USCIS), U.S. Immigration and Customs Enforcement (ICE), the Bureau of Customs and Border Protection (CBP), the Student and Exchange Visitor Information System (SEVIS), Social Security Administration, and Internal Revenue Service (IRS). The Specialist can also act as an intermediary between international and exchange students and other offices at the college, aiding in communication and guidance. The Specialist assists with all immigration requirements and acts as a liaison with the Department of Homeland Security. For more information see the [International Student Handbook](#).

**W. LEARNING CENTER**

MCAD's [Learning Center](#) is an interdisciplinary academic support center that includes Accessibility Services for students with disabilities. The Center supports equitable access to education; runs the Peer Mentor Program; and offers online and in-person assistance with academic advising, writing, software, time management, study skills, and professional



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development.

Appointments can be made on the [Learning Center Appointments Page](#).

**X. LIBRARY**

The MCAD Library serves a variety of student needs: whether it's providing information and inspiration for a class assignment, quiet study space, or just a place to relax and browse a magazine, students are encouraged to take advantage of this valuable art and design resource. The library holds more than 45,000 books, a plethora of exhibition catalogs, and 150,000 ebooks; subscribes to nearly one hundred periodicals; and collects videos, DVDs, CDs, and pictures for visual reference. Online resources include article databases and ARTstor. Librarians are available to help in the selection and use of all these materials. A current MCAD student ID with a library barcode is required for checking out materials. Fines are imposed for overdue material; lost or damaged items must be paid for or replaced. The Library encourages

**Y. LIBRARY VISUAL RESOURCES**

Library Visual Resources assists students in obtaining images for use in course assignments and creative projects, using resources like the college's instructional digital image collection and online subscription-based collections such as ARTstor. Visual Resources staff can also help students locate images on the web, advise students on scanning standards and techniques, and offer guidance in understanding and complying with copyright requirements.

**Z. MAIL ROOM**

Outgoing stamped mail may be brought to the Mail Room, located on the second floor of the Main Building. Some services are restricted by U.S. Postal Service regulations and may not be available in the Mail Room. Postage stamps are available for sale in the Art Cellar. There is also a blue USPS box located outside the Main Building for deposit of mail under sixteen ounces. Packages over sixteen ounces cannot be deposited in this box. Currently, mail is picked up from this box Monday through Friday at 11:00 a.m. USPS picks up outgoing mail from the Mail Room at 11:00 a.m. daily. Mail or packages brought to the Mail Room will likely be sent out the next morning.

The Mail Room is open 8:30 a.m. to 5:30 p.m., but is fully staffed 10:00 a.m. to 3:00 p.m. Please notify the Mail Room in advance if you have a complicated or large outgoing mail project so that the staff can properly meet your needs. Be aware that without prior notice we may not be able to accommodate you.

Personal packages must be labeled and paid for by the individual. The best way to do this is either through the website of the shipper: UPS.com, FedEx.com, USPS.com or by going



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directly to the shipper's location. Personal shipping via UPS or FedEx should be delivered directly to the shipper's dropbox or location. USPS packages may be dropped off in the mailroom for pickup by the postal carrier at their regular time of 11:00 a.m. Monday through Friday.

**AA. MEDIA CENTER AND AV SUPPORT**

Media Technology Services (and the MCAD Media Center) is responsible for supporting the media and AV technology needs of the academic departments, classroom curriculums, and other institutional media needs. Services include the provision and support of film, photography, animation, sound, video, presentation, exhibition, and multimedia equipment; technical assistance in equipment and facility operation; maintenance of equipment, media facilities, and studios; management of equipment reservation and circulation systems; AV support for college lectures and events; and classroom and auditorium AV design, provision, training, and support. Please see the [Media Center intranet page](#) for complete details on access, reservation, usage, and liability policies.

**BB. PAPERMAKING STUDIO**

The Papermaking Studio features work space for Western and Eastern papermaking as well as space for cast paper, including a dry and wet workspace. The studio has equipment for creating paper using plants, natural fibers, or linters. Access to the studio is limited to those who have completed a class at MCAD or who have experience and prior approval from the Printshop Director. Approval is based on filling out a Personal Proposal as well as the Rules and Regulations for the Paper Studio. Forms, as well as a safety video, are found on the [Papermaking Studio intranet page](#).

**CC. PRESIDENT'S OFFICE**

By delegated authority of the Board of Trustees, the President is the Chief Executive Officer of the college. Students wishing to meet with the President should contact the President's Executive Assistant to schedule an appointment.

**DD. PRINTMAKING STUDIO**

The 5,000-square-foot Printmaking Studio offers classes to students in lithography, intaglio, relief, screenprinting, print paper book techniques, letterpress, artists' books, and more. Access to the studio is limited to those who have completed a class at MCAD or have proven experience and prior approval from the MCAD Printshop Director. Approval is based on filling out a Personal Proposal as well as the Rules and Regulations for the Printmaking Studio. Forms, as well as a safety video, are found on the [Printshop intranet page](#).





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**EE. PRINTSHOP ACCESS POLICY**

MCAD's Printshop is open to students currently enrolled in Print Paper Book (PPB) courses or students who have submitted a Printshop Personal Proposal. Printshop hours are 8:00 a.m.– 2:00 a.m. during the fall and spring semesters. These hours are subject to the availability of qualified monitors and may be limited during summer session or closed during holiday periods.

Reminder: Students NOT enrolled in a PPB class must submit a Printshop Personal Proposal to the Printshop Director at the beginning of every semester. Undergraduate declared PPB Majors as well as current MFA students may petition to have twenty-four-hour access. Contact the Printshop Director to obtain a late night proposal form.

**FF. RECORDS OFFICE**

The 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, certification of student enrollment, course scheduling, and registration for for-credit and online students in the Continuing Education program.

**GG. REGISTRATION**

Approximately one week prior to the official college Advising Day for declared students, students may view courses on [my.mcad.edu](http://my.mcad.edu).

An appointment is scheduled for each declared student to meet with their faculty advisor prior to registration. Appointments are posted on [my.mcad.edu](http://my.mcad.edu). Undeclared students make an appointment for group advising through the Academic Advising Coordinator. During the advising appointment, students and advisors discuss course schedules, academic requirements, special programs, and educational goals. An advisor's clearance in [my.mcad.edu](http://my.mcad.edu) is required before a student is allowed to register.

At their assigned time and date, students will register for classes on [my.mcad.edu](http://my.mcad.edu). Registration ensures a place on the class list if space is available. Registration priority is by class standing, based on earned credits for undergraduates, and opens for each class at a designated time as outlined in the Registration Guide, found under the Registration Tab on [my.mcad.edu](http://my.mcad.edu). Registration times are strictly enforced.

If a course is full, the student may be placed on a waitlist once registered. Wait lists are held until registration summaries are reviewed, about one week after registration closes. At that time, students are moved from wait lists into classes or dropped from the class. Students who need to make schedule changes after registration will be able to do so on [my.mcad.edu](http://my.mcad.edu) after registration summaries are reviewed and registration opens again to allow changes to be



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made. Please see the Registration Guide found under the Registration Tab on [my.mcad.edu](http://my.mcad.edu). Students wishing to change their course schedule are advised to contact their academic advisor or department chair to ensure they are following their academic track.

Students with disabilities or who need academic accommodations should contact the Learning Center, [learning\\_center@mcad.edu](mailto:learning_center@mcad.edu). Early registration may be an option for some students who have limited mobility or ongoing medical care during the academic day. Consult with the Registrar and Learning Center staff for more information.

Note: Students with any outstanding fines or tuition payments should be in contact with Student Accounts to make payment arrangements prior to registration. Balances over \$200 may be prevented from registering until payment arrangements are made.

#### **HH. SERVICE BUREAU**

The MCAD Service Bureau provides color and black-and-white copies and laser prints, high-quality inkjet prints up to forty-four inches wide, Risograph printing, vinyl and paper cutting, scanning, binding, and more at extremely affordable prices. Public copiers and printers are located around campus that are accessed via campus ID. A Digital Print Lab is available to upper level photo, illustration, and design majors as well as MFA students. Users may revalue their printing account (PaperCut) online or by purchasing PaperCut cards in the Art Cellar.

#### **II. STUDENT AFFAIRS**

Student Affairs 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, International Student Support, Learning Center, Off-Campus Study Programs, Records, Student Counseling and Wellness, Student Housing, and Student Life and Activities. Students who have questions or problems of any kind are encouraged to visit the Student Affairs Office for assistance.

#### **JJ. TECHNOLOGY SUPPORT SERVICES**

Technology Support Services provides assistance to the entire college community, focusing on academic and administrative computing, computer labs, the student laptop program, classroom AV, and presentation and exhibition technologies. Services include Help Desk support, software build development and distribution, technology asset management, support of lectures and events, and workshops on classroom and College Center AV systems.



## VII. CAMPUS AND FACILITIES USE

### A. BIKE RACKS

Bike racks are available along the north and south side of the Main Building, and south of the 144 E. 26th Street apartment building. Bikes should not be left locked to the racks for extended periods, or over the summer, unless the owner is enrolled and attending class. Twice a year Campus Safety will remove abandoned bikes to make room for regular users. For more information, please see the Parking and Transportation guide located on the Transportation Information page of the MCAD Intranet at: [intranet.mcad.edu/resources/transportation](http://intranet.mcad.edu/resources/transportation)

### B. BUILDING HOURS AND 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. Campus Safety Officers patrol campus, monitor building cameras and alarms 24 hours a day as well as providing access to the Main Building after hours.

Students are allowed 24 hour access into the academic buildings with an MCAD photo I.D. To enter the Main Building after hours, present your I.D. to the card reader at the north, south or east entry. The light will turn green for approximately six seconds while the door is unlocked. Then wave your I.D. again over the card reader on the counter of the Welcome Desk to "electronically sign in." If you enter Main through the south entrance during Door Monitor hours, you will have to wave your I.D. over the card reader at that location. If Door Monitors are not present, you will have to walk to the Welcome Desk and wave your I.D. over the reader there. If you forget your I.D., you may obtain access after the buildings are closed and secured by pressing the intercom button located outside the north, east or south entrance doors of the Main Building. A Campus Safety Officer will provide access, requesting a valid picture I.D..

Students found to have given their I.D. to another person, including another student for the purposes of gaining entry to the Main building, will have their I.D. confiscated. Confiscated I.D.'s will be kept until the valid owner presents themselves at the Campus Safety Office. Multiple violations may result in the issuing of disciplinary sanctions.

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

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to 5:00 p.m.) by the Campus Safety Office for the night that the student is requesting access. Students can fill out this authorization form up to one week in advance. 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.

**C. ELECTRICAL FIXTURES AND EQUIPMENT**

Electrical fixtures and equipment that are not UL-approved are prohibited from MCAD buildings.

**D. EMERGENCY PHONES**

There are five exterior blue light emergency phones located on the campus grounds. In the event of an emergency, these phones will dial directly to Campus Safety. There are direct lines to MCAD Campus Safety in each elevator and outside the After-Hours Access doors. Dial ext. 1555 from any on-campus phone or designated emergency phone in the Morrison lobby, Printmaking Studio, and 3D Shop for immediate Campus Safety assistance.

**E. EXTENSION CORD AND POWER STRIP USAGE**

The purpose of this policy is to reduce the risk of potential electrical fires and safety hazards associated with improper use of extension cords and power strips. The use of extension cords and multi-plug power strips (power strip) is limited in order to reduce the risk of potential electrical fires and safety hazards associated with improper use. When a permanently installed receptacle outlet is not accessible, temporary extension cords, or power strips equipped with overload protection may be used if installed in accordance with the safety guidelines in this policy.

**PROHIBITED EXTENSION CORD USE**

- + Extension cords are not to be used in lieu of permanent fixed wiring.
- + Ungrounded extension cords are not to be used at MCAD.
- + Damaged cords with cut or frayed insulation (tape repairs not allowed) or cords with missing grounds.
- + Extension cords in residences are not allowed except for portable equipment for temporary use.
- + Extension cords may not be enclosed in walls, ceilings, or under floors in any studios.
- + Cords are not to be tied or attached to pipes or structural members, under carpets in any studios.
- + Detachable multi-tap outlet adapters may not be used on extension cords and outlets.

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Power strips are manufactured devices that house multiple grounded (3-prong) outlets, circuit breaker (overload protection), switch, cord, and plug assembly. In some cases the power strip may provide surge protection capabilities. A power strip is to be used when an electrical device/appliance cannot be plugged directly into a wall outlet and needs to be powered for extended periods. Power strips must be used according to the following procedures and situations.

- + Cord length of power strips should not exceed 15 feet, be appropriate for the length or the application, and must have a UL rating marked.
- + The equipment to be powered must be located as close to the wall outlet as possible to minimize cord lengths.
- + Power strips must be sized for the appropriate load and properly grounded and no other extension cord, adapter, plug extender, or another power strip may be plugged into the power strip.
- + Power strips must have adequate ventilation and be accessible to allow for proper operation and overload protection, and must not be routed through walls, in ceilings, or under floors.
- + Power strips shall be kept in good condition, and must be checked periodically for cracks, frayed, or split insulation or damage to the outlet box and control.
- + Power strips must be routed away from traffic. Cords must not be directly attached to structures, floors or walls.

**F. FACILITIES USE POLICY**

**1. SPECIFIC ACCESS POLICY FOR 3D SHOP, PRINTSHOP / PAPER STUDIOS**

**Fall and Spring Semester Access**

The Printshop and Paper Studios are open to the entire MCAD community for anyone who has previously taken a class in print, paper, book or who is currently enrolled in a course at MCAD. Please see the department intranet page for detailed information on access and policy.

[intranet.mcad.edu/department/3-d-shop](http://intranet.mcad.edu/department/3-d-shop)

[intranet.mcad.edu/department/printshop](http://intranet.mcad.edu/department/printshop)

[intranet.mcad.edu/department/papermaking-studio](http://intranet.mcad.edu/department/papermaking-studio)

**Summer Access**

The 3D Shop and Print Shop/Paper Studios are open to BFA, BS, MFA students, staff, and faculty on a limited basis via a proposal form. Please see the department intranet page for proposal form, and detailed information on access and policy.

[intranet.mcad.edu/department/3-d-shop](http://intranet.mcad.edu/department/3-d-shop)

[intranet.mcad.edu/department/printshop](http://intranet.mcad.edu/department/printshop)



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[intranet.mcad.edu/department/papermaking-studio](http://intranet.mcad.edu/department/papermaking-studio)

## **2. SPECIFIC ACCESS POLICY FOR MEDIA CENTER CIRCULATIONS AND STUDIOS**

### **Fall and Spring Semester Access**

Media Center circulated production equipment, exhibition equipment, and M/LAB studio access is open to degree and certificate-seeking students currently enrolled at MCAD. Access levels are designated as either “General Access” (equipment and facilities open to all enrolled students) or “Restricted” (specialty equipment and facilities reserved for those in specific classes.) Access is limited over college breaks and must be requested and approved through proposal. Please see the department intranet page for complete detailed information on access and policy.

