



# Student Handbook

# 2017-18

*Information valid as of January 2017.*

# TABLE OF CONTENTS

Academic Expectations . . . . .	10
Academic Honesty . . . . .	30
Academic Progress Reports. . . . .	24
Acknowledgment of 2016-17 Handbook . . . . .	70
Advising . . . . .	35
Alcohol/Other Drugs Policy . . . . .	46
Appropriate Dress . . . . .	47
Co-curricular Activities . . . . .	66
Course Grade Grievance Process . . . . .	26
Contact Information. . . . .	3
Craft Academy Curriculum . . . . .	14
Craft Academy Selection Process . . . . .	11
Craft Academy Vision, Mission and Goals . . . . .	9
Dismissal. . . . .	28
FERPA. . . . .	34
Graduation . . . . .	31
Grote-Thompson Hall. . . . .	49
Guests and Visitors . . . . .	61
Making it Work ... Your Future . . . . .	10
Non-discrimination Policy . . . . .	66
Online Courses . . . . .	30
Pre-college Course Requirements . . . . .	21
Residential Life . . . . .	48
Safety. . . . .	63
Service Learning . . . . .	33
Sexual Harassment . . . . .	47
STEM+X . . . . .	14
Student Banking. . . . .	58
Student Conduct . . . . .	36
Student Health . . . . .	42
Study Abroad . . . . .	13
Study Hours & Tutoring. . . . .	32
Summer Sessions. . . . .	29
Technology . . . . .	45
Thank You . . . . .	65
Tobacco Policy . . . . .	46
Transportation . . . . .	58
Tuition, Housing & Meal Plans. . . . .	12
Weekends . . . . .	13
What to Bring to Campus . . . . .	57
Your Responsibility to the Craft Academy . . . . .	9

# CONTACT INFORMATION

The Craft Academy  
 Grote-Thompson Hall  
 150 University Blvd., Box 746  
 Morehead, KY 40351  
 606-783-2093

Facebook: [www.facebook.com/msucraftacademy](http://www.facebook.com/msucraftacademy)  
 Instagram: [instagram.com/msucraftacademy](http://instagram.com/msucraftacademy)  
 Twitter: [www.twitter.com/MSUCraftAcademy](http://www.twitter.com/MSUCraftAcademy)

[craftacademy@moreheadstate.edu](mailto:craftacademy@moreheadstate.edu)

[www.moreheadstate.edu/craft-academy](http://www.moreheadstate.edu/craft-academy)

OFFICE	EMAIL	PHONE	LOCATION
Main Office	<a href="mailto:craftacademy@moreheadstate.edu">craftacademy@moreheadstate.edu</a>	606-783-2093 FAX: 606-783-9159	Ground Floor, Grote-Thompson Hall
Office Coordinator, Brenda Porter	<a href="mailto:b.porter@moreheadstate.edu">b.porter@moreheadstate.edu</a>	606-783-5427	Ground Floor, Grote-Thompson Hall
Office Associate, Sunshine Stamper	<a href="mailto:jl.stamper@moreheadstate.edu">jl.stamper@moreheadstate.edu</a>	606-783-5102	Ground Floor, Grote-Thompson Hall
Residence Hall Front Desk			First Floor, Grote-Thompson Hall
Director, Dr. Carol Christian	<a href="mailto:c.christian@moreheadstate.edu">c.christian@moreheadstate.edu</a>	606-783-9025 859-321-0743 (cell)	Grote-Thompson Hall
Assistant Director, Academic Services, Jennifer Carter	<a href="mailto:j.carter@moreheadstate.edu">j.carter@moreheadstate.edu</a>	606-783-5426	Grote-Thompson Hall
Craft Academy Enrollment Services Counselor, Joshua Hardymon	<a href="mailto:jlhardymon@moreheadstate.edu">jlhardymon@moreheadstate.edu</a>	606-783-5472	Grote-Thompson Hall
Assistant Director, Guidance Counseling Services, Garrick Ratliff	<a href="mailto:glratliff@moreheadstate.edu">glratliff@moreheadstate.edu</a>	606-783-2133	Grote-Thompson Hall
Assistant Director, Residence Life, Dr. Gwen Sloas	<a href="mailto:g.sloas@moreheadstate.edu">g.sloas@moreheadstate.edu</a>	606-783-5478	Grote-Thompson Hall
EMERGENCY NUMBERS			
MSU Emergency Resources	<a href="http://www.moreheadstate.edu/emergency">www.moreheadstate.edu/emergency</a>	606-783-2035 or 911	
Full Service, Primary Care and Counseling Services	<a href="mailto:counselingandhealthservices@moreheadstate.edu">counselingandhealthservices@moreheadstate.edu</a>	606-783-2055 606-783-2123	112 Allie Young Hall
Emergency counseling services are available on weekends and evenings by calling MSU Police.	<a href="http://www.moreheadstate.edu/ucc">www.moreheadstate.edu/ucc</a>	606-783-2035 or 911	
MSU Police	<a href="mailto:police@moreheadstate.edu">police@moreheadstate.edu</a> <a href="http://www.moreheadstate.edu/police">www.moreheadstate.edu/police</a>	606-783-2035	100 Laughlin Bldg.
Police - City of Morehead David Sexton, Chief		606-784-7511	105 East Main St.
St. Claire Regional Medical Center		606-783-6500	222 Medical Circle
MSU NUMBERS OF INTEREST			
Camden-Carroll Library	<a href="mailto:library@moreheadstate.edu">library@moreheadstate.edu</a> <a href="http://www.moreheadstate.edu/library">www.moreheadstate.edu/library</a>	606-783-2200	150 Battson-Oates Dr.
Enrollment Services Admissions Financial Aid	<a href="mailto:admissions@moreheadstate.edu">admissions@moreheadstate.edu</a> <a href="mailto:finaid@moreheadstate.edu">finaid@moreheadstate.edu</a> <a href="http://www.moreheadstate.edu/apply">www.moreheadstate.edu/apply</a>	606-783-2000	100 Admissions Center
Recreation & Wellness Center	<a href="http://www.moreheadstate.edu/wellness">www.moreheadstate.edu/wellness</a>	606-783-2083	100 Evans Branch