[intranet.mcad.edu/department/media-center](http://intranet.mcad.edu/department/media-center)

### **Summer Access**

Media Center circulated production equipment, exhibition equipment, and M/LAB studio access is open to degree and certificate-seeking students currently enrolled and registered for fall semester classes. Summer access is limited to equipment and facilities designated as “General Access” (open to all enrolled students.) “Restricted” equipment and facilities may be requested and approved through proposal. There is no equipment or facilities access in the weeks between the beginning and end of each semester. Please see the department intranet page for complete detailed information on access and policy.

[intranet.mcad.edu/department/media-center](http://intranet.mcad.edu/department/media-center)

## **3. SPECIFIC ACCESS POLICY FOR MCAD STUDENT STUDIOS**

### **Fall and Spring Semester Access**

MCAD provides a limited number of individual and shared workspaces for Student Studios. Studio Access is limited to only those who have been awarded, assigned, and filled out the Studio Contract with Exhibition and Studio Services. For more information on studio assignments, requests and use policies, see the [Exhibition and Studio Services Intranet page](#) under “Student Studio Space.”

### **Summer Access**

To be eligible for a summer studio, a student must be taking a class or participating in an internship opportunity for class credit. This includes taking an independent study with a faculty member. If you have not filled out the Summer Studio Application by the application due date, you will not be eligible for a Summer Studio.



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**G. FIRE/EMERGENCY EVACUATION**

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

**H. FIRE, OPEN FLAMES, SMOKE ON CAMPUS**

Fire, open flames, and smoke are not allowed on campus without prior approval. Students must get faculty approval of fire, open flames, and/or smoke for coursework. The student must contact the Director of Campus Safety at least one week in advance of using fire, flames, or smoke. The faculty and students must review guidelines prior to using fire or smoke, available from Campus Safety.

Students wishing to have a recreational fire, open flames, and/or smoke must get approval from Student Affairs and the Director of Campus Safety at least one week in advance of using fire, flames, or smoke. Students must review guidelines available from Campus Safety. Fire grills permanently located outside are for the cooking of food only. Any student found violating this policy may face disciplinary action.

**I. FIRST AID SUPPLIES**

The Campus Safety Office, 3D Shop, Printmaking Studio, Papermaking Studio, Media Center and Occupational Health and Campus Office all have basic first-aid supplies. Pain relievers and cold medicine are available for purchase in the Art Cellar.

**J. FOUND FURNITURE**

No found furniture may be brought into MCAD buildings.

**K. GALLERY SPACE AND INSTALLATION**

MCAD's galleries and halls provide 1,500 linear feet of exhibition space for students. These spaces can be utilized by all active students, faculty and staff. Anyone using exhibition space is responsible for knowing and following the Exhibition Rules and Etiquette Guidelines as written and upheld by Exhibition and Studio Services. The spaces are clearly labeled in the campus maps. All exhibition space usage must be pre approved by Exhibition and Studio Services. If exhibition spaces are used without proper approval or are not removed by the end allotted time, they will be de-installed and remaining materials and artwork will be disposed of. When acquiring a preapproval one will be asked to sign the Exhibition Agreement, promising they will adhere to the rules, regulations, and expectations as established in the Exhibition Contract and Etiquette Guidelines. MCAD accepts no liability for any artwork or installations.



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**L. LOCKERS**

Student lockers in specific technical areas (Media Center, Printmaking Studio, 3D Shop, etc.) are monitored by those areas-check with that department for their locker policy. A limited number of coat lockers (Morrison basement hall) and studio lockers are available each semester on a first-come/first-served basis. Locks are not provided. Lockers must be emptied as notified by Exhibition and Studio Services. Immediately after the end of the spring and summer sessions, all lockers are thoroughly cleaned, locks clipped if necessary, and the contents disposed of. MCAD reserves the right to search or inspect a student's locker.

**M. LOSS OR DAMAGE OF COLLEGE EQUIPMENT**

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

**N. 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 on college premises 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 at the students' expense. 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. For more information see: [intranet.mcad.edu/department/academic-services](http://intranet.mcad.edu/department/academic-services)

**O. PARKING**

**1. Who Can Park On Campus**

All commuter students, staff, and faculty with a subscription to our parking platform may utilize the hourly parking in Lot C, located at the intersection of 26th Street East and 2nd Avenue South, on a space-available basis. Visitors with scheduled appointments may also park in Lot C. More info on [the intranet](#).

**2. Motorcycle/Scooter Parking**

MCAD community members who choose to ride a motorcycle or scooter to school may park in the designated areas in Lot A. Motorcycles and scooters may not use Lot C. The parking system is not designed to detect these types of vehicles.





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**3. Handicap-Accessible Parking**

Handicap-accessible parking is available for people with a state-issued handicap parking permit. Spaces are located in Lot A north of the Main building off of 25th Street and Stevens Avenue South, and along the north side of Lot C. Vehicles that park in these spaces without a proper state issued permit will be subject to towing and/or ticketing by Minneapolis parking enforcement.

**4. Resident Student Vehicles**

There are unrestricted parking spots on the streets surrounding the campus. The MCAD parking lot (Lot C) is located at 2572 2nd Ave S, the intersection of 26th Street East and Second Avenue South. There is no overnight parking for residential students on campus. The exception to this is The Hive Dorm which currently has purchase options for garage and surface spaces. Month-to-month parking contracts are available to any student or staff at the Minneapolis Institute of Art (Mia) ramp at 2400 3rd Ave S. For rates and information, check out the [Mia parking site](#).

- + Lot A – Main Entrance Parking
- + Lot B – Restricted/Assigned Parking
- + Lot C – Hourly Parking
- + Lots D and E – Restricted/Assigned Parking
- + The Hive Indoor and Surface – Restricted/Assigned Parking

The college sponsors regularly scheduled trips to local grocery and art supply stores to assist resident students in obtaining supplies.

**5. Restricted, No-Parking Areas**

Unauthorized vehicles parked in the following areas may be ticketed and towed:

- + Yellow striped zone next to a handicap space.
- + Parking next to a yellow curb.
- + Parking in a posted fire lane or no-parking zone.
- + Parking in the Admissions, Institutional Advancement or President's Visitor reserved spaces without permission.

Vehicles parked in other reserved spaces (those with numbers painted in the parking space) may also be ticketed and/or towed.



## 6. Where to Sign up for Subscription Parking Platform

[Parking Subscription Sign-Up](#)

### **PARKING RATES**

- \$0.25 per hour for MCAD Commuters with ID  
(when signed up for the subscription)
- \$6 flat rate for Guest and General Public

For more information, please see the Parking and Transportation guide located on the Transportation Information page of the MCAD Intranet at:

[intranet.mcad.edu/resources/student-transportation-information](http://intranet.mcad.edu/resources/student-transportation-information)

## 6. Where to Purchase a Stored-Value Parking Pass

Commuter students, staff, and faculty may purchase a stored-value parking pass in the Art Cellar to use Lot C. A valid MCAD identification card must be shown in order to purchase a stored-value parking pass; Continuing Education students may show a proof of registration. Stored-value cards are available in the following amounts: \$5, \$10, \$20, and \$40. A day pass can also be purchased for \$2.00 by designated administrators and faculty for their guests.

For more information, please see the Parking and Transportation guide located on the Transportation Information page of the MCAD Intranet at:

[intranet.mcad.edu/resources/student-transportation-information](http://intranet.mcad.edu/resources/student-transportation-information)

## **P. Recycling**

MCAD strongly promotes environmental sustainability on campus. To facilitate this, robust recycling and composting programs have been established campus wide. Single-stream recycling containers can be found throughout campus and can be identified by their dark blue color. Green composting containers can be found in all dorms; adjacent to the elevators in the Main building; adjacent to the Art Cellar; in the Morrison basement; in the Master of Fine Arts building; and in the cafeteria alongside the trash and recycling. Rechargeable, lithium and mercury batteries may be recycled at the Media Center window or outside of the Art Cellar entrance.

## **Q. Restroom Policy**

MCAD believes in creating a safe restroom experience for all members and guests in the MCAD community. Everyone is encouraged to use the restroom most comfortable for them. There are all-gender restrooms and gender-specific restrooms available on campus. All-gender restrooms are located on the first floor of Morrison, on the third floor of the Main Building, and in the MFA studio building. There are also gender-specific restrooms located in the basement of Morrison, and in the Main Building on each floor.



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**R. Room Scheduling and Use of Space**

Anyone wanting to reserve a room on campus, that is not an exhibition space, must fill out the Room Reservation Form on the MCAD Intranet. If the reservation requires a specific room setup or additional furniture please contact Facilities

**S. Studio Space**

MCAD provides a limited number of individual work spaces for students. Studios are assigned, by application only, at the beginning of each semester.

Not everyone who applies for a studio will get a studio. To qualify for an art studio a student must have full-time status, a minimum of 30 cumulative earned credits and a declared major. Assignments are based upon a student's declared major, class schedule, and number of earned credits, but ultimately, it comes down to the amount of studio spaces MCAD has, which is limited. Studios are monitored by Exhibition and Studio Services. Generally, assignments are issued at the start of each semester. If assigned a studio it is required that all studio usage follows the Studio Safety Guidelines. If the Studio Safety Guidelines are broken the student is at risk of losing the privilege of their assigned studio. Exhibition and Studio Services reserves the right to reassign any studio that is unused or misused, as per the Studio Contract. Students must clean and vacate their studios by the deadline posted by Exhibition and Studio Services. All artwork, tools, and materials remaining will be disposed of immediately after the posted deadline. Policies for these areas are coordinated by Exhibition and Studio Services, Department Chairs and the Safety Coordinator.

**T. 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 Campus Safety.



## VIII. POLICIES, PROCEDURES AND GUIDELINES

### A. ALCOHOLIC BEVERAGES POLICY

Alcoholic beverages may not be sold, served, or consumed on the MCAD campus, including the MFA Studios and Gallery, except in conformance with all applicable state and local ordinances and laws. Alcohol may not be served at receptions. (The only exceptions to this policy are 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 college apartments 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, Campus 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.

### B. ALTERNATE NAMES AND INSTITUTIONALLY RECOGNIZED PRONOUNS

MCAD strives to be an inclusive and welcoming environment for all students, alumni, faculty, and staff. Students may designate the use of an institutionally recognized name (previously referred to as alternate or preferred name) and pronouns. The forms for institutionally recognized names and pronouns are available on [my.mcad.edu](http://my.mcad.edu) and are reviewed by Records Office staff upon submission. These forms also offer students the option of updating their email addresses via the Help Desk. Please note that the Records Office will reject any name submission that is offensive, inappropriate, misleading, or otherwise represents a use of the form in bad faith.

Institutionally recognized names and pronouns will appear on faculty rosters. Legal names will continue to be used as necessary in instances including, but not limited to, student accounts, responses to verification inquiries such as verification requests, financial aid documents, payroll, official transcripts, conduct and academic honesty records, and federal immigration documents.

Institutionally recognized names and pronouns are considered non-directory information under MCAD's FERPA policy.

Students wishing to update their records with legal name and/or gender changes will use a separate process and should contact the Records Office for more information.

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**C. BICYCLES, HOVERBOARDS, SKATEBOARDS, AND ROLLERBLADES**

For safety reasons, bicycles, hoverboards, skateboards, and rollerblades may not be ridden or worn while in the hallways and gallery areas of any college building.

**D. BULLETIN BOARDS AND POSTING POLICY**

Bulletin boards and other designated posting areas may be used for posting notices. Persons posting notices must use push pins or magnets; staples and tape are not allowed. Postings are valid for two weeks. Persons posting notices are responsible for removing their notices. Boards designated for specific purposes/departments should not be used to post notices. Posting areas should not be used to exhibit artwork. Postings in any of the shared, public spaces (e.g. Main Gallery, elevator bays on first and second floors, stairwells, Concourse areas, etc.) are prohibited. Postings in these areas or postings older than two weeks will be removed and recycled by designated staff members and/or assigned Work Study students.

**E. CAMPUS SECURITY REPORT**

The safety of all members of the campus community is of vital concern to MCAD. The Annual Campus Security Report is available in the Campus Safety Office. 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 [mcad.edu/campussecurityact](http://mcad.edu/campussecurityact) or can be obtained by contacting the Campus Safety Office.

**F. CELL PHONE POLICY**

Cell phones should be put on mute or vibrate during class. Use of cell phones is not allowed during class.

**G. 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 may be expelled.

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



### **H. CLASSROOM LAPTOP USAGE POLICY**

Participation in a classroom community has many benefits, but students will also find that along with those benefits come responsibilities:

- + Students are responsible for bringing laptops to class when scheduled to do so.
- + Student laptops should be in good working condition. If a student is experiencing problems with a laptop, it is the student's responsibility to go to Computer Support for help. Technical difficulties such as problems printing, uploading, saving, or retrieving files do not excuse late or missing work.
- + Students should always store copies of files in two backup locations. Students should never store the only copy of a paper/project on the student server space in case the server is down, and students are unable to access the paper/project.
- + During classroom discussion, demonstration, or lecture, students should not be connected to network resources unless students are specifically instructed to do so.
- + Chatting, using social media, or emailing is no more acceptable than talking on a cell phone during class time. Non-class related use of a laptop during class time, including working on homework for other courses, may result in restriction of laptop use or a grade penalty.
- + Unless otherwise indicated, students should never use headphones during class time.
- + Under the Americans with Disabilities Act, students with documented disabilities may use a laptop with an accommodation plan coordinated by Disability Services, and in consultation with the student and instructor.

### **I. COLLEGE COUNSELING AND TESTING RECORDS**

A student's relationship with their 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.

### **J. COMPUTER AND INFORMATION NETWORK**

All students registered in an MCAD degree program receive an MCAD Login, email address, student home directory (server account) and website. Other student computer 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.

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**1. Network-Systems Use and Privacy**

MCAD's computer network, workstations, servers, email system 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. The unauthorized distribution of copyright material, including unauthorized peer-to-peer file sharing, is also not permitted.

Usage violation may result in loss of a user's account, suspension, immediate dismissal and/or criminal and civil penalties as outlined by Federal, State and local statutes. The college also has the right to discontinue the email and/or message board access of any student who misuses their privilege by sending abusive, intrusive and/or offensive email to any student, faculty or staff member. Inappropriate use of the college's computer network and e-mail system is prohibited. Examples of inappropriate usage includes:

- + Unlawful or malicious activities including unauthorized copying of copyrighted material, exporting technology in violation of applicable law, introduction of malicious programs into the network, providing private information about other college students or employees, or sending of unsolicited or "junk" mail messages.
- + Transmission, receipt, or downloading of sexually explicit, pornographic, or otherwise offensive materials.