Dear Craft Academy Students,

Welcome to the Craft Academy!

We encourage you and your parents/guardians to familiarize yourselves with the 2017-18 Craft Academy Handbook. It includes policies and procedures that serve as the foundational structure and governing guidelines for students accepted into the Academy.

You are joining the Craft Academy Family. Our first few years have far exceeded our expectations both in academic achievements and the leadership demonstrated by the Class of 2017-18. As the Class of 2019 joins us, we continue to be 120 students strong. We look forward to working with each of you on your career endeavors.

Craft Academy staff members are dedicated to ensuring that you have a successful residential, dual-credit college experience through this life-altering opportunity.

Morehead State University faculty and the Craft Academy staff have worked collaboratively in creating a unique and rigorous learning opportunity for Craft Academy students with an expressed interest in science, technology, engineering and mathematics careers.

The Craft Academy at Morehead State is dedicated to “Majoring in You” as we expand your knowledge and talents in STEM career areas of interest. The Craft Academy experience will enable you to apply your special talents as you **imagine, invent** and **impact Kentucky**. We want to help “craft” the next generation of entrepreneurs, scientists, doctors, innovators, creative thinkers and designers with an ingrained sense of civic and regional responsibility.

We support you on this exciting journey and look forward to providing a challenging, safe and seamless transition from high school to college for each of you.

*Carol Christian*

Carol Christian, Ed.D.

Director, Craft Academy for Excellence in Science & Mathematics

# UNIVERSITY ACADEMIC CALENDAR

## FALL SEMESTER 2017

### August

9	Wednesday	Campus-wide Convocation Freshman move-in
10	Thursday	Class scheduling in academic departments Freshman move-in <b><i>Business Day (Housing &amp; Enrollment Services open until 5:30 p.m.)</i></b>
11	Friday	Class scheduling in academic departments <b><i>Business Day (Housing &amp; Enrollment Services open until 5:30 p.m.)</i></b>
14	Monday	<b>All on-campus and off-campus classes begin</b> Late fee in effect
21	Monday	Last day to: <ul style="list-style-type: none"><li>• Register for credit</li><li>• Change from credit to audit</li><li>• Add a class or change sections</li><li>• Change to pass-fail option</li><li>• Change from audit to credit</li></ul> Last day for 100% credit of creditable fees (partial or full withdrawal) Last day for payment in full or completion of an online Protect Class Schedule Plan
22	Tuesday	Class schedules dropped for students who have not paid in full or completed an online Protect Class Schedule Plan
28	Monday	Last day for 75% credit of creditable fees (partial or full withdrawal) Final drop of class schedules for students who have not paid in full or completed an online Protect Class Schedule Plan

### September

4	Monday	<b>Labor Day (University Closed)</b>
5	Tuesday	Last day for 50% credit of creditable fees (partial or full withdrawal)
12	Tuesday	Last day for 25% credit of creditable fees (partial or full withdrawal)
22	Friday	Last day to withdraw from a first half-semester class with an automatic grade of "W"

## October

4	Wednesday	First half-semester classes end
5	Thursday	Second half-semester classes begin
6	Friday	Last day to add a second half-semester class
12-13	Thursday & Friday	<b>Fall Break (Students only)</b>
16	Monday	Last day to apply for Fall 2017 and Winter 2018 graduation without penalty Midterm grade reports due in Registrar's Office by 9 a.m.
27	Friday	Last day to drop a full-term course or withdraw from school

## November

1-14	Wednesday-Tuesday	Advance Registration for Winter Session 2017-18 & Spring 2018
20	Monday	Last day to drop a second half-semester class with a grade of "W"
22-24	Wednesday-Friday	<b>Thanksgiving Break (University Closed)</b>
27	Monday	Classes Resume

## December

4-8	Monday-Friday	<b>FINAL EXAMINATIONS</b>
9	Saturday	Commencement at 10:30 a.m.
12	Tuesday	Grades due in Registrar's Office by 10 a.m.
19	Tuesday	Winter break begins

# UNIVERSITY ACADEMIC CALENDAR

## SPRING SEMESTER 2018

### January

2	Tuesday	University Offices open
12	Friday	Class scheduling in academic departments
15	Monday	<b>Dr. Martin Luther King, Jr. Day (University Closed)</b>
16	Tuesday	<b>All on-campus and off-campus classes begin</b> Late fee in effect
23	Tuesday	Last day to: <ul style="list-style-type: none"><li>• Register for credit</li><li>• Change from credit to audit</li><li>• Add a class or change sections</li><li>• Change to pass-fail option</li><li>• Change from audit to credit</li></ul> Last day for 100% credit of creditable fees (partial or full withdrawal) Last day for payment in full or completion of an online Protect Class Schedule Plan
24	Wednesday	Class schedules dropped for students who have not paid in full or completed an online Protect Class Schedule Plan
30	Tuesday	Last day for 75% credit of creditable fees (partial or full withdrawal)
31	Wednesday	Final drop of class schedules for students who have not paid in full or completed an online Protect Class Schedule Plan