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. Students should NOT expect that their use of MCAD's computer network, workstations, servers, e-mail system and software is private. The college has a long history of providing open access to all students using its email system. In order to maintain MCAD's open environment, all users must be self-regulatory and sensitive to others regarding the content of their emails or message board postings. Please be respectful to the entire community when using these services.

Furthermore, a violation of Federal copyright laws can result in civil or criminal penalties. Anyone found to have infringed on a copyrighted work may be liable for actual damages or statutory damages ranging from \$750 to \$30,000 for each work infringed. For "willful" infringement, statutory damages may be increased up to \$150,000 for each work infringed. An infringer of work may also be liable for the attorneys' fees incurred by the copyright owner in enforcing the owner's rights. "Willful" infringement can also result in criminal penalties including up to five years of imprisonment (up to 10 years for a second or subsequent offense) and fines of up to \$250,000 per offense.



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For more details on institutional policies and sanctions related to copyright infringement, visit the [MCAD Intranet](#).

**K. DAMAGE TO PROPERTY POLICY**

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 Campus Safety.

**L. DATA FOR EDUCATIONAL RESEARCH**

MCAD safeguards the privacy and security of individual student data, and treats these data in an ethical manner such as determining what data and information should be used for various purposes, and whether interpretations are correct and appropriately used. To ensure privacy, all names and identifying information are disassociated from individual data before analysis; only summary statistics are prepared and in no instance is identification of individual students permitted.

**M. GUEST SPEAKER POLICY**

Student organizations may invite guests to speak at the college if approved by the college. To ensure an orderly scheduling of facilities and adequate preparation for the event, students must have a faculty or staff member register the event with Exhibition and Studio Services 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.

**N. HEALTH INFORMATION**

MCAD does not have health service facilities on-campus, other than the counseling psychologist. The Student Affairs Office can provide referrals for medical care and can refer students who have questions about student health insurance coverage. The Health Care Resources brochure, available in the Student Affairs Office, offers a list of nearby medical, dental and mental health services. MCAD students also have online access to Student Health 101, a monthly digital magazine. Information on health hazards in the arts is available from the Occupational Health and Safety Office.





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**O. HEALTH INSURANCE**

**1. Undergraduate Students**

In compliance with the Affordable Care Act (ACA) all MCAD students are required to be enrolled in an ACA-compliant health insurance policy. Domestic MFA and undergraduate students are not required to purchase health insurance through MCAD if they do not have their own policy. If a domestic MFA or undergraduate student wishes to purchase the MCAD plan, more information is found at the [Gallagher Student Health website](#).

**2. MA Sustainable Design or IDM Certificate Program Students**

Students enrolled in the MA Sustainable Design or IDM Certificate program are not eligible for MCAD health insurance.

**3. Health Insurance for International Students**

MCAD requires all degree-seeking international students to purchase MCAD's health insurance policy. International exchange students may purchase MCAD's policy or they must provide proof in English showing a policy that will provide coverage in the U.S. Domestic students may opt in to the MCAD student health insurance policy, but it is not required. Domestic students should have their own policy if not enrolled in the MCAD policy.

**P. I.D. CARDS**

A student I.D. card will be issued to each student. Only one card is issued to each student during their time at MCAD; additional cards issued for any reason cost \$15. Students who did not receive a student I.D. card should contact the Campus Safety Office.

In order for their I.D. to be valid, students must also be listed in the college's electronic data base as a current student. Students must use their MCAD I.D. to gain access to the academic buildings after hours and the resident apartment buildings if they live on campus.

**Q. IMMUNIZATION REQUIREMENTS**

[Minnesota Colleges Immunization Law](#) 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. 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. The Minnesota College Immunization Law applies to anyone who was born after 1956. However, students who graduated from a Minnesota high school since 1997 are exempt from these requirements (because they will already have met them).



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Students are strongly encouraged to be vaccinated for COVID-19 and other preventable diseases as noted by the [Minnesota Department of Health](#).

Immunization requirements are subject to change. For further information, contact the Student Affairs Office.

**R. INFECTION CONTROL**

MCAD has a written Blood Borne Pathogen Exposure Control plan for contact with human blood or body fluids and a Pandemic Influenza Response Plan to protect students from exposure to infectious agents. In addition, the Occupation Safety Department conducts a flu clinic at the beginning of the school year for those students who wish to receive a flu shot as a preventive measure. Students should refer to their personal medical insurance company for cost coverage of the flu shot.

Students may not utilize human or animal blood and body fluids in their art works as they are assumed sources of contamination. Use of these materials is a violation of the campus' Universal Precautions for Infection Control and the Blood Borne Pathogen Control Plan. If there is a question about use of a material, students should contact the Occupational Safety and Health Coordinator for guidance.

**S. Lost and Found**

Lost and Found is located at the Welcome Desk in the Main Building. In addition to this, check the Lost and Found at Children's Theatre 612.874.0500 or Minneapolis Institute of Arts 612.8703046. Items held at MCAD will be discarded after 30 days.

**T. MEDICAL EMERGENCIES**

Emergency medical care is available at nearby emergency rooms listed below. If ambulance service is required, call 911 and then contact MCAD Campus 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 Information Desk.

- + Abbott Northwestern Hospital  
612.863.4000  
800 East 28th Street at Chicago (*entrance on 28th*)
  
- + Hennepin County Medical Center  
612.873.3000  
701 Park Avenue



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**U. MESSAGES**

Urgent telephone messages for students may be given to the staff of the Student Affairs Office 612.874.3738. It is the student's responsibility to check their email daily for messages.

**V. MINNEAPOLIS INSTITUTE OF ARTS**

An MCAD student I.D. card entitles students to membership benefits at Minneapolis Institute of Arts, including discounted admission to lectures, films, exhibition openings and other events.

**W. MINNESOTA I.D. CARDS AND 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 Campus Safety, Driver and Vehicle Services in St. Paul. For more information call 651.296.6911 or visit [dps.mn.gov/Pages/default.aspx](http://dps.mn.gov/Pages/default.aspx).

**X. NON-DISCRIMINATION POLICY**

Minneapolis College of Art and Design does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, disability, marital status, or age in its programs, activities, scholarship and loan programs, and educational policies.

The following person has been designated to handle inquiries regarding the nondiscrimination policy: Jen Zuccola, Vice President of Student Affairs, 612.874.3626.

**Y. OFFICIAL NOTICES**

Students are held responsible for familiarizing themselves with all official MCAD information. Students must check the intranet and their email on a regular basis in order to stay current with official college policies/information.

**Z. RECORDING IN CLASS POLICY**

Video and audio recording in class is not allowed unless required by the Americans with Disabilities Act or by the consent of the faculty member. Violation of this policy can result in disciplinary action.

**AA. 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



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MCAD Catalog, official college publications and notices sent to a student's email and/or posted on the intranet.

**BB. RETURNED MAIL**

Students are responsible for keeping their contact information up to date with Records. Student Accounts-related correspondence will be issued to the permanent home address on file. Payroll and Accounts Payable correspondence will be issued to the address listed on payment requests and/or paperwork. Mail returned to the Business Office will be mailed to the forwarding address if one is provided. If no forwarding address is provided, contact will be attempted via MCAD email. Students are responsible for any information and materials returned to the Business Office.

For returned refund checks, payroll checks, and/or accounts payable checks, if no forwarding address is provided and the student cannot be reached via MCAD email, the Business Office is required to remit these funds over to the State of Minnesota Unclaimed Property Division after one year from issue date. Students must file a claim with the State of Minnesota Unclaimed Property Division to get these funds back.

**CC. SHOTS FIRED INCIDENT**

During a situation where a person(s) armed with a gun or other dangerous weapons enters any academic building and begins firing the weapon, students, staff and faculty should follow these basic steps:

1. If it is safe to leave, EXIT the building.
2. After you leave, call 911.
3. Do NOT attempt to re-enter the building.
4. Do NOT Attempt to rescue victims.
5. Notify the authorities about the location of victims.

**If it is unsafe to exit:**

1. Lock and/or barricade yourself in a room (most classrooms in Main and Morrison can be locked from the inside).
2. Call 911 and let them know where you are.
3. Call 612.874.3555 the Campus Safety Emergency line.
4. Keep out of sight, turn lights off in rooms if possible.
5. Silence your cell phone.
6. Remain within your secured area until the "all clear" message has been given by Campus Safety or the Minneapolis Police Department.



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Campus Emergency Drills are held once each semester, and consist of an all campus e-mail, computer screen pop-up message, and a text message. To receive emergency text messages from the college, visit [mcad.omnilert.net/](http://mcad.omnilert.net/) and sign up! It's free and easy.

**DD. SMOKING REGULATIONS**

Smoking is hazardous to the health of the smoker and individuals nearby. The Minnesota Clean Indoor Air Act protects nonsmokers 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. This policy also applies to marijuana (must be 21 years or older to use), e-cigarettes, or other alternative smoking devices.

There is no smoking within 25 feet of all academic building entrances, except the second-floor balcony of the Main building. A map of nonsmoking areas can be found online at: [intranet.mcad.edu/content/map-nonsmoking-areas](http://intranet.mcad.edu/content/map-nonsmoking-areas)

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 Campus Safety Office, the Facilities Office or the Vice President of Student Affairs.

**EE. TAXI SERVICE**

A portion of student activities fees are used to fund a taxi service with Red and White Taxi Service Corporation. MCAD students can obtain a taxi voucher from the Campus Safety Information Desk. The taxi voucher is available for a limited amount. Charges beyond limit must be paid by the rider. The voucher 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 or medical facility.

**FF. 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 may also result in expulsion. Theft should be reported immediately to Campus Safety.



**GG. USE RIGHTS FOR STUDENT WORKS IN PROMOTIONS,  
DEVELOPMENT, ALUMNI RELATIONS, AND MARKETING PURPOSES**

MCAD is responsible for initiatives promoting the College and its educational and artistic programs. In the course of doing so, the College may also engage in the use of students' names, voice, photographic or video likenesses, reference to artistic, musical, literary, or any other creative work produced in connection with their studies at MCAD. This includes representations, reproductions, displays, or performance of any such student work for promotions, development, alumni relations, and marketing. Unless otherwise notified, the College assumes consent from all students to the use in the promotion and marketing of MCAD, and in development and alumni relations of (i) their image, likeness, and voice; and (ii) their artwork made during the time they are matriculating at MCAD.

If students do not consent, the College requests students to opt out from the use in the promotion and marketing of MCAD. Students may opt out by filling out a form through [my.MCAD.edu](http://my.MCAD.edu) > Student Life tab > Image Usage Opt-Out Form.

Students can revoke consent at any time by emailing [communications@mcad.edu](mailto:communications@mcad.edu). Students may also specify conditional uses, if any, of their names, likenesses, and representations of creative work. Notifications of restrictions must be made via email, addressed to [communications@mcad.edu](mailto:communications@mcad.edu).

**HH. VETERAN'S SERVICES**

The School Certifying Official, located in the Records Office, is responsible for the administration of Veteran's Administration policies and procedures at MCAD. Records can be contacted at [records@mcad.edu](mailto:records@mcad.edu).

**II. WALKER ART CENTER ACCESS**

Students may show their MCAD ID cards in order to gain free admission to the Walker Art Center. Students will need to pay the requisite costs for special events or exhibits.

**IX. FINANCIAL POLICIES**

**A. ART CELLAR ACCOUNTS**

The MCAD Art Cellar, a non-profit college store, is a convenient and affordable resource for purchasing course books and materials. The Art Cellar offers discounted pricing and all proceeds are used to fund MCAD student scholarships.



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For your convenience, the MCAD Art Cellar offers students the option of purchasing supplies using a prepaid account. Students and families may add funds to their Art Cellar account any time during the Fall and Spring semesters through the Business office. If you have any questions, please contact Student Accounts at: [student\\_accounts@mcad.edu](mailto:student_accounts@mcad.edu).

**1. Adding Funds to Art Cellar account (Students)**

- + To add funds to your Art Cellar (bookstore) account, please login to your [myMCAD student dashboard](#) and click, 'Launch MAXPay'.
- + Click "**Make a Payment**" from the MAXPay main menu.
- + Click the "**Prepaid Art Cellar Account**" option. Enter the amount you would like to deposit and add it to your shopping cart to complete the payment process.

**2. Invite another payer to add funds to Art Cellar account**

In order for another payer to add funds to your Art Cellar account, you must first authorize third-party access. Simply login to your online student account [myMCAD Student Dashboard](#) using your official MCAD login and password. Follow these easy steps:

- + Go to the "**FERPA Form**" page.
- + Click the gray box labeled '**Click Here to Grant Access**' at the bottom of the page and complete the requested information.

Invited payers will receive an email notification from [records@mcad.edu](mailto:records@mcad.edu) with instructions for activating their account . Once they have activated their third party accounts, authorized users will be able to login to their [myMCAD Parent Dashboard](#) and add funds/activate Art Cellar accounts following the instructions listed above.

**3. Adding funds to Art Cellar account using Financial Aid refund**

Students expecting a financial aid refund may allocate up to \$300 from their anticipated refund to an Art Cellar account any time during the first week of classes, by emailing [student\\_accounts@mcad.edu](mailto:student_accounts@mcad.edu) or by visiting the Business Office during regular business hours. Email [student\\_accounts@mcad.edu](mailto:student_accounts@mcad.edu) to request an Art Cellar account transfer from your financial aid refund.

**4. Closing your Art Cellar Account**

Students may close their Art Cellar account and receive a refund of the remaining balance at any time, however, once your Art Cellar account is closed, it may not be reopened until the following semester.

Art Cellar account balances automatically transfer from the Fall semester to the Spring and are closed immediately following the last day of Spring semester classes. Art Cellar account



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balances will be refunded to students by mail within 10 business days. MCAD reserves the right to collect any outstanding balance from remaining Art Cellar funds at the end of each term. Art Cellar accounts may be terminated by the Art Cellar or the Business Office at any time.

Contact the Business Office at 612.874.3809 with questions regarding Art Cellar Accounts.

**B. COST OF COURSE MATERIALS**

Students should budget to spend approximately \$300 per course for related materials, on average. Required materials will be listed on myMCAD within the registration information for courses, where possible. In selecting required course materials, MCAD faculty strive to select the best value materials for the lowest cost, eliminate unnecessary course materials, and allow for the maximum flexibility for student purchase options.

**C. EMERGENCY LOAN PROGRAM**

The Emergency Loan Program is for students needing a short-term loan of \$100 or less. Applications are available in the Financial Aid Office during Fall and Spring semesters. The application must be completed and signed by the Financial Aid Office and submitted to the Director of Student Accounts for final approval.

Cash may be disbursed at the discretion of the Business Office. Checks may take three to five days to process.