### February

6	Tuesday	Last day for 50% credit of creditable fees (partial or full withdrawal)
13	Tuesday	Last day for 25% credit of creditable fees (partial or full withdrawal)
23	Friday	Last day to withdraw from a first half-semester class

## March

7	Wednesday	First half-semester classes end
8	Thursday	Second half-semester classes begin
9	Friday	Last day to add a second half-semester class
12	Monday	Midterm grades due in the Registrar's Office by 9 a.m
15	Thursday	Last day to apply for Spring 2018 and Summer graduation without penalty
19-23	Monday-Friday	<b>Spring Break (Students)</b>

## April

6	Friday	Last day to drop a full-term course or withdraw from school Last day to drop a second half-semester class
4-13	Wednesday-Friday	Advance Registration for Summer & Fall 2018

## May

7-11	Monday-Friday	<b>FINAL EXAMINATIONS</b>
12	Saturday	Commencement; 10 a.m. & 2 p.m.
15	Tuesday	Grades due in Registrar's Office by 10 a.m.



**CRAFT ACADEMY 2017-2018 ACADEMIC CALENDAR**

Fall 2017		3.20.2017
<b>July</b>		
15 Saturday	Textbooks available for purchase online <a href="http://www.bookstore.moreheadstate.edu">www.bookstore.moreheadstate.edu</a>	
<b>August</b>		
1 Tuesday	Last day to order books online to ensure pick up on August 6	
6 Sunday	Junior Move In Day, Textbook pickup and Induction Ceremony	
7-11 Mon - Fri	Orientation Week and New Student Days for Juniors - Juniors are required to stay on campus	
12 - Saturday	Senior Move-In Day	
12-13 Sat - Sun	REQUIRED WEEKEND - Juniors and Seniors are required to stay on campus	
14 Monday	First day of classes	
<b>September</b>		
1-4 Friday - Monday	Closed Weekend / Labor Day: The residence hall will close Friday at 7 p.m. and re-open Monday at 3 p.m.	
22-24 Friday - Sunday	Craft Academy and MSU Family Weekend	
<b>October</b>		
<b>DATE TBD</b>	MSU Browning Orchard Festival	
11 - Wednesday	The residence hall will close Wednesday at 7 p.m. for Fall Break	
12-13 Thursday - Friday	MSU Fall Break (The residence hall will close Wednesday at 7 p.m. and re-open Sunday at 3 p.m.)	
13-15 Friday - Sunday	Closed Weekend: The residence hall will re-open Sunday at 3 p.m.	
16 Monday	Midterm Grades due into Registrar	
21 Saturday	MSU Homecoming Game	
<b>DATE TBD</b>	PSAT Test Date for Juniors	
27 Friday	Last day to drop a full-term course with automatic grade of W.	
30 Monday	Priority Registration - day 1	
31 Tuesday	Priority Registration - day 2	
<b>November</b>		
21 Tuesday	Thanksgiving Break/Closed Weekend begin: The residence hall will close Tuesday at 7 p.m.	
22-26 Wednesday - Sunday	Thanksgiving Break/Closed Weekend: The residence hall will close Tuesday at 7 p.m. and re-open Sunday at 3 p.m.	
26 Sunday	The residence hall will re-open Sunday at 3 p.m.	
<b>December</b>		
4-8 Monday - Friday	MSU Finals Week	
8 Friday	Craft Academy Closing Day - Winter break begins for students; students must be checked out by 7 p.m.	
12 Tuesday	Final grades due into Registrar's Office	
19 - Jan. 1	Craft Academy Winter Break for staff. MSU and Craft Academy will be closed.	

**CRAFT ACADEMY 2017-2018 ACADEMIC CALENDAR**

Spring 2018		3.20.2017
<b>January</b>		
2 Tuesday	MSU and Craft Academy Offices re-open	
15 Monday	MSU will be closed in observance of Martin Luther King Jr. Day; The residence hall will open at Noon , students need return to campus and be moved in by 10 p.m.	
16 Tuesday	First day of classes	
<b>February</b>		
<b>Date TBD</b>	Senior Seminar Grad Fair with National Achievement Source and MSU Bookstore	
9-11 Friday - Sunday	Closed Weekend: The residence hall will close Friday at 7 p.m. and re-open Sunday at 3 p.m.	
<b>March</b>		
12 Monday	Midterm grades due in to Registrar's Office	
16-18 Friday - Sunday	Closed Weekend: The residence hall will close Friday at 7 p.m.for Closed Weekend and Spring Break	
19-23 Monday - Friday	MSU Spring Break	
25 Sunday	Craft Academy residence hall opens at 3 p.m.	
<b>April</b>		
14 Saturday	Prom	
<b>DATE TBD</b>	Juniors - State ACT Test Date	
20-22 Friday - Sunday	Closed Weekend: The residence hall will close Friday at 7 p.m. and re-open Sunday at 3 p.m.	
<b>May</b>		
7-11 Monday - Friday	MSU Finals Week	
11 Friday	Craft Academy Closing Day - Summer break begins for students. <b>Juniors must be moved out by 3 p.m.</b>	
12 - Saturday	Class of 2017 Graduation Ceremony - information pending. <b>Seniors must be moved out by 1 p.m.</b>	
<b>DATE TBD</b>	Study Abroad China Trip	
15 Tuesday	Final grades due in to Registrar's Office	
28 Monday	MSU Closed in observance of Memorial Day	
<b>June</b>		
<b>DATE TBD</b>	Study Abroad Trip	

# CRAFT ACADEMY VISION, MISSION AND GOALS

## VISION

The Craft Academy for Excellence in Science and Mathematics seeks to empower Kentucky's high achieving youth to create, invent and lead in STEM career fields in a focused effort to improve the quality of lives in Eastern Kentucky, the Commonwealth and beyond.