Loans must be repaid within six weeks, or by the last day of the semester, whichever comes first. No emergency loans will be issued after April 1.

Students may only receive one emergency loan per semester, and are not typically approved for students who owe a balance to the college.

**D. FINANCIAL AID**

All students are encouraged to apply for financial aid with the help of the Financial Aid Office; more than 95 percent of MCAD 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, and area libraries as well as online. The total amount of financial aid a student may receive is based on the family's financial situation and the cost of attendance.





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Students should complete the FAFSA (Free Application for Federal Student Aid) online at [fafsa.gov](https://fafsa.gov) by March 1. Financial aid applications completed by the deadline will be considered for priority funding. Award letters for the upcoming year will be available online around May 25 for students who have completed their financial aid file. Students are required to complete a new financial aid application each year. 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.

Financial aid is calculated by taking a student's cost of attendance minus their expected family contribution to determine their financial need. Cost of attendance includes tuition and fees, estimate for housing, food, books, supplies, travel, and personal expenses. Students have the option to appeal their cost of attendance by contacting Financial Aid. Expected family contribution is calculated by the FAFSA processor. Students have the option to appeal information supplied on the FAFSA if there has been a change to their financial situation, such as a loss of job, excessive medical bills, or divorce. Contact Financial Aid to get forms needed to process an appeal.

Private or alternative student loans are also available to students. For more information regarding loans can be found at [mcad.edu/admissions-aid/financial-aid/loans-and-financing](https://mcad.edu/admissions-aid/financial-aid/loans-and-financing).

A loan must be approved by the lender by the tuition deadline in order to be considered in the calculation of the amount due for the tuition due date.

### **1. Disbursement of Financial Aid**

If a student's financial aid is complete and they are attending classes for the semester, financial aid funds should be posted to their student account by the anticipated disbursement. Loan funds are typically credited to a student's account within one business day of being received by the college, but not before the anticipated disbursement dates in Fall and Spring Semesters.

### **2. 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.



### 3. Financial Aid Requirements

The Financial Aid Office monitors students after every semester for successful completion of satisfactory academic progress (SAP) standards. Students are measured on qualitative and PACE (quantitative) standards.

#### A. Qualitative Standards

This measures a student's quality of performance in terms of GPA. A student who does not meet the minimum cumulative grade point average of 2.0 each semester will be placed on financial aid warning for the subsequent semester of enrollment. During this warning semester, a student can still receive federal aid. A student who meets the qualitative standards while on warning shall be placed back in good standing. A student who fails to meet the qualitative standards while on warning will be suspended from financial aid for the subsequent term. 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. PACE (Quantitative) Standards: Students must successfully complete 60 percent of the credits for which they were awarded financial aid. The Financial Aid Office calculates the pace at which you are progressing in your SAP academic plan by dividing the cumulative number of credits you have successfully completed by the cumulative number of credits you have attempted. Unsatisfactory grades of "F," Incompletes, or Withdrawals do not count as completed courses but will count as attempted credits.

Students must be making progress toward a degree. To quantify academic progress, MCAD must set a maximum timeframe in which students are expected to finish a program. Required Maximum Time Frame: To remain eligible for financial aid, students must complete their degree before reaching 150 percent of the number of credits needed to complete the degree program. All periods of enrollment must be considered, even those for which they did not receive financial aid, as well as hours transferred from another school. Attempted hours include all registered hours per semester including grades D, F, Incompletes, or Withdrawals. A student may receive financial aid for a maximum of 168 credits attempted, or for up to twelve semesters of full-time enrollment.

#### B. Satisfactory Academic Progress Status

##### 1. Financial Aid Warning Status

For the first occurrence of not meeting SAP standards, students will be placed in a Financial Aid Warning status, which means students are one term away from losing their financial aid eligibility. They are still eligible for financial aid; however, should they not meet SAP standards again, their financial aid will be suspended.

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**2. Financial Aid Suspension Status**

For the second occurrence of not meeting SAP standards, students are immediately placed on Financial Aid Suspension. As long as they are in suspension, they are not eligible for federal financial aid. They may appeal this status.

**4. Reinstatement of Financial Aid Eligibility**

If a student loses financial aid eligibility because they are not meeting SAP standards, they may regain eligibility in one of the following ways:

**A.** By successfully appealing loss of eligibility. The appeal must be in writing, must be submitted within thirty days of notification of unsatisfactory status, and must be accompanied by all relevant documentation. Students may appeal due to a special circumstance such as illness or injury of the student, death of a relative of the student, or other circumstances that result in undue hardship to the student as documented by a third-party professional such as a healthcare provider, counselor or lawyer. Written appeal must be submitted to the Vice President of Students and will be reviewed by committee.

**B.** By completing one semester using their own resources with at least half-time enrollment (6 credit hours). They must successfully pass all courses taken using their own resources. Example: If you register for 12 credits, you must pass 12, etc. Withdrawals and incomplete grades will be counted against you and you will not regain eligibility. If you successfully complete one semester using your own resources, you will be placed in good standing for the following semester and will be eligible for financial aid. As long as you continue successfully and progress towards a degree, you will remain in good standing. When choosing courses to take with your own financial resources, the courses taken must be chosen in consultation with an academic advisor. You must advance toward attaining a degree and show progress within your SAP academic plan for graduation. Once the financial aid office receives your grades, your financial aid award will be updated to reflect the upcoming semester.

**E. FINES**

MCAD departments, both academic and institutional, may impose fines against a student's account, in accordance with each department's policies and procedures. All fines must be paid prior to the end of each semester and are subject to MCAD's regular tuition policies. Unpaid fines may result in a Business Office hold being placed on a student's account. The Business Office prevents the release of student records as well as the utilization of college services.



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**F. LAPTOP PURCHASE PROGRAM**

All new incoming undergraduate freshmen and transfer students are required to purchase a laptop through MCAD. Please see [mcad.edu/laptop](http://mcad.edu/laptop) for technical details. If a student already owns a laptop that meets all of the required technical specifications required by the college, the MCAD laptop purchase requirement may be waived. A signed Laptop Waiver Form must be completed by specified dates. Please contact Admissions for the appropriate form, procedures and dates.

Purchased laptops are distributed during orientation. Once the student receives the computer, all ownership rights and responsibilities transfer to the student. Please make sure the computer is properly insured. MCAD accepts no responsibility for the laptop once it is delivered to the student.

**G. PERSONAL COMPUTER PURCHASES**

MCAD's Online Apple Store provides students with educational discounts on most Apple hardware and software product lines. Individuals who are interested in purchasing a computer can visit the Intranet or email [computer\\_support@mcad.edu](mailto:computer_support@mcad.edu) for assistance.

**H. REFUNDS**

Credit balances posted to a student's account as a result of a financial aid overpayment will be electronically refunded via MAXPay's eRefund process within ten business days. Students and families not enrolled in MAXPay's eRefund program will receive email notification with instructions for enrolling. Credit balances will be reduced by any outstanding balances owed to the college before eRefunds are issued. After two attempts to electronically deposit funds via eRefund, physical checks will be mailed to the permanent address on file with the MCAD Records Office, for those students not enrolled in MAXPay's [eRefund](#). A \$10 administrative processing fee will be assessed for refund check disbursements. Students are responsible for updating their permanent address with Records to ensure prompt delivery of refunds and other official college correspondence.

Refunds generated as a result of Federal Parent Plus Loan overages are issued to the borrowing parent, unless otherwise instructed by the parent borrower on the Plus Loan application or in writing (email [financial\\_aid@mcad.edu](mailto:financial_aid@mcad.edu)), prior to disbursement.

Note: Parent Plus loan refunds may be processed through eRefund by special arrangement, upon verification that the designated eRefund account belongs to the named Parent Plus Loan borrower of record.

Students may request non-Parent Plus loan refunds be issued to a third party with written consent (email [student\\_accounts@mcad.edu](mailto:student_accounts@mcad.edu)) prior to refund disbursement.



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*Note: Department of Education regulations prohibit students from using financial aid refunds to cover account balances from a previous term in excess of \$200.*

**1. Refund Policy for Students Withdrawing from Individual Classes during the Semester**

After the Add/Drop period, no refunds will be given to students who withdraw from individual classes but remain enrolled in school.

**2. Refund Policy for Students who Audit Classes or Attend the Student-At-Large Program**

No refunds will be given after the Add/Drop period.

**3. Refund Policy for Summer**

No refunds will be issued to students after the Add/Drop period.

**I. REISSUE CHECK REQUEST**

Students will be charged for all duplicate check requests. Please refer to the current academic year's Cost Sheet for the charge rate.

**J. RETURNED CHECK POLICY**

All check payments should be processed through MAXPay by selecting the electronic ACH (eCheck) payment option at checkout. Returned ACH/eCheck payments will be assessed a \$35 ACH Reversal fee. In the event of an electronic check reversal, the ACH/eCheck payment option may be temporarily suspended until the account is in good standing.

**K. STAFFORD LOAN REQUIREMENTS**

Students who have not previously borrowed a Stafford Loan must complete Loan Entrance Counseling and sign a Master Promissory Note before receiving their Stafford Loan award. To complete the entrance requirements go to [studentloans.gov](http://studentloans.gov). The Financial Aid Office is available to assist students with questions or concerns.

**L. STUDENT ACTIVITIES FEE**

Each semester an activities fee is charged to undergraduate and MFA credit-earning students at MCAD. Part-time students are also charged an activities fee. The Student Affairs Office and the Student Union use the money to sponsor events and programs that enhance the quality of student life at MCAD.



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**M. TUITION POLICIES**

MCAD charges undergraduate and graduate students a fixed amount for 12 to 18 credits and a per-credit rate for any credits over 18. Students enrolled for less than 12 credits pay a per-credit rate. Students-at-Large, Auditors, and Alumni also pay on a per-credit basis. Student account balances may be viewed in real-time via [MAXPay](#). Preliminary or estimated tuition balance notifications for the fall semester are sent electronically to all registered students beginning in mid to late June. Students will receive tuition balance updates daily until the August 1st tuition deadline. Students must pay their tuition and fees in full or have college-approved payment arrangements, such as loans and/or payment plans, in place by August 1st to avoid fall semester, late payment charges (\$250). Likewise, students registering for courses after the published tuition deadline will be charged a \$250 Late Registration charge, in lieu of the semester's late payment charge.

During the Add/Drop period students may add or drop courses. However, reducing course enrollment may negatively impact financial aid eligibility for certain awards (e.g. MN State Grant, Pell Grant) and increase the balance owed. Students should use the Financial Worksheet, which can be found at [mcad.edu/admitted](http://mcad.edu/admitted), to determine their estimated amount due or contact the Business Office for assistance. (Spring semester tuition is due on the first Friday after January 1st, unless it falls on New Year's.)

**DELINQUENCY**

MCAD does not allow students to carry account balances past the semester's published tuition deadline unless they are enrolled in the MAXPlan (monthly installment payment plan). Depending on the circumstances of the delinquency, the following fees will be charged:

- + Unpaid student account balances after the semester's published tuition deadline will incur a \$250 late payment penalty. Students may be granted an extension to pay their tuition balance on a case-by-case basis.
- + If a student is granted an extension to pay their tuition balance but fails to pay the outstanding balance by the extension due date, their enrollment will be canceled and all semester charges and the \$250 late payment fee will be deleted from the student's account. If the student appeals for reinstatement and the appeal is granted, the student will be re-enrolled and a \$250 Reinstatement Fee will be assessed. The reinstatement fee plus the original outstanding balance must be paid in full, prior to reinstatement.
- + Students who enroll for classes after the published tuition deadline will incur a \$250 Late Registration charge.
- + Students will not incur more than one \$250 fee related to late tuition payments or enrollment.

**MAXPAY MONTHLY INSTALLMENT PAYMENT PLAN**



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During the semester, students enrolled in the MAXPay payment plan who incur new fees/fines or miss scheduled monthly tuition installments have 30 days from the original due date to pay off the installment and or new fees. Unpaid monthly installment payments are considered delinquent after 30 days from the original due date; unpaid fees are considered delinquent 30 days after the transaction date. A written, 30-day, final payment demand will be issued upon separation from the college or at the end of the academic period for which the delinquent account balance was incurred.

Important: All unpaid account balances are due immediately upon separation from the college or at the conclusion of the academic period in which the delinquent charges were incurred. MCAD retains the right to take certain actions in the attempt to collect any and all unpaid student account balances, including but not limited to: withholding certificates or diplomas; cancellation of registration for future academic periods, placement with a third party collection agency or attorney; or withholding of Art Cellar, Cafe, or housing deposits. The student will be charged and held liable for all accrued interest, late fees, and other costs associated with the collection of a debt.

**VETERANS AFFAIRS PAYMENTS**

In accordance with Title 38 US Code 3679 subsection (e), the Minneapolis College of Art and Design adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Chapter 33) or Vocational Rehabilitation and Employment (Chapter 31) benefits, while payment to the institution is pending from the VA. This school will not:

- + Prevent the student's enrollment
- + Assess a late penalty to the student for the VA portion of the student's tuition
- + Require the student to secure alternative or additional funding
- + Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

**N. WITHDRAWAL**

**1. Withdrawal from Classes and the College**

Students who wish to drop all classes and withdraw from the college at any time 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 last day of the current semester to avoid receiving failing grades for that semester's work.



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Please note that the official withdrawal date will be determined by the date the form is received in the Student Affairs Office.

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.

## **2. Withdrawing and Tuition and Fees**

Tuition, activity and technology fees, food plans, and housing charges will be refunded based on a prorated scale, determined by the date the student officially withdraws from the college. Students are eligible to receive a reduction of tuition, activity fees, food plan\*, and housing if they complete the official withdrawal process between the first and fourth week of the semester. No withdrawal credit is awarded after the fourth week of the fall or spring semesters. No withdrawal credit is awarded after the fourth week of the fall or spring semesters. Students purchasing a laptop through the school are required to pay for the laptop in full, even if they withdraw.

\* If the balance of the food plan is less than the prorated refund, the actual balance will be refunded.

The official date of withdrawal is the date a student submits a completed Notification of Student Withdrawal form to Student Affairs, or otherwise informs Student Affairs in writing of their intent to withdraw from the college.

Refunds of tuition, activity fee, and housing will be calculated based on the following schedule:

1. During the first week of classes = 100%
2. During the second week of classes = 75%
3. During the third week of classes = 50%
4. During the fourth week of classes = 25%
5. After the fourth week of classes = 0%

*Example: If a student completes the withdrawal form during the third week of the semester, their tuition, activity fee, and housing (if they live in campus housing), will be reduced by 50 percent. The student then will be responsible to pay for 50 percent of these costs.*

## **3. Official Financial Aid Withdrawal Policy**

If the student is receiving financial aid and withdraws from the college before the 60 percent point of the semester, federal regulations require MCAD to recalculate the financial aid award based on the percentage of class days completed. Typically, the 60 percent point of the semester is week nine in a fifteen-week semester.





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Aid for students who withdraw before the 60 percent point of the semester will be recalculated based on the following formula: Number of calendar days completed\* as of the official withdrawal date divided by total days in the semester equals the percentage of aid earned. Example: Student withdraws after completing thirteen days of classes (week three). There are a total of 104 classroom days in the semester.  $13 \div 104 = 13$  percent. The student will be eligible to receive 13 percent of the original financial aid award. The financial aid is recalculated and the semester tuition bill is adjusted to the new financial aid award. Unearned aid will be removed from the tuition account. Students will receive an updated financial aid award showing the total aid awarded. Student Accounts will notify students with any updates to the tuition account after aid is adjusted.

*\*Scheduled breaks in the semester of more than five days are excluded from the number of days completed.*

#### **4. Extenuating Circumstances Policy**

Students who withdraw due to extenuating circumstances are eligible to appeal and may receive a prorated refund after week 4. To complete the appeal process, students will need to submit a letter explaining their circumstance along with documentation that supports their situation to the Vice President of Student Affairs before the last withdrawal date of the semester.

Students are allowed this opportunity only one time while completing a degree.

#### **5. 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 place the student on leave.

#### **6. Unofficial Withdrawal Policy and Process**

Students who do not complete a written withdrawal request but discontinue attending the college before the 60% point and earn a zero GPA for the semester are considered to be an Unofficial Withdrawal. There is no reduction in tuition, activity fee, or room charges for Unofficial Withdrawals, but financial aid will be reduced to 50% eligibility. Financial aid will be recalculated after semester grades have been calculated by the Records Office. Students will receive notification from the Financial Aid Office of award adjustments. The Student Accounts Office will notify the student of any outstanding costs after financial aid has been removed from the tuition account.

#### **7. Military Leave Policy**

The college will make every reasonable effort to accommodate the needs of a student called to active military duty during an academic term. Students who receive orders to report for



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active military duty should contact Student Affairs and provide documentation. Student Affairs must be notified to initiate accommodations for the student regarding in-progress coursework.

**8. Short-term Leave**

Students who are required to attend short-term military training (one week or less) may be excused from missing a class session in their scheduled course(s). Students who need to miss class for military training are encouraged to contact Student Affairs and their instructors as soon as they know when training will occur so accommodations can be made.

Documentation of the training should be provided to Student Affairs as mentioned above.

**9. Long-term Leave (including Military Leave)**

Students who are called to long-term military leave (such as military deployment) should contact Student Affairs immediately. Students should provide documentation of the military leave and complete a Notification of Student Withdrawal form for students. Students can indicate when they plan to return to MCAD on the form.

If the student is called to military leave during the Add/Drop period, they will be dropped from their courses and the student will receive a full refund per the college's official withdrawal policy.

If the student is called to military leave during the percentage withdrawal period (first four weeks of the semester), tuition and financial aid calculations regarding refunds will be processed as usual. The student will be withdrawn and receive a 'W' grade for all courses. If the student is called to military leave after the withdrawal period, no tuition will be refunded per college policy. The student will be withdrawn and receive a 'W' grade for all courses. If the student is called to military leave late in the semester, it may be feasible for the student to receive an incomplete grade in their course(s). Military leave is an acceptable justification for an incomplete grade.

## **X. ACADEMIC LIFE**

### **A. 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. A student's academic records are available only to the student involved and MCAD officials, including faculty, who have legitimate educational interest. Generally, information from a student's educational record is not released without the student's written permission.



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Students may arrange to have copies of their transcripts sent to whomever they choose. Requests are made to Records. No transcript will be issued without a written and signed request from the student or their duly-authorized agent. However, directory information, including 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. Students who object to the disclosure of this information should contact Records to request that MCAD not disclose directory information about them. See the Family Educational Rights and Privacy Act of 1974 Policy.

The college has the right to withhold certification of graduation until all credit requirements and financial obligations to the college have been met.

**1. Definition of Transcript**

A transcript is a comprehensive and accurate record of all courses and grades that a student has taken at MCAD, plus any coursework from other institutions accepted in transfer. The MCAD transcript will contain coursework from all divisions in which a student has enrolled at this institution, inclusive of Continuing Education, undergraduate program(s), post-baccalaureate program(s), and graduate program(s).

The transcript will only be amended in cases of documented institutional error. Transcripts will not be separated by course division, nor will any academic information which is deemed to be true and correct by the institution be hidden or expunged, temporarily or permanently, for any purpose.

**B. ACCESSING ONLINE MATERIALS**

In online and hybrid courses, students are licensed to view course materials for the duration of the course. These materials may include, but are not limited to, video or audio lectures, online discussions, downloadable handouts, code examples, and video, audio, or written feedback. Students may not access this material beyond the duration of the class nor copy these course materials except for use in connection with the specific class.

Under the Americans with Disabilities Act, students with documented disabilities may have access to, and the use of, recordings of classroom lectures and instructional images as part of an accommodation plan coordinated by Disability Services, in consultation with the student and instructor.

**C. ADDING OR DROPPING A CLASS**

This process applies to classes that start during the first week of the semester. During the first five days of a semester, students may add or drop classes. No classes may be added after the first five days.



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**TO ADD OR DROP A CLASS**

1. If a student is adding a class, the student must attend the first class session and confirm with the faculty that they may join the class.
2. If a student is dropping a class, they do not need to obtain faculty permission during Add/Drop Week.
3. Any student intending to add or drop class(es) should locate the Add/Drop Courses Form on myMCAD, complete all of the requested information, and submit the form prior to the Add/Drop deadline.
4. The form will route to department chairs for final approval, and to Financial Aid for approval if the student is dropping credits without replacing them.
5. The finalized and approved form will route to the Records Office for processing.

A class is officially added to the student's schedule only if the Add/Drop form is returned to the Records Office by the stated deadline. Students who miss the deadline will not be allowed to attend or receive credit for the class. A portion or all of the student's financial aid may be canceled, and the student may be considered less than full-time.

After the first week of class, no adds are permitted, and students may not drop classes entirely from their record. Students may withdraw from courses; the course will remain on the student's record with a notation of "W." A "W" will not impact the student's GPA.

If a student wants to withdraw from one or more classes, but continue attending at least one class, they should access the Add/Drop form on myMCAD. The department chair of the student's major and of the course being withdrawn from, will be notified of the request to withdraw and will need to approve to finalize the withdrawal.

Withdrawn credits are counted as credits attempted but not completed. Students are required to complete a minimum of 60 percent of all attempted credits in order to maintain satisfactory academic progress.

Students who wish to withdraw from MCAD completely, at any time during the semester, should see the Vice President of Student Affairs and complete a Notification of Student Withdrawal form.

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See the "Withdrawal from the College" section (IX. M.) for more information. Students who receive financial aid, veteran's funding, or social security should check with Financial Aid before confirming decisions to drop below full-time status or withdraw as their funding may be affected.

**ADDING OR DROPPING A ONE OR TWO-CREDIT CLASS**

Students may add or drop a one- or two-credit class during the first week the class is in session. If they are not a full-time student, they will be charged for the class. Financial aid will not be altered. Students cannot change a one or two-credit class to Audit after the regular Add/Drop deadline.

*Note: If the change in registration requires additional tuition payment (between 1 and 11 or more than 18 credits), the student must bring their signed Add/Drop form to the Business Office and pay for additional credits. Confirmation of payment from Student Accounts must accompany the Add/Drop form in order for the Records Office to process this change.*

**D. ADMISSION REVOCATION POLICY**

MCAD expects all aspects of an admitted student's academic performance and conduct completed before the intended term of enrollment at MCAD to be consistent with their record presented upon admission.

Admission is subject to revocation if a student's coursework completed before the intended term of enrollment at MCAD does not meet the college's academic standards. This includes any significant declines in academic performance, such as failing a program review. Declining grades or a significant change in curriculum may also be cause for revoking admission. It is the student's responsibility to advise MCAD of, and explain, any serious decline in grades or course changes that were not presented in their application.

It is also important that high standards of behavior and conduct are maintained. Misconduct that occurs or comes to light after admission, such as disciplinary action in high school or college that leads to suspension, expulsion, criminal charges, or convictions, or other serious behavioral incidents, may be cause for revoking admission.

**E. AUDITING A CLASS – UNDERGRADUATE**

Matriculated undergraduates at MCAD may audit classes, but these will not count toward the fulfillment of their degree requirements. Specific requirements and expectations are arranged by the faculty 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 by the end of the Add/Drop period. No credit will be



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earned and no grade will be assigned. There will be a notation on the student's transcript that the course was audited.

**F. CHANGE OF MAJOR**

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

**G. CHANGING GRADES**

There is a statute of limitations on all grade changes. Grade changes must be made by the end of the fifth week into the semester following the semester for which the course in question was completed. Grade changes may be made under the following circumstances: a) a successful grade appeal (see "Grade Appeal"), b) completion of an incomplete (see "Incomplete Grade"), or c) a successful withdrawal from a course.

Students who wish to have a letter grade changed to W (withdraw) will need to submit an appeal to the Vice President of Student Affairs before the end of the semester in which the course was taken. The appeal should include a letter explaining the circumstances on why the course withdrawal deadline was not met, along with documentation that supports their appeal. Students are allowed this opportunity to change a letter grade to W only one time while completing a degree at MCAD.

**H. CLASS ATTENDANCE POLICY**

The MCAD community aims to foster a rigorous, engaging, and meaningful learning experience in a collaborative environment to promote academic success in all classrooms, whether online, hybrid, or in person. MCAD is committed to creating a space of belonging and care so that students are supported and can participate fully in class. ***Full participation includes active engagement with course materials, the timely submission of assignments, and attendance at all class sessions.***

Students must attend the first meeting of all courses whether In-Person, Online, or HyFlex; failing to attend the first class can impact your enrollment in the course and have consequences on financial aid. Faculty can grant a seat to another student if a registered student has missed the first class session and has yet to communicate with the faculty to explain their absence.

For Synchronous Online and HyFlex courses, students should be prepared to utilize their computer's camera and microphone functions and video platform chat feature to facilitate



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class engagement. Exceptions to this expectation may be arranged individually with the faculty.

Students are expected to be present and participate for the full duration of every class period. In the case of circumstances that prevent a student from attending class, students must contact their faculty member in writing (via email) who will work with them to determine whether missed classes or assignments can be made up and, if so, ways to satisfy the class requirements. It is the student's responsibility to plan their schedules to avoid excessive conflict with course requirements. Excessive absences, repeated tardiness, or leaving class early may result in a lower grade, at the discretion of the faculty. However, some circumstances lead to excused absences from the classroom.

### **Online Asynchronous**

Students enrolled in Online Asynchronous courses are expected to engage with course materials and participate in course activities each week of the course following posted deadlines. Engagement is defined as group or individual activities, discussion board posts, quizzes/tests, assignments, or any combination thereof, or other activities defined by the professor. Any week with no evidence of engagement in the Online Asynchronous course may result in a lower grade for this course.

Students must log in and engage with their course during the first week of all Online Asynchronous classes; failing to log in and engage during the first week of class can impact your enrollment in the course and has consequences on financial aid. Additionally, faculty can grant a seat to another student if a registered student has not logged into class during the first week and has yet to communicate with the faculty to explain their absence.

In the case of circumstances that may keep the student from participating in class, students must contact their faculty member to determine whether missed assignments can be made up and, if so, identify ways to satisfy the class requirements. Faculty members will communicate with their department chair or director if a student has not been present in their online class for an extended period or has multiple assignments. Faculty will not reteach material that a student has missed. However, some circumstances lead to excused absences from the classroom.

## **EXCUSED ABSENCE**

### **1. Single absences**

A single absence per semester may be excused when a student communicates to the faculty member they are missing class for any one of the following reasons:

- + Physical or mental illness of the student;



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- + Caregiving duties related to a physical or mental illness;
- + Medical/mental health/mental appointments (when possible, schedule outside of the school day and attend school before or after the appointment);
- + Subpoenas;
- + Jury duty;
- + Military service;
- + Bereavement, including travel related to bereavement;
- + Religious observances;
- + Experiencing a significant personal safety issue

Students must notify their faculty member about missing class for any reason, in writing via email before the start of the class, and request any makeup work.

Students will **not** be required to provide documentation (such as a doctor's note or an obituary) for a **single** excused absence listed above, nor should documentation be requested.

Students are responsible for obtaining and reviewing any missed class content.

## **2. Guidelines for makeup work**

- + Faculty will not reteach a class a student has missed;
- + Faculty will determine how a missed class or assignment can be made up;
- + The instructor may not penalize the student for an excused absence and will provide a reasonable and timely opportunity to make up for missed work;
- + If a student missed a part of the course that cannot be made up in the same way, such as a field trip or a visiting artist lecture, the faculty member may substitute another activity or assignment that meets the learning outcome

## **3. Extended absences**

Faculty members are expected to communicate with their Department Chair or Director if a student has not been in attendance for an extended period or has missed multiple assignments.

*Two or more absences due to illness:*

- + Cases involving two or more excused absences in a course due to medical reasons will be addressed in a timely way by the faculty member, and if necessary, in consultation with the Department Chair and Academic Affairs;
- + The faculty member may request legitimate documentation from a professional;
- + Students must contact their faculty member to determine whether missed classes and assignments can be made up to satisfy class requirements.



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**I. CLOSED CLASSES AND WAITLISTS**

When a course reaches the enrollment limit during registration, students may have the option to be placed on a waitlist. Records along with Academic Affairs, will review registration summary data after the initial registration period. Waitlist will be removed following the review of the registration summary data. Students may self-register for open classes for a defined period of time via myMCAD following the registration time. Students may also add a course at the beginning of the semester during the official Add/Drop period. Refer to the process outlined in the "Adding or Dropping a Class" section.

**J. COMMENCEMENT CEREMONY**

MCAD hosts commencement ceremonies in December and May. All undergraduate students who successfully complete their graduation requirements at the end of the fall semester participate in the December ceremony. Similarly, all undergraduate students who successfully complete their graduation requirements in the spring semester participate in the May ceremony. MA and MFA students who successfully complete their graduation requirements at the end of the fall semester or the end of the spring semester participate in the following May ceremony.

**K. CONDITIONAL ADMISSION**

MCAD offers conditional admission to students who show artistic 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. Students admitted on a conditional basis are required to meet with the Director of the Learning Center and participate in MCAD's Peer Mentor 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 undergraduate 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 probationary semester.

**L. COURSE INFORMATION**

Information concerning attendance policies, content and grading procedures of college course offerings is included on the class syllabus and will be conveyed during the first meeting of the class. Faculty will conduct their classes in accordance with published course information.