## MISSION

The Craft Academy for Excellence in Science and Mathematics meets the unique educational needs of academically talented high school juniors and seniors in the Commonwealth of Kentucky. A college-level curriculum allows students to finish high school while also completing up to two years of university coursework. The Academy offers a residential college experience and environment to promote innovation and creative enterprise, developing the fullest potential of the state's brightest minds and most promising future leaders.

## GOAL

The Craft Academy for Excellence in Science and Mathematics will develop the exceptional gifts and talents of Kentucky's aspiring mathematicians, scientists and engineers by providing outstanding educational opportunities and experiences in a nurturing and challenging environment. Students will be provided advanced instruction and mentoring by expert faculty and staff in a setting that fosters collaboration and facilitates interaction with like-minded peers.

The Academy will advance scholarly achievement and civic engagement by:

1. Developing individual abilities, interests and skills of academically talented students;
2. Fostering imaginative creativity, insatiable curiosity, entrepreneurial spirit and critical thinking;
3. Advancing analytical and technical competencies, integrative connections and cultural understandings; and
4. Preparing 21st Century leaders to have a moral and civic responsibility to make original and impactful contributions where they live and work through the pursuance of advanced careers in research, science, technology, engineering and mathematics.

# YOUR RESPONSIBILITY TO THE CRAFT ACADEMY

You, your parents and maybe someone else are making a huge sacrifice in your being in the Craft Academy. The primary concern is that you get the most out of your education while you are here at the Craft Academy. The Craft Academy goes far beyond your classroom educational development. We hold great expectations for your academics, health, social well-being and your ultimate career goals.

# MAKING IT WORK ... YOUR FUTURE

Upon entering the world of college and the Craft Academy, you took a critical step toward responsibility. You are responsible for your actions. As a new college student, you are encountering many new experiences, people and events. Whether you are from a rural setting or from a city, the experiences you find during the first months of your college experience will be quite different from ones that you have had in high school.

Because you are a student in the Craft Academy, you have a distinct advantage in pursuing your education two years earlier than your high school peers.

As a college student you will make important decisions. You will be presented with choices that will affect your academic success and your life beyond the Craft Academy. You will make decisions that will impact your family, friends, home school and the Craft Academy. Approach these decisions with responsibility. Know that the Craft Academy administration and staff are here to support you on each step of your journey.

## ACADEMIC EXPECTATIONS

### ATTENDANCE

Craft Academy students are expected to prepare for, attend, be on time and participate in all class sessions. Students must follow the absence protocol if they need to miss class for any reason.

### ABSENCE PROTOCOL

When an absence cannot be predicted (i.e. illness), students should send their RC, professors, and the ADAS, ADGCS and ADRL an email and then follow-up in person with professors when appropriate. Students who miss class as a result of illness are required to visit the Counseling & Health Services Clinic for a medical diagnosis. *NOTE: A visit to the Counseling and Health Services Clinic does not constitute an excused absence. It is up to the individual professor to excuse the absence.*

### EXCESSIVE ABSENCES

Excessive absences or not following protocol regarding absences may result in dismissal from the Craft Academy.

### CRAFT ACADEMY/MSU-ENDORSED ABSENCES

The University's Dean of Students must approve all classes missed due to a Craft Academy or MSU endorsed activities at least one week prior to the scheduled absence. Students must communicate the upcoming event to the Craft Academy's Assistant Director of Guidance Counseling, who will forward the information to the dean for approval. Students should provide information about the purpose and dates of the trip, and secure permission to travel forms. *NOTE: Forwarding this information does not grant approval. Craft Academy must receive approval from the Dean of Students before students can miss class. If approved, the dean of students will notify the professor of your upcoming absence. Students must arrange to complete any assignments, quizzes and exams missed prior to their absence.*

# CRAFT ACADEMY SELECTION PROCESS

The Craft Academy experience offers academically advanced students the opportunity to enter one of the top public universities in the South: Morehead State University. The Craft Academy will select 60 rising juniors each year through a highly selective admissions process.

Students eligible to apply for the Craft Academy must:

- Be a current resident of the state of Kentucky.
- Be a high school sophomore.
- Complete Geometry, Algebra I and Algebra II before the end of the sophomore year.
- Score a minimum of 22 in math on the ACT.  
*Beginning with the class of 2018, students must score a minimum of 18 English, 22 reading and 22 math on the ACT.*
- Submit a completed online application and mail all required materials no later than Feb. 1.

## APPLICATION PROCESSES

Applications are available online at [www.moreheadstate.edu/craft-academy](http://www.moreheadstate.edu/craft-academy) starting Aug. 1 of each year. Students must complete the online application and submit three letters of recommendation, high school transcripts, ACT scores and responses to the four open response questions on the application.