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**M. CREDIT HOUR DEFINITION**

In lecture/discussion courses requiring outside preparation, 1 hour of credit represents 50 minutes contact time each week in class and 2 hours of work outside of class. Therefore, a 3-credit lecture course requires 2.5 hours in class per week and approximately 6 hours outside of class.

In studio/laboratory courses, 1 hour of credit requires a minimum of 1.5 hours contact hours each week in class and approximately 1.5 hours of work outside of class. Therefore, a 3-credit studio course represents a minimum of 4.5 contact hours in class and approximately 4.5 hours of work outside of class per week.

In online courses, 1 hour of credit requires approximately 3 hours of work per week for all activities (i.e., reading, viewing, making, scanning, responding to discussion threads, collaborating, etc.). Therefore, a 3-credit online course requires approximately 9 hours per week to complete the necessary activities.

**N. CREDIT LOAD**

Full-time status is 12 or more credits and full-time tuition for undergraduate students includes 12 to 18 credits. An average of 15 credits must be completed each semester for students to complete the BFA or BS 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 in order to receive a full-time grant. Students may take in excess of 18 credits only if they have an overall GPA of 3.0 and the approval of the Vice President of Academic Affairs. Enrollment in credits over 18 must be paid for out of pocket.

**O. CREDITS AND ACADEMIC STANDING**

FRESHMAN	0 TO 29 CREDITS
SOPHOMORE	30 TO 59 CREDITS
JUNIOR	60 TO 89 CREDITS
SENIOR	90 TO 120 CREDITS

**P. DEAN'S LIST**

Full-time undergraduate students whose semester GPA (resident credit only) is 3.75 or above are placed on the Dean's List of students for that semester.



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**Q. DECLARATION OF MAJOR OR MINOR**

All students must declare a major by the end of their third semester of attendance. Declaration of Major and Minor forms are available in my.MCAD.edu under the Records office tab.

**R. 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. Students are expected to check their MCAD email frequently and are held responsible for all official information communicated to them via the email system. Misuse or misrepresentation of official communications by students will result in disciplinary action.

**S. FACULTY MAILBOXES**

Faculty mailboxes are located in the Main Building Mail Room.

**T. FOUNDATION REQUIREMENTS**

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

**U. GRADE APPEAL**

Students who believe they have been subjected to arbitrary or discriminatory evaluation by a faculty member, or there was an omission or error in grade calculation, are entitled to appeal a final grade. To appeal a final grade, students must take the following steps:

1. Consult the individual faculty member to request the grade change. If the faculty member agrees to change the grade, the chair or program director must give final approval.
2. If an appeal to the faculty member does not meet the student's satisfaction, consult the department chair or program director as appropriate. MFA students should consult with the Graduate Committee.
3. If an appeal to the department chair, program director, or Graduate Committee does not meet the student's satisfaction, an appeal can be made to the Vice President of Academic Affairs.

There is a statute of limitations on all grade changes. The deadline to make a grade appeal is four weeks into the semester following the semester for which the course in question was taken.



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**V. GRADE POINT AVERAGE – GPA**

The grade point average (GPA) 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. Both semester and cumulative/career GPAs are listed on student transcripts. Grades are not transferred from other institutions with transferred credits and therefore are not factored into a student's GPA. Questions regarding GPA should be referred to Records.

**1. Grades Not Figured into GPA**

<b>W</b>	Withdrawal after Add/Drop period
<b>I</b>	Incomplete
<b>NG</b>	No Grade received from faculty due to extenuating circumstances
<b>AU</b>	Audit

**2. Grading Criteria BFA, BS, MAGWD, and MASD**

<b>A+</b>		4.00	Quality Points
<b>A</b>	Excellent	4.00	Quality Points
<b>A-</b>		3.67	Quality Points
<b>B+</b>		3.33	Quality Points
<b>B</b>	Very Good	3.00	Quality Points
<b>C+</b>		2.33	Quality Points
<b>C</b>	Average	2.00	Quality Points
<b>C-</b>		1.67	Quality Points
<b>D+</b>		1.33	Quality Points
<b>D</b>	Poor	1.00	Quality Points
<b>D-</b>		.67	Quality Points
<b>F</b>	Failing	0.00	Quality Points

**3. MFA Grading Criteria**

<b>P</b>	Pass
<b>F</b>	Fail
<b>W</b>	Withdrawal after Add/Drop period
<b>I</b>	Incomplete
<b>NG</b>	No Grade received from faculty
<b>AU</b>	Audit

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**W. GRADUATION REQUIREMENTS**

1. Completion of all credit requirements.
2. Cumulative GPA of 2.0.
3. Completion of all missing or incomplete grades.
4. Final year in residency at MCAD.
5. Filing of Intent to Graduate form.
6. Payment of all financial obligations and return of all Library, 3D Shop, and Media Center materials.
7. Participation in an exit interview with the Financial Aid Office for all loan recipients.
8. Participation in exit interview with Accounting for all Perkins Loan recipients.
9. Completion of the online Exit Survey.
10. Participation in a graduation exhibition and mounting of senior projects.

Students are expected to mount their graduation exhibition at the end of the term in which they successfully complete credit distribution and other requirements for graduation.

Students are urged to remain in close contact with their academic advisor, department chair and the Records Office during their final semester of attendance.

If, due to extenuating circumstances, a student cannot meet one or more of these graduation requirements, they may consult with the Registrar prior to petitioning the Vice President of Academic Affairs. If a student petitions to commence and later completes their missing requirement(s), the date of degree conferral on the transcript will be the next degree-granting date after the requirements are completed.

Once a degree has been conferred, the alum's record is closed, except in cases of documented institutional error or significant violation of college policy, such as plagiarism. Graduation rates of MCAD students can be found at [nces.ed.gov/collegenavigator](https://nces.ed.gov/collegenavigator).

**X. INCOMPLETE GRADES**

*To receive a grade of Incomplete for a class, a student must:*

1. Obtain a Request for Incomplete Grade form from the Records Office,
2. Submit the Request for Incomplete Grade form to the department chair or program director of their major for an incomplete grade.
3. Department chair or program director reviews the request in consultation with the faculty of the course; the department chair or program director decides to grant the request for an incomplete.
4. If approved, the student works with the faculty of the course to establish a plan to complete the course.



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5. Return the form to the Records Office prior to the end of the last day of classes for the semester.
6. Coursework is due to be completed and submitted to the faculty no later than the end of the fifth week following the semester for which the course was originally enrolled.

Incomplete grades will lapse to "F" if not fulfilled, whether the student is in or out of school. In extenuating circumstances, faculty may extend an incomplete grade deadline, but no further than the end of the semester following the semester for which the course was originally enrolled. The Records Office must be notified of the extension in writing. Reasons for requesting an incomplete grade include medical emergencies or other events outside the student's control. Lack of prior planning is not an adequate reason for requesting an incomplete.

*Note: Students who are on academic probation may not request Incompletes during their probationary semester.*

#### **Y. INTENT TO GRADUATE FORMS**

MCAD has two degree-granting dates, following the fall and spring 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 meet all graduation requirements.

#### **Z. JUNIOR REVIEW**

Every BFA student is required to participate in a Junior Review after accumulating 60 credits. In preparation for the Junior Review, students are required to meet with their respective faculty advisors and attend a departmental informational meeting. The review is an opportunity for students to present work to a group of faculty for discussion and direction. In support of this discussion, students are asked to prepare a professional presentation (specific to their discipline), including an oral presentation and a written statement. Students will not be permitted to enroll in advanced level courses in their major until they have passed their Junior Review. For detailed information, see the [Junior Review general information form](#).

#### **AA. MERIT SCHOLARSHIPS**

An MCAD Merit Scholarship competition is held each spring. Awards are based solely on the merit of student work, not on financial need. 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 Exhibition and Studio Services Office. [Requirements and guidelines for participation](#) are posted via the MCAD intranet early in spring semester.



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**BB. READMISSION**

Students who have withdrawn from school but wish to return within five years should contact Student Affairs. Students who have not attended MCAD for more than five years must reapply for admission through Admissions. Students are responsible for fulfilling the graduation requirements in place at the time they are readmitted, rather than requirements in effect at the time of first admittance. 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.

**CC. RECORDING VIRTUAL CLASSES**

While the college does not require the recording of virtual classes, faculty may elect to do so for a variety of reasons that may include accommodating students in different time zones or for students to revisit the materials covered. In such cases, faculty must inform students at the beginning of each recorded session. Faculty who share the recordings with students will limit file permissions to view-only so as to respect the privacy of individual students. For instructions on how to record in Google Meet, this [brief video](#) provides step-by-step instructions.

**DD. 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 minimum 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. This includes students who withdraw entirely from the college during their first semester of attendance.
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 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, regardless of their cumulative GPA.
4. In addition to the GPA requirements, students must also complete at least 60 percent of the total (cumulative) credits that they have attempted at MCAD or they will be dismissed. Credits attempted include those registered credits with grades of



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"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 advisor. The Vice President of Student Affairs, faculty, Learning Center, and academic advising staff are also available to discuss problems and help students develop strategies to deal with unsatisfactory academic progress.

**EE. APPEAL PROCEDURE FOR ACADEMIC DISMISSAL**

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
2. Special circumstances
3. Injury or illness

Students who wish to appeal academic dismissal must submit a written statement and relevant documentation to the Vice President of Student Affairs or the hearing officer in the Student Affairs Office.

The written appeal for academic dismissal 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 dismissal, and any appropriate documentation.
3. A description of the attempts to justify the appeal.
4. The names, phone numbers, and addresses of individuals who can supply further information about the circumstances surrounding the situation.
5. A request for redress explaining what the student is seeking in order to correct the situation.

A hearing time will be scheduled by the Vice President of Student Affairs before the Student Appeals Review Board, who will notify all parties. The student who wishes to appeal the dismissal 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. A student, faculty, or staff member may be required to attend an appeal hearing.

Hearing Procedure: Vice President of Student Affairs calls the meeting to order, introduces the situation, and asks the student who submitted the appeal to speak to the Review Board. After



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the student's and any supporting individual's explanations are presented, Review Board members may ask questions. The purpose of the hearing is to give the student appealing the opportunity to state their case to the Review Board.

After all questions have been answered and all information has been offered, the Review Board goes into executive session with the Vice President of Student Affairs 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 Vice President of Student Affairs.

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

The appeal and hearing procedure for loss of financial aid is outlined in "Reinstatement of Financial Aid Eligibility."

**FF. STUDENT ALERT NOTICES**

The Student Alert Notice notifies Chairs, Vice President of Student Affairs, Academic Advising Coordinator, and student about a wide range of concerns about a student at the first signs of concern. The Student Alert Notice helps the college mobilize appropriate support as quickly as possible. Students are also encouraged to contact the faculty and take steps to remedy the issue.

If a student receives two or more alert notices, the student will be contacted by the Vice President of Student Affairs or the Academic Advising Coordinator. A subsequent meeting will be scheduled to help the student consider the problem and make realistic plans to remedy the situation and succeed at the college.

**GG. STUDENT APPEALS REVIEW BOARD**

The Student Appeals Review Board is chaired by the Vice President of Student Affairs and consists of three faculty members. The Review Board reviews student appeals and makes recommendations regarding probation, suspension or dismissal for academic or disciplinary reasons, and reinstatement of disciplined students. Any member of the faculty, staff, or student body may be called upon to advise the Review Board when appropriate.



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**HH. TRANSCRIPT REQUESTS**

An individual can submit a request for a transcript online at [getmytranscript.com](http://getmytranscript.com). Requests are valid for a one-time release of the transcript to a designated individual. Requests cannot be taken over the telephone or by email. If it is not possible for a student or alum to order a transcript using the online portal mentioned above, the transcript request must be made in writing to the Records Office, identifying the recipient, and carrying the individual's signature, per FERPA. No one may request another's transcript unless they have the individual's written permission.

There are two types of transcripts. An official transcript copy is signed and dated by the Registrar and is either placed into a sealed envelope addressed directly to the recipient, or provided directly to the recipient via a secure link as an electronic document with verifiable security features. 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. Official transcripts are provided for a fee.

The college does not withhold official transcripts for unpaid debts to the institution. In situations where a student defaults on a Federal Perkins Loan, the college may withhold their official transcript until the student has completed the loan program's Exit Counseling. Student transcripts from previously-attended institutions that were provided for admissions consideration become the property of MCAD and are considered official only at the time of receipt. MCAD does not provide copies of transcripts from other institutions that are part of a student's education record. In order to obtain accurate up-to-date information and assure that no protocol of the issuing institution is circumvented, a student must contact the originating school for a copy of that transcript.

**II. TRANSFER CREDITS**

MCAD is selective about transferring credits from other schools. Transfer credits from Advanced Placement courses (AP), International Baccalaureate programs (IB), post-secondary enrollment (PSEO) and pre-college programs as well as other colleges and universities may be accepted. Once admitted to MCAD, transfer students will receive an official transfer credit evaluation.

You are considered a transfer student if you have graduated from a high school program (or equivalent) and have enrolled at a post-secondary institution and attempted any college coursework. A student taking college courses while still in high school or participating in dual enrollment college classes or PSEO must apply as a first-year student and are not transfer applicants.



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MCAD has maximum allowable transfer credits. As a transfer student, you may apply to transfer up to 33 studio arts and 30 liberal arts credits. For high school students applying as a first year MCAD student, up to 21 qualifying transfer credits will be considered.

MCAD will only accept credits from courses which are compatible with our existing course offerings and credit will transfer only for classes with a straight C or better. Grades lower than C (including C-) will not be eligible for transfer. Credit will only transfer from regionally accredited institutions. To determine if a prior college or university is regionally accredited, contact the office of the registrar of the school, or consult its website. Both MCAD's Admissions Office and Student Affairs Office can also research a school to determine its level of accreditation. Students must complete all necessary steps by posted deadlines in order to transfer credits. Deadlines are posted for new students at [mcad.edu/admitted](http://mcad.edu/admitted) and [mcad.edu/transfer](http://mcad.edu/transfer).

### **1. For Liberal Arts Credit**

Liberal arts classes that are comparable to those taught at MCAD will be considered for transfer, including most art history, humanities, language, and social science courses. Course content is always considered when determining the transfer of credit and a course description may be required in order to determine transfer eligibility.

### **2. For Studio Credit**

In most cases, transferring studio credits requires submitting a portfolio of additional work completed as part of the studio course. For example, if you intend to transfer in three studio courses, three separate transfer portfolios and a copy of each course syllabus would need to be submitted.

### **3. For New Incoming Students**

The coordination of transfer credits for new incoming students is handled through the Admissions Office. Official transcripts must be sent from all prior institutions attended by posted deadlines. Transcripts should be sent to the attention of the MCAD Admissions Office. For specific information about what is required in a particular situation, contact your admissions counselor in the Admissions Office. See [mcad.edu/transfer](http://mcad.edu/transfer) for more information.

### **4. For Continuing/Returning Students**

The coordination of transfer credits for continuing or returning students is handled through the Student Affairs Office. Official transcripts must be sent from all institutions attended and it is recommended that the student discusses the course with their advisor prior to registration for transfer compatibility. For specific information about what is required, contact the Student Affairs Office.



## **JJ. UNDERGRADUATE REGISTRATION FOR GRADUATE COURSES**

Undergraduate students may take up to six credits of graduate-level coursework in the Master of Arts program to apply towards the BFA or BS degree. This is limited to graduate courses numbered at the 6000 level and is subject to faculty and advisor approval. 7000-level courses are not available to undergraduates. Master of Fine Arts credits are not available to undergraduates.

If a student later applies to a Master of Arts program at MCAD, up to six credits of graduate-level coursework completed as an undergraduate will count toward an advanced degree. Not all graduate level courses apply to all advanced degrees. Consult an advisor and Admissions for further information.

Only students in the B.S. of Creative Entrepreneurship to M.A. in Sustainable Design pathway may take up to 15 credit hours of coursework toward the graduate degree. Students must be approved for admission to the degree pathway in order to enroll in the additional graduate courses and have them applied toward both degrees.

## **KK. WAIVER OF ACADEMIC REQUIREMENTS**

Specific requirements may be waived with the approval of the student's advisor and department chair or the Vice President of Academic Affairs. 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. If a liberal arts requirement is waived, the credits must be earned with other liberal arts credits. If a studio requirement is waived, credits must be earned with other studio credits.

Under the Americans with Disabilities Act, students with documented disabilities may have specific requirements waived with an accommodation plan coordinated by Disability Services, and with the approval of the student's advisor and department chair or the Vice President of Academic Affairs.

## **XI. ALTERNATIVE ACADEMIC PROGRAMS**

### **1. Independent Study**

It is MCAD's policy to enroll students in courses rather than independent studies. Independent studies will only be approved for BFA or BS credit in rare instances, and no more than 6 credits will be accepted towards the degree. Qualified students may propose to do supervised

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work for credit in areas of interest not available to them through MCAD's scheduled course offerings with department chair approval. Students must complete an independent study proposal form.

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 requested credit load in both content and substance. Faculty may sponsor a maximum of three students per semester under this program. Faculty serve as guides and provide critical feedback. Faculty contact time is maximum 3 hours per credit, or 9 hours for a 3-credit independent study.

### **Eligibility**

- + Junior or senior status
- + Minimum cumulative GPA of 3.0
- + Limit of one independent study per semester (maximum career total of 6 credits)
- + Prior competence in the area under investigation (if applicable)

### **Procedure**

Students seeking an independent study must first confer with their department chair about the viability and appropriateness of the proposal. Final approval is decided only after the full proposal has been submitted, as below. The student should select a full-time faculty member who is willing to serve as a sponsor. The faculty sponsor must have an appropriate level of competence in the area of interest and be able to work with the student in a supervisory and tutorial capacity. The student and sponsor collaborate in creating the course of study prior to submitting a signed Independent Study Application (available from the Records Office) and a written proposal detailing the content of the independent study to the appropriate department chair. Cross-departmental proposals will require the approval signature of both department chairs. Completed forms and proposals must be submitted to the Records Office by the end of the Add/Drop period.

## **2. Internships**

Internships give MCAD students the opportunity to affirm career goals, build experience, network, and gain an understanding of the industry. Students work with established professionals, and apply technical and creative skills to real-world projects.

BFA students may complete either a 3 credit internship or a 3 credit studio elective as part of their degree. This typically occurs after completion of the junior year. BFA Product Design majors must complete a 3 credit internship and BS students are required to complete two 3 credit internships, beginning after completion of their freshman year. Alternatives to



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completing an internship may be available to students through their department chair. Career Development is available to assist students with finding and securing internship opportunities. All students are encouraged to work with the Career Development Department well in advance of the semester in which they intend to intern.

There is no late fee for adding an internship after the end of the Add/Drop period provided the total number of credits for that semester remains between 12 and 18. Adding credits during the semester will not have any impact on financial aid considerations for that semester. Any questions regarding billing should be directed to the Financial Aid or Student Accounts Office. The last day to add an internship to a semester is the same as the last day to withdraw. That date is usually about a month prior to the end of the semester and will be announced on the Intranet. All internships must be fully registered and approved via Handshake in advance in order to begin accruing hours; internship backdating is not permitted.

Failure to attend a registered internship, as well as dropping/withdrawing from an internship, may recall financial aid that has already been paid to the student in that situation depending upon the timing and circumstances. Students must meet all internship requirements, including working 40 hours per credit and submitting all required materials within two weeks of the internship's end date, in order to receive a passing grade.

The MCAD intern cannot be enrolled in a course taught by (or independent study sponsored by) the faculty member hosting the intern and serving as site supervisor concurrent with the internship experience; i.e the dates of the prospective internship cannot overlap whatsoever with the dates of a class or independent study in which the student would receive a grade from the faculty member.

Additionally, as peers, an MCAD student serving as a site supervisor for a fellow student who is seeking academic credit for an internship does not align with the mentor/mentee dynamic required throughout an internship. Consequently, no student enrolled at MCAD may serve as an internship site supervisor for another MCAD student at any point during a registered internship.

All internship requirements must be met and all required materials must be submitted within two weeks of the final day of the internship; failure to submit all required materials by this deadline will result in a Fail.

All internship policies and procedures may be accessed via the [Career Development intranet page](#).



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### **3. Macalester College**

Full-time sophomores, juniors, and seniors may take one liberal arts course per semester at Macalester College, provided that the course is not offered at MCAD. After selecting a class from Macalester's online course catalog, the student must contact the Records Office for assistance with registration and obtain approval from an advisor in the Student Affairs Office at MCAD. The student will contact the instructor of the Macalester class for permission to enroll, and provide that permission in writing to Records. The Records Office will work with the Office of the Registrar staff at Macalester to finish the registration process.

Students must follow all Macalester requirements concerning prerequisites, attendance, examinations, and grading procedures. Tuition and fees are based on MCAD charges, add/drop follows MCAD's academic calendar. For further information contact [MCAD's Records Office](#).

### **4. Off-Campus Study**

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

- + AICAD Mobility (U.S., Canada, and Japan)
- + Bauhaus Universität (Weimar, Germany)
- + University of Brighton (Brighton, England)
- + Burren College of Art (Burren, Ireland)
- + Fachhochschule Vorarlberg (Dornbirn, Austria)
- + Florence Honors Program (Florence, Italy)
- + Royal Academy of Art (KABK) (The Hague, Netherlands)
- + La Salle College of Arts (Singapore)

Students interested in Off-Campus Study should contact the International and Off-Campus Programs Advisor in the Student Affairs Office as soon as possible. Application requirements, visas, academics, and language vary by program. Students who are on disciplinary probation may not apply to participate in the programs until they have been off of probation for at least one year. Students who have had an alcohol or drug-related incident on campus may be prohibited from participating in Off-Campus Study programs.

### **5. Online Learning**

MCAD offers a variety of online courses, certificates, and degrees to students. These courses provide flexibility and connect students with faculty from all over the world.

Undergraduate and Continuing Education students may enroll in 6000-level courses in online graduate degree programs ([MA in Graphic and Web Design](#), [MA in Sustainable Design](#)),



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provided they've met the course prerequisites or have instructor permission.

Whether online or on-campus, all courses at MCAD have a web presence on our Learning Management System, Canvas ([canvas.mcad.edu](https://canvas.mcad.edu)). Faculty may use their online classroom to share their syllabi, update grades, post announcements, share video lectures and demonstrations, collect assignments, and discuss work. Students will have access to their courses on Canvas the Sunday before the official start date of the course. For example, if the course begins Monday, August 29, students will be able to access the course at 12:01 a.m. on Sunday, August 28.

For help with Canvas or your online course contact the Online Learning Department:  
[online@mcad.edu](mailto:online@mcad.edu).

## **6. Post-Secondary Enrollment Options Program**

The Post-Secondary Enrollment Options program (PSEO), sponsored by the State of Minnesota, enables highly motivated and mature Minnesota high school students to attend college before graduation from high school.

At MCAD, PSEO is an honors program for high school seniors only. The program is highly selective and classes are assigned on a space-available basis. Applicants must meet criteria for admission similar to our degree-seeking students and, in addition, applicants must complete admissions and advising procedures by designated deadlines. Enrollment may occur during the applicant's senior year and, if admitted, attendance in fall or spring semesters is possible on a space-available basis. MCAD allows PSEO students to take one course per semester for two semesters for a total of 6 credits. These credits are transferable to the BFA or BS degree programs. PSEO students must maintain a minimum 2.0 grade point average and are not eligible for on-campus housing. PSEO students, like all MCAD students, must adhere to school policies and regulations and are subject to the same disciplinary procedures. However, because PSEO students are not officially admitted to the College, disciplinary decisions and dismissals determined by the administration are final. The student does not have the right to appeal the decision made by administration nor are they entitled to a hearing on disciplinary determinations. Visit [MCAD.edu](https://www.mcad.edu) for more information.

## **7. Non-Matriculated Students**

The Student-at-Large and Auditor programs provide an opportunity for those interested to take undergraduate courses without pursuing a degree. Classes are offered on a space-available basis after degree-seeking students are registered for the semester. Online graduate level courses are offered on a limited basis for credit or for no-credit through the Continuing Education program. Master of fine arts classes are not available to non-matriculated students.





**8. Summer School**

During the summer session, MCAD students can continue to pursue their degrees by selecting from a range of Liberal Arts, Design, Fine Arts, and Media classes and workshops conducted during daytime and evening hours. Advising during the summer months is by appointment with the academic advising staff in Student Affairs.

## **XII. STUDENT LIFE**

### **A. ACCESS TO STUDENT RECORDS**

MCAD complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal law requires colleges and universities to maintain the privacy of student's educational records. MCAD designates certain information about its students as directory information and may release this to any person or organization in compliance with FERPA, as amended. Directory information can be disclosed without a student's written consent. Directory information includes name, address (including email), telephone number, date of birth, dates of enrollment, honors, mailbox number, hometown, major, class level, expected graduation date and enrollment status.

A student can prevent disclosure of directory information by notifying the Registrar in writing that they do not want such information to be released. The college will generally honor a student's request to withhold information; however, the student should carefully consider the consequences before making this request. Sometimes when a student requests all information about them to be withheld, it can result in problems outside the student's control (i.e. it will restrict the ability of college personnel to verify that someone was/is a student at MCAD). All other information in personal files or transcripts will be released only to MCAD officials who have legitimate educational interest and to other designated individuals with the written consent of the student. Confidential information includes a student's financial aid information, academic standing, grades, grade point average and class schedule. Please see the Records Office Intranet page for more information regarding FERPA and MCAD.

MCAD keeps academic records of past students confidential, including deceased alumni. We will generally release dates of enrollment, graduation date if applicable, degree, and major in the same way that we would release the directory information of current students. Next of kin or executors of an alum's estate may request copies of the alum's records, in writing and including documentation of the alum's death and of the requestor's relationship to the alum. Note that the availability of historical records may be limited.

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Students wishing to inspect their educational records must submit a request in writing to the Registrar. Students are entitled to review their records within 45 days of their request. Students have the right to challenge the content of their educational record if they believe information to be inaccurate, as outlined by FERPA.

**B. ASSOCIATIONS AND ORGANIZATIONS**

Students have the freedom to organize and join associations, subject to approval by MCAD. MCAD recognizes various student organizations formed on its campus. 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.

**C. CITIZEN'S ARREST**

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 Campus Safety Officers as well as other members of the college community. The power of arrest by Campus Safety Officers is based on their status as private citizens instead of an association with, or directive by, state or local police authorities.

**D. 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.

**E. DISCIPLINARY RECORDS**

Student disciplinary records are confidential and are maintained in the office of the Vice President of Student Affairs, in accordance with the Family Educational Rights and Privacy Act. Disciplinary suspension will not be noted on student 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 seven years after a student leaves the college, and then are destroyed.

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.



## F. ENVIRONMENTAL HEALTH AND SAFETY

The health and safety of students is of prime importance at MCAD. During the course of studies, students may come into contact with hazardous equipment, procedures, and materials. To prevent accidents or injuries, each MCAD student will need to read the Student Safety Manual, located on the Environmental Safety and Health intranet page. New students will also be provided a copy of the book "The Artist's Complete Health and Safety Guide." The book provides references for safe use of art materials. The college has a Safety Committee that meets regularly throughout the year; students are encouraged to become members and attend meetings to make suggestions for health and safety improvements within the college. Contact the department if you are interested in becoming a member.

## G. FREEDOM OF EXPRESSION AND INQUIRY

MCAD values the right to free speech, open discussion, inquiry, and expression in the classroom and on the MCAD campus. We, as a community, are committed to embracing multiculturalism, internationalism, anti-racism, social justice, and a celebration of diversity. We maintain the strength of the MCAD community through respect, diversity, communication, openness, and accountability.

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. 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 interferes with the learning experience of other students in the class.

## H. GUIDELINES FOR SOCIAL MEDIA USE\*

### **Be Authentic**

Social media blurs the line between our "professional" and "personal" lives. Your social media presence can be multi-faceted, and it should always be a reflection of you.

### **Be Respectful**

It's easy to get drawn into an argument on social media. It's a lot harder to get out, and almost impossible to win. Think before you respond to negative comments. Aim to provide the same level of respect for others that you demand for yourself. Students should refrain from posting material that is harassing or offensive on the basis of protected class, such as race, sex, national origin, or religion; threatening; defamatory; obscene; invasive of another's privacy; or infringing another's copyright.

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**Be Aware**

Familiarize yourself with the privacy settings of your social media platforms, but know that anything posted online may still be found. Ask yourself if the content you are posting is really true to yourself. Would you be embarrassed if it went public? Would you be embarrassing someone else?

**Policies**

Students accessing "social networking services" such as, but not limited to, Facebook, Tumblr, Blogger, Twitter, and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their sites. The College does not assume any responsibility for what students place there. However, postings made on social media sites may subject a student to disciplinary action if the postings violate any MCAD policy, including the [Sexual Harassment Policy](#) and policies regarding network usage, privacy, and copyright infringement.

In addition to violation of MCAD policy, the posting of inappropriate material may subject students to criminal and civil penalties.

*\*Portions of these guidelines printed with permission from Macalester College*

**I. REQUESTS FOR RECORDS**

Pursuant to FERPA, 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.

The college does not release lists of directory information to any person or agency making an unsolicited request, except as required by law. The release of directory information without consent shall be limited to legitimate educational purposes or in accordance with the Solomon Amendment.