To submit an application to the Craft Academy, go to [www.moreheadstate.edu/craft-academy](http://www.moreheadstate.edu/craft-academy). Applications must be submitted online by Feb. 1. No application fee is required to apply. All additional application materials must be post-marked by Feb. 1.

## SELECTION PROCESSES

Students will be selected based on ACT scores along with student academic performance in grades nine and 10, responses to essay questions, letters of recommendation and, for those students who advance in the selection process, participation in on-site interviews.

- Students selected for interviews will be notified within two weeks after the application deadline date.
- Interviews will be held on a weekend in February.
- Sixty high school sophomores will be selected.
- Notification of selection will occur in early March.

Once students are selected to attend the Academy, staff members are committed to helping students and families with a seamless transition to the campus of Morehead State University.

# TUITION, HOUSING & MEAL PLANS

## **INCLUDED IN THE CRAFT ACADEMY EXPERIENCE:**

Craft Academy students become residential students on MSU's campus while completing at least 60 hours of college credit and earning their high school diploma. Tuition, housing and meals are provided at no cost to students and families. Additional costs may be incurred if students choose to take additional courses or choose to purchase additional meals exceeding those provided in their meal plan.

## **TUITION**

Participation in the Craft Academy includes 15-18 credit hours at Morehead State University each fall and spring semester at no cost to the student. Students may enroll in more than 18 credit hours, if approved by the assistant director of academic services, at an additional cost. The student will be responsible for paying the current tuition rate for additional courses. It is highly recommended that first semester students pace themselves in the transition from high school into college and refrain from taking hours above 18 credit hours during this time period.

## **HOUSING**

Craft Academy students are required to be residential students and live with other Academy students in Grote-Thompson Hall under the supervision of the assistant director of residence life and residence counselors. Two students will be assigned to a room, with the exception of six rooms with four-person capacity.

## **MEAL PLAN**

As a participant in the Craft Academy, each student will receive a meal plan that can be used at various locations on campus. Additional meals beyond what are covered by the Craft Academy can be purchased at an additional cost to the student. Details regarding meal plans will be available during orientation.

## **SUMMER & WINTER COURSE INFORMATION**

Winter and summer term courses require approval by the ADAS. While students are encouraged to take summer and winter courses, the tuition costs for summer and winter courses are not covered by the Craft Academy. Students will be responsible for paying the current tuition rate for additional courses, textbooks, housing and meals if applicable.

Incoming juniors may enroll in summer online classes only. They cannot be residential students. Seniors, with approval from the ADAS, can enroll in MSU summer residential courses/opportunities. Any MSU institutional summer course credit will be averaged into the student's institutional GPA. Grades earned may positively or negatively impact the students MSU cumulative GPA.

## **NOT INCLUDED IN THE CRAFT ACADEMY EXPERIENCE:**

**Drop fees** are not included in the Craft Academy package. Craft Academy students will be responsible for paying any fees related to dropping or withdrawing from a course.

**Textbooks** are not included in the Craft Academy package. Individual school districts have the liberty to pay for textbooks in full, partial or not at all. However, 85 percent of our districts have elected to pay for 100 percent of textbooks. Some have paid partial while others have elected to not pay. In the beginning stages of the Craft Academy, data indicated our students pay, on average, \$600 per term for textbooks (\$1,200 annually). We encourage parents to approach their principals and school board members to carry the textbook cost. Craft Academy students continue to be connected to their home schools and home schools benefit in receiving state test score results and 100 percent ADA funding and SEEK funds per student.

---

## **STUDY ABROAD**

Academy students will have the option to participate in one of two study abroad trips. One trip option is a six-week immersion into Chinese culture and language. Students who lack two years of foreign language for their high school requirement, will be given priority for this trip. The second study abroad trip will be an eight to ten day trip with a STEM focus. The study abroad will be well supervised by MSU staff member chaperons. One adult supervisor to every six to eight students will accompany students on trips.

The study abroad option cost is incurred by the parents. Limited resources are available to students in need of financial assistance. Contact the director early in the year as possible so they can plan accordingly.

---

## **WEEKENDS**

A huge part of the experience of being a college student is interacting on campus with a diverse group of students locally, nationally and internationally. Craft Academy and MSU plan many weekend activities. Craft Academy and MSU plan many weekend activities to encourage students to remain on campus. We hope Craft students will become involved in our campus life. However, unless there is a required Craft Academy activity planned, students may go home as often as they wish on weekends. Students must return to campus and be in the residence hall and on their floor by 10 p.m. Sunday evening. Craft Academy activities are for Craft students only.

### **CLOSED WEEKENDS**

One weekend each month will be designated as a closed weekend for all Craft Academy students. Closed weekends allow students to enjoy time with their families, stay connected to their home school districts, attend home high school activities and events, and reconnect with friends. Closed weekends will be marked on the calendar provided at the beginning of the academic year.

***During closed weekends, students must vacate the residence hall by 7 p.m. on Friday.***

**The residence hall will re-open at 3 p.m. on Sunday.** The residence hall will not be available prior to 3 p.m., nor will staff be on duty. Craft Academy students must be in the residence hall and on their floor by 10 p.m. Sunday evening. Any exceptions to schedule, due to holidays and breaks, will be clearly noted.