**J. RESPONSIBILITY AND THE LAW**

Students at MCAD are expected to accept full responsibility for their own actions under federal, state and local laws. Although students have the right to criticize government policy and to resist government decree, students must recognize the rule of law and expect no special immunity on account of their status as student artists. Within the college community, students must respect the roles of trustees, administration, faculty, and student organizations in the governance of the college, accept MCAD's regulations and abide by its decisions.



### **K. RESPONSIBILITY AND THE LEARNING ENVIRONMENT**

As members of an educational community, MCAD students are expected to examine issues by reviewing and considering facts and pursuing an argument where its logic leads. They must 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 must 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.

### **L. RIGHT TO PRIVACY**

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 (email) but will do so only when it has a legitimate need. The issuance of a password or other means of access to computer 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 systems are MCAD property and subject to viewing or inspection by college officials. All students are expected to operate and use the computer 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 cameras.

### **M. SERVICE AND EMOTIONAL SUPPORT ANIMALS ON CAMPUS**

Animals are not allowed on campus, including residential halls, except for service dogs and emotional support animals which have been approved as a reasonable accommodation by the Learning Center and Disability Services. Information about the disability disclosure and accommodation process can be found on the Learning Center and Disability Services website.

### **N. STUDENT COMPLAINT POLICY AND PROCESSES**

MCAD is committed to a policy of treating all members of the community equitably and transparently in regard to their personal and professional concerns. Nevertheless, students sometimes think they have been treated unjustly and MCAD is committed to listening to and acknowledging their complaints.

The following policy and procedure have been designed to help ensure that students are aware of the way in which their problems with college policies, programs, services, and/or faculty and staff members can be addressed informally or through a more formal conciliation process when needed. Each student must be given adequate opportunity to bring problems to the attention of the faculty or staff member with the assurance that those problems will be

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given due consideration and treatment. This process also exists to inform the faculty member or staff member of the details of a complaint and gives them an opportunity to respond in a reasonable manner. Any MCAD student may express or file a complaint. All MCAD faculty and staff will refrain from any reprisal or threat of reprisal against any student who submits a complaint in good faith.

To file a formal complaint, please email [student\\_affairs@mcad.edu](mailto:student_affairs@mcad.edu).

**O. SEXUAL MISCONDUCT COMPLAINTS**

Complaints about sexual misconduct or Title IX violations must be addressed according to the following policies and procedures:

**[Sexual Misconduct and Title IX Reporting](#)**

Concerns and complaints about academic progress policies, academic standing, code of conduct violations, or academic and grade appeals must be addressed according to the following policies and procedures: [Academic and Code of Conduct Complaints](#)

All Other Complaints Regarding Faculty, Staff, or Administration of MCAD

See the [Student Complaint Policy and Processes](#) page located here:

[intranet.mcad.edu/resources/student-complaint-policy-and-processes](http://intranet.mcad.edu/resources/student-complaint-policy-and-processes)

**P. STUDENT DEMONSTRATIONS**

Students are free to support causes so long as this support does 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. When 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 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.

**Q. 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.



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The explicit provisions for editorial freedom in student media are:

- A.** The student media remains free of censorship provided an article does not promote violence or violates a college policy, and its editors and managers are free to develop their own editorial policies and news coverage.
- B.** 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 college.
- C.** All student media must explicitly state that the opinions therein expressed are not necessarily those of the college or college community.

**R. STUDENT PERMANENT FILES**

Student permanent files are retained by the Records Office. Permanent files may contain information regarding disciplinary action, honors, academic probation and other information related to student activities and Student Affairs. The contents of permanent files are confidential and will not be released to any unauthorized person. A current student may, within one business day of the request, review their folder with Student Affairs staff. The contents of permanent files are destroyed five years after the student leaves the college.

## **XIII. STUDENT CODE OF CONDUCT**

### **A. VIOLATIONS**

The following are defined as disciplinary offenses actionable by the college. Other actions not included here may also constitute disciplinary offenses. Violations of the Student Code of Conduct include, but are not limited to, conduct that adversely affects the college, the college community, and/or the pursuit of college objectives. Violations of the Student Code of Conduct are subject to the disciplinary procedures and sanctions applicable to other types of disciplinary infractions, including sanctions described in this Policy. The Student Code of Conduct includes the following violations:

#### **1. Academic Dishonesty**

Students are prohibited from engaging in academic dishonesty. Academic dishonesty includes submission of false records of academic achievement; cheating on assignments or examinations; 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



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endorsement in a dishonest manner; plagiarizing.

**A. PLAGIARIZING**

**a.** Quoting uncited materials, visual, written, or coded; presenting the work of others as your own; using work of other MCAD students without their express permission. This includes submission of work for MCAD courses, exhibitions, or sales.

**B. USING THE SAME ASSIGNMENT IN DIFFERENT COURSES**

**a.** Studio projects are assigned and assessed according to the specific learning objectives and learning outcomes for each course. Occasionally students may be assigned a project in one course that shares many of the learning objectives of an assignment given in a different course. While turning in the same assignment for two courses is not encouraged, students who wish to do so are required to first notify the faculty member of each course and get permission. Faculty may assign additional requirements. Failure to notify faculty can result in failure of the assignments in both courses.

MCAD has a zero-tolerance policy for academic dishonesty; consequences for plagiarizing and double submissions may include removal of work from exhibition or sale, failing the assignment or the course, and/or academic probation. These policies also apply to work submitted to the MCAD Art Sale, MCAD Auction, and MCAD off-campus exhibitions. All submitted work should not infringe on another artist's work.

**C. USE OF ARTIFICIAL INTELLIGENCE (AI) IN THE PRODUCTION OF WORKS**

**a.** MCAD strives to help students to discover and implement an individual voice through their work, and, as such, faculty expect student work to be a reflection of their own ideas and skill. The use of AI technology as a substitute for that individual effort is strictly prohibited and will be met with failing the assignment or the course, and/or academic probation. With regard to AI, unless permitted in advance by faculty to experiment with such technology, or with faculty agreement that it is applicable within the context of a larger project and properly cited as such, there will be no exception to this policy.

**2. Bullying and Cyber-Bullying**

The repeated and pervasive use of written, verbal or electronic expression, or a physical act or gesture (or a combination) which:

- a.** Causes physical or emotional harm to the victim;
- b.** Causes damage to the victim's property;
- c.** Places the victim in reasonable fear of harm to themselves or of damage to property;
- d.** Creates a hostile educational environment;





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- e. Materially and substantially disrupts the educational process or the operation of the college.

Bullying includes cyber-bullying, which is the use of technology or electronic communication to bully another person. Cyber bullying includes the following if it creates any of the conditions described above in 1–5:

1. The creation of a web page or blog in which the creator assumes the identity of another; or
2. The knowing impersonation of another person as the creator of the posted content

**3. College Facilities and 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.

**4. Confiscation**

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

**5. Disorderly Conduct on the Campus**

The following are defined as disciplinary offenses actionable by the college: 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 or verbally 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.

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 interferes with the learning experience of other students in the class.

**6. Disorderly Conduct Off Campus**

Conduct off campus that is detrimental to the good of the college or which discredits the college. Such conduct off campus includes, but is not limited to, hosting house parties and/or student behaviors that are disruptive to the community and/or violate applicable local, state, or



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federal law. Should an act violate both college regulations and Campus law, the student is subject to dual jurisdiction.

**7. Disruption of College Events**

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

**8. 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.

**9. Disruptive Noise**

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

**10. Drugs and Alcohol on Campus**

**a. Policy Statement**

The unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students or employees is prohibited on MCAD property or as part of MCAD activities, except that alcohol may be possessed or consumed on MCAD property by persons 21 years of age or older in their campus apartment rooms and/or approved campus catered events. Smoking or use of marijuana is prohibited in campus housing or in non-approved areas of campus. See "Smoking Regulations".

**b. Legal Sanctions Under Federal, State, or Local Laws for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol**

Information about Minnesota controlled substance crimes and penalties can be found at the following website: [revisor.leg.state.mn.us/stats/152](http://revisor.leg.state.mn.us/stats/152).

**c. Drug and Alcohol Programs Available to Students**

As an additional part of its Drug Free Awareness Program, MCAD currently 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. Alcoholism, chemical dependency, and drug addiction benefits are also available through the employee health plan currently offered by MCAD. An individual may also contact a community service agency, such as the Minnesota Department of



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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.

**11. 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.

**12. Housing Violations**

Violation of the policies and rules concerning conduct in the residence halls.

**13. Identification and 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.

**14. 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.

**15. MCAD Rules**

Violating other MCAD, department, or housing regulations or policies which have been posted or publicized. Provisions contained in MCAD contracts with students shall be deemed "rules" under this code.

**16. Retaliation**

MCAD will not tolerate retaliation against a student or member of the community who raises genuine concerns in good faith.



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**17. Sexual Misconduct**

- + Policies related to sex-based harassment can be found in the Title IX policies [Title IX](#) page.
- + For more information see “Sexual Misconduct Complaints” under “Student Life” section.

**18. 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.

**19. Theft and 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.

**20. Violations of Federal, State or Local Laws**

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.

**21. Weapons on Campus**

Possession of firearms (real or imitation), incendiary devices, explosives, fireworks, articles or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, 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 Vice President of Student Affairs or the Director of Campus Safety, is prohibited.

**A. DISCIPLINARY PROCEDURES**

If a Code of Conduct violation comes to the attention of Campus Safety or the Vice President of Student Affairs, the Vice President of Student Affairs will determine whether a violation of the Code of Conduct has occurred, and if so, the appropriate sanction. If necessary, the Vice President of Student Affairs will undertake an investigation to determine if a violation has occurred. If a complaint is made by a student against another student, the reporting student and responding student each maintain their access to classes and facilities during the investigation, unless the Vice President of Student Affairs determines that the responding student poses a risk to the College community. Either party may request interim measures.



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Requests will be reviewed for appropriateness and feasibility. Both parties will be notified of the outcome of the investigation. If sanctions are issued against the responding student, the sanctions will not be shared with the reporting party. If the sanction is suspension or dismissal, a student has the right to appeal the Vice President of Student Affairs' determination. See Appeal Procedure for Disciplinary Probation or Dismissal Sanction.

1. The college reserves the right to take appropriate disciplinary and legal action when it deems appropriate.
2. **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 right to matriculate at the college.
3. **Law Enforcement** – The college reserves the right to contact law enforcement in connection with student conduct which may endanger or endanger the student and/or others.

#### **A. Disciplinary Sanctions**

If any person is found guilty of or pleads guilty to an offense under the Student Code of Conduct, an appropriate sanction will be awarded. Examples of sanctions include the following:

1. **Admonition and Warning** – Issuance of an oral or written warning, admonition, or reprimand.
2. **Community Service**
3. **Disciplinary Probation** – Students may be placed on disciplinary probation for infractions of the Code of Conduct, housing regulations or other 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. 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 who are on disciplinary probation may not participate in Off-Campus Study programs until they have been off of probation for at least one semester.



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- 4. Interim Suspension** – The Vice President of Student Affairs, 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, may 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.
- 5. 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.
- 6. Restitution** – Monetary or other appropriate compensation for damages.
- 7. 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.

**B. APPEAL PROCEDURE FOR DISCIPLINARY  
PROBATION OR DISMISSAL SANCTION**

Students who wish to appeal disciplinary probation or dismissal or a code of conduct violation must submit a written statement and relevant documentation to the Vice President of Student Affairs or the hearing officer in the Student Affairs Office within 15 business days from the date of the notification of probation or dismissal.

*The written appeal for disciplinary probation or academic dismissal 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 probation or dismissal, and any appropriate documentation.
- 3.** A description of the attempts to 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 seeks in order to correct the situation.

A hearing time will be scheduled by the Vice President of Student Affairs or the hearing officer, who will notify all parties. The student who wishes to appeal the



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dismissal 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. Any student, faculty, or staff member may be required to attend an appeal hearing.

**Hearing Procedure** – The Vice President of Student Affairs or hearing officer calls the meeting to order, introduces the situation, and asks the student who submitted the 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. The hearing officer's primary duty is to see that the student appealing is given the opportunity to state their case to the Review Board.

After all questions have been answered and all information has been offered, the Review Board goes into executive session with the Vice President of Student Affairs or the 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 Vice President of Student Affairs or the hearing officer.

Students who have been readmitted to MCAD through the appeal process will be placed on disciplinary probation for a specified amount of time and will be evaluated at the end of that set time for appropriate progress.

## **RESIDENTIAL LIFE**

### **A. ON-CAMPUS HOUSING**

MCAD provides furnished, on-campus housing for enrolled students. All apartments are self-contained living spaces with private baths and kitchens. Students provide their own bedding, cooking utensils, and cleaning supplies. Utilities, computer network access, 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 an application is made for housing, the student must pay a deposit of \$350, refundable when the student permanently vacates college housing if the terms of the housing contract have been honored. All residents are required to purchase a food plan each semester. Requests for exemption from the plan must be made through the Learning Center and Accessibility Services Department.



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Charges for on-campus housing are listed on the student billing statement. If a student is expecting on-campus housing but does not see a charge for it, or if they have reserved on-campus housing and do not plan to occupy that space, they should contact Student Housing. Housing fees are paid online on my.MCAD.edu and are due the same time as tuition, prior to the beginning of the semester. For more detailed information, see the MCAD Housing Handbook on the [Student Housing intranet page](#).

Students enrolled in the master of arts in sustainable design program are not eligible for MCAD on-campus housing.

**B. OFF-CAMPUS HOUSING**

Sources of listings for available rentals in the neighborhood can be found on the [Student Housing page](#) of MCAD's website. MCAD has no control over off-site housing owners and does not endorse or promote any apartment owner or landlord. Students should conduct their own research into off-campus housing.

**C. MISSING PERSONS POLICY**

*See the Housing Handbook*

**D. TENANT-LANDLORD RELATIONS**

Resources are available should you need assistance in relations with your landlord.

- + [Minnesota Tenant-Landlord Law](#)
- + [Attorney General's Office](#)  
651.296.3353, (*Landlord's and tenant's rights and responsibilities*)

**EMERGENCY PROCEDURES AND NUMBERS**

**A. EMERGENCY ACTION PLAN**

The Occupational Safety Health Department and Campus Safety Department work together in providing response systems for emergencies on the campus. The plans are posted on both the MCAD Intranet Occupational Health and Safety Department and Campus Safety Department sites. Please visit the intranet sites or contact the departments if you have questions.

Occupational Safety and Health Department 612.874.3771 (x1771) or Campus Safety Department 612.874.3801 (x1801), emergency on campus x1555, non-emergency x1700.





## B. TORNADO AND 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 the lobby in front of the 150 Auditorium as well as any interior room with no windows or skylights. In the Morrison Building the safe areas are the basement hallways and tunnels.

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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 July, 2024. 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.

Minneapolis College of Art and Design is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

*Updated July 2024*