# STEM+X

The STEM+X curriculum is a special feature of the Craft Academy that broadens and enriches the student’s educational experience. The +X components take a student’s STEM career interests to a higher level by engaging students to explore how their STEM knowledge is impacted by and can impact technology, business and industry, entrepreneurship, innovation and design, and the medical field.

Students will explore how their thinking and creative talents can be used to imagine and invent. They will learn how to creatively solve problems that impact their communities while developing leadership skills and talents.

**+X focus areas:**

- Entrepreneurship and Innovation
- Design and Creativity
- Civic and Regional Engagement

---

## CRAFT ACADEMY CURRICULUM

Through the Craft Academy experience, students will complete a high school diploma and earn a minimum of 60 college credit hours, including math, science and English core courses, STEM electives and +X courses. All courses are taught by MSU professors.

Math Core	3 courses	+X Core	3 courses
Science Core	4 courses	+X Electives	3 courses
English Core	2 courses	General Elective	1 course
STEM Electives	3 courses		

*Note: Students are required to enroll in at least 15 credit hours per semester. Credit hours may vary by course.*

### **Math Core (3 courses)**

Students will complete three of the following math core courses. ACT or SAT math sub-scores and previous course work will determine which math classes each student will take.

<b><i>Course Number</i></b>	<b><i>Course Title</i></b>	<b><i>Credits</i></b>
MATH 152	College Algebra . . . . .	3
MATH 141	Trigonometry . . . . .	3
MATH 174	Pre-Calculus . . . . .	3
MATH 175	Calculus I . . . . .	4
MATH 275	Calculus II . . . . .	4
MATH 276	Calculus III . . . . .	4
MATH 305/MATH 353	Business Statistics/Statistics . . . . .	3
MATH 363	Differential Equations . . . . .	4

## Science Core (4 courses)

Students will choose three areas of interest from the options below. The first course in each selected interest area is required. Students will also enroll in the second course from one of the three areas they have chosen to complete their science course requirements.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Agricultural Sciences</b>		
AGR 133/AGR 133L	Intro to Animal Science* . . . . .	3
AGR 143	Anatomy & Physiology of Livestock . . . . .	3

*Requires travel to the University Farm*

<b>Astronomy</b>		
ASTR 125 (Fall)	Astro and Physics Methods to Explore the Universe . . . . .	3
ASTR 130 (Spring)	Stars, Galaxies and Cosmology . . . . .	3

<b>Biology</b>		
BIOL 171/171L	Principles of Biology* . . . . .	4
BIOL 244/244A	Anatomy and Physiology I* . . . . .	4

*For students interested in pursuing pre-professional programs such as Pre-Medicine, Pre-Pharmacy, Pre-Dentistry, Pre-Optometry, etc.*

<b>Biology</b>		
BIOL 171/171L	Principles of Biology* . . . . .	4
BIOL 304	Genetics* . . . . .	4

*For students interested in pursuing degrees related to genetics, forensic science, etc.*

<b>Biology</b>		
BIOL 155	Environmental Biology . . . . .	4
BIOL 171/171L	Principles of Biology* . . . . .	4

*For students interested in pursuing degrees related to environmental sciences.*

<b>Chemistry</b>		
CHEM 111/111L	Principles of Chemistry I* . . . . .	4
CHEM 112/112L	Principles of Chemistry II* . . . . .	4

<b>Computer Sciences</b>		
CS 170/170L or MATH 170/170L	Intro to Computer Science * . . . . .	4
CIS 205	Intro to Programming C++ . . . . .	3

<b>Earth Sciences</b>		
ESS 108/108L (Fall)	Physical Geology* . . . . .	4
ESS 201/201L (Spring)	Historical Geology* . . . . .	3

*Craft Academy students may enroll in ESS 201 prior to ESS 108.*

<b>Computing and Networking Technology</b>		
ETM 110	Fundamentals of Computer Technology . . . . .	3
ITEC 144	Network Fundamentals . . . . .	3



**Engineering Technology**

ETM 120	Fundamentals of Engineering.....	3
ETM 242	Introduction to MATLAB .....	3

**Physics**

PHYS 201/201A	Elementary Physics I* .....	4
PHYS 202/202A	Elementary Physics II*.....	4
(OR)		
PHYS 231/231A	Engineering Physics I* ( <i>Co-requisite is Calculus II</i> ).....	5
PHYS 232/232A (Spring)	Engineering Physics II* .....	5

**Neuroscience**

NEUR 121	Introduction to Brain and Behavior.....	3
NEUR 223 or PSY 223/WST 223	Brain Development and Sex Differences.....	3

**Space Sciences**

SSE 120/120L (Fall)	Satellites and Space Systems I* .....	3
SSE 122/122L (Spring)	Satellites and Space Systems II*.....	3

**MATH AND SCIENCE CORE DISCLAIMER:**

Any alternate considerations to the core courses must be approved by the ADAS.

*\* Denotes lab associated with course*

*Labs indicated with an "L" are integrated into the lecture. Labs indicated with an "A" are separate from the lecture.*

**English Core (2 courses)**

Students are required to take an English course both years of the Craft Academy to fulfill high school English requirements.

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
ENG 100	Writing I .....	3
ENG 200	Writing II.....	3

*Students who receive 3 hours of credit for ENG 100 will begin with ENG 200.*

**+X Core (3 courses)**

Students will complete a sequence of 3 +X core courses. These courses are designed to introduce the student to the +X

focus areas, instill a sense of service and ethics related to science, and develop the students professional writing and communication skills.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
MSU 115, 125, 135	Craft Orientation . . . . .	3
GOVT 147	Public Service Through Science . . . . .	3
ENG 390	Professional Writing . . . . .	3

**+X Elective Track Options**

Students will chose one of the following +X tracks to gain deeper skill sets in the selected area. These classes will typically be taken in semesters 2, 3 and 4.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>3D Printing</b>		
ART 223	Innovate: Introduction to Creativity and Design . . . . .	3
EMM 215	Introduction to 3D Design and Modeling . . . . .	3
EMM 315	3D Design, Modeling and Animation . . . . .	3

**Artistic Photography**

ART 109	Digital Foundations . . . . .	3
ART 373	Black and White Photography . . . . .	3
ART 399	Special Class . . . . .	3

**Business Entrepreneurship**

BBA 200	The Entrepreneurial Mindset . . . . .	3
MKT 204	Marketing . . . . .	3
BBA 350	Entrepreneurship and Innovation . . . . .	3

**Civic and Regional Engagement**

GOVT 242	State and Local Government . . . . .	3
GOVT 141	United States Government . . . . .	3
GOVT 347	American Public Policy OR, . . . . .	3
GOVT 351	Public Administration . . . . .	3

**Creative Entrepreneurship**

ART 223	Innovate: Introduction to Creativity and Design . . . . .	3
ART 200	Introduction to Arts Administration . . . . .	3
ART 201	Arts Entrepreneurship, AND . . . . .	3
ART 307	Arts Administration and Entrepreneurial Practicum . . . . .	1

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Graphic Design (Commercial)</b>		
ART 109	Digital Foundations . . . . .	3
ART 205	Graphic Design I . . . . .	3
ART 305	Graphic Design II . . . . .	3
<b>Graphic Design (Entrepreneurial)</b>		
ART 109	Digital Foundations . . . . .	3
ART 205	Graphic Design I . . . . .	3
ART 201	Arts Entrepreneurship . . . . .	3
<b>Journalistic Photography</b>		
ART 109	Digital Foundations . . . . .	3
CVM 205	Introduction to Photojournalism . . . . .	3
CVM 206	Documentary Photography . . . . .	3
<b>Media Writing</b>		
CVM 201	Media Writing . . . . .	3
CVM 250	Content Gathering Techniques . . . . .	3
Choice of one:		
CVM 301	News Writing and Reporting . . . . .	3
CVM 401	Advanced Multimedia News . . . . .	3
CVM 465	Opinion Writing . . . . .	3
<b>Media Production</b>		
CVM 140	Field Production Practices . . . . .	3
CVM 201	Media Writing . . . . .	3
Choice of one:		
CVM 320	Feature and Documentary Writing . . . . .	3
CVM 340	Studio Practices . . . . .	3
CVM 481	Documentary Production . . . . .	3
CVM 483	Animation Production . . . . .	3
CVM 485	Narrative Video Production . . . . .	3
<b>Public Relations and Event Planning</b>		
COMS 340	Event Planning and Public Relations . . . . .	3
COMS 382	Public Relations Principles . . . . .	3
COMS 482	Public Relations Campaigns . . . . .	3

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
----------------------	---------------------	----------------

**Social Media**

COMS 333	Social Media and Community.....	3
COMS 110	Strategic Messaging .....	3
CVM 410	Social Media Strategies .....	3

**Website Design**

ART 109	Digital Foundations.....	3
ART 206	Websites I .....	3
ART 207	Websites II.....	3

**STEM Electives (3 courses)**

Students will select three STEM elective courses from the Departments of Agricultural Sciences; Applied Engineering and Technology; Biology and Chemistry; Science Education; Earth and Space Sciences; Health, Wellness and Human Performance; Mathematics; Computer Science and Physics; or Psychology.

*NOTE: Additional opportunities exist for students to engage in individual and class research projects under the direct supervision of faculty. Opportunities will be by invitation from faculty.*

**Potential STEM electives**

*Note: Any science and math core classes taken beyond the listed requirements will count as STEM electives.*

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
----------------------	---------------------	----------------

**Health-Related Services**

HLTH 151	Health, Wellness and Performance.....	3
HLTH 203	Safety and First Aid .....	3
MATH 125	Biostatistics.....	3
MATH 131	General Math Problem Solving .....	3
PSY 154	Introduction to Psychology.....	3
PSY 156	Lifespan Developmental Psychology ( <i>PSY 154 prerequisite</i> ) ...	3
NURS 202	Medical Terminology .....	3
PHYS 350	Nuclear Science* ( <i>PHYS 202 prerequisite</i> ).....	3

**Engineering and Manufacturing**

ETM 260	Thermal Fluid Systems.....	3
EMM 106	Thermoplastic Processing .....	3
EMM 107	Fundamentals of Robotics.....	3
EMM 186	Manufacturing and Fabrication .....	3
EMM 270	Robotics Systems Applications .....	3
MATH 131	General Math Problem Solving .....	3
PHYS 211	Circuits .....	3
PHYS 361	Fundamentals of Electronics ( <i>PHYS 202 prerequisite</i> ).....	3
SSE 210	Space Craft Mechanical Systems .....	3
	(Special Topics in Space Systems)	
SSE 299	Solid Works .....	3
SSE 299	Altium .....	3

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>Earth Systems and Astronomy</b>		
ASTR 105	Your Cosmic Context . . . . .	3
ASTR 112	Introduction to Astronomy . . . . .	3
ESS 102	Dangerous Planets . . . . .	3
ESS 303	Planetary Geology . . . . .	3
MATH 131	General Math Problem Solving . . . . .	3
PHYS 270	Introduction to Scientific Computing. . . . .	3
<b>Business</b>		
CIS 211	Software Tools for Business . . . . .	3
MATH 131	General Math Problem Solving . . . . .	3
MATH 160	Math for Business and Economics . . . . .	3
<b>Math, Physics and Computer Science</b>		
CS 172	Computer Games Concepts ( <i>CS 170 prerequisite</i> ) . . . . .	3
CS 212	Game Implementation Techniques ( <i>CS 172 prerequisite</i> ) . . . . .	3
CS 214	Introduction to Programming – Java ( <i>CS 170 prerequisite</i> ) . . . . .	3
CS 303	Data Structures ( <i>CIS 205 prerequisite</i> ) . . . . .	3
MATH 131	General Math Problem Solving . . . . .	3
MATH 260	Fortran Programming ( <i>MATH 170 prerequisite</i> ). . . . .	3
MATH 300	Math Proof ( <i>MATH 175 prerequisite</i> ). . . . .	3
MATH 301	Linear Algebra ( <i>MATH 175 prerequisite</i> ) . . . . .	3
PHYS 270	Introduction to Scientific Computing. . . . .	3
PHYS 211	Circuits . . . . .	3
PHYS 350	Nuclear Science* ( <i>PHYS 202 prerequisite</i> ) . . . . .	3
PHYS 361	Fundamentals of Electronics ( <i>PHYS 202 prerequisite</i> ). . . . .	3

## Research

A feature of the Craft Academy experience is the opportunity to work on research or a project under the supervision of a faculty member. Students may participate in projects that culminate with a presentation. Additional opportunities for research experiences and activities will be embedded in coursework.

Projects can include collaboration with MSU partners under the supervision and direction of the student’s professors during the academic year or in the summer. Research can be conducted working on a team or individually by invitation from professors.

*NOTE: Research experiences can provide a distinguishing advantage to Craft Academy scholars on scholarship and university applications.*

# PRE-COLLEGE COURSE REQUIREMENTS

All Kentucky high school students must complete state-mandated curriculum requirements to graduate. Individual high schools may have additional requirements for graduation but Craft Academy students need only meet Kentucky’s pre-college curriculum requirements, which include the minimum requirements and two credits of the same foreign language. The assistant directors of academic services and guidance counseling services will work with Craft Academy students to ensure that all state requirements are met.

The assistant director of guidance counseling services will work with the Kentucky Department of Education and the students’ home high schools to ensure all state assessments are issued in the appropriate manner, meeting all timelines.

## Pre-College Requirements (As Needed)

Students will complete additional pre-college requirements as mandated by the Commonwealth of Kentucky based on previous coursework in their freshman and sophomore years. Previous coursework in English, social sciences, humanities, foreign language and physical education are credited toward graduation requirements. Courses noted below should be taken only if they were not completed during the students freshman and sophomore year.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
CHI 101	Elementary Chinese I . . . . .	3
CHI 102	Elementary Chinese II . . . . .	3
FRN 101	Beginning French I . . . . .	3
FNR 102	Beginning French II . . . . .	3
FRN 201	Intermediate French . . . . .	3
GOVT 141	United States Government . . . . .	3
GOVT 180	Introduction to Political Theory . . . . .	3
HLTH 151	Wellness: Theory to Action . . . . .	3
HLTH 203	Safety and First Aid . . . . .	3
HST 261	American History Since 1865 . . . . .	3
	(The American History end of course assessment will be given at the Craft Academy.)	
HST 110	World History Since 1954 . . . . .	3
HST 111	World History through Film . . . . .	3
PHED 110	Martial Arts/Self-Defense . . . . .	3
PHED 220	Athletic Training I . . . . .	3
SPA 101	Spanish Language and Culture I . . . . .	3
SPA 102	Spanish Language and Culture II . . . . .	3
SPA 201	Intermediate Spanish I . . . . .	3
THEA 105	Modern Dance . . . . .	3
THEA 208	Beginning Ballet . . . . .	3

# ACADEMIC PROGRESS REPORTS

The assistant director of guidance counseling services will work with faculty to secure progress reports after the fifth and 12th weeks of classes in addition to midterm and final grades. The instructors will submit a report to the assistant director of guidance counseling services who will make them available to students. Grades from the five-week report, midterm, 12-week report and final grades will be entered into Infinite Campus and accessible by the student and parents.

## INFINITE CAMPUS

Infinite Campus is the Kentucky Department of Education student information system that is used in all school districts across the state. Students five-week progress report, midterm, 12-week progress report and final grades will all be posted on Infinite Campus. Both students and parents can access student grades by setting up an account through the assistant director for guidance and counseling services.

## PROGRESS REPORT MONITORING

Students academic progress will be monitored every fifth and 12th week of each semester. The progress reports will show what grade the students have at that point in each class. Grades for the fifth and 12th report will be posted in Infinite Campus within 48 hours of the calendar due date for grades to be posted by professors.

Just like your home school, Craft Academy also uses Infinite Campus (IC) as its student information system. IC allows the Craft Academy to communicate and transfer more easily with home districts. IC is used to provide transcripts and report grades to students and their parents. Only four grades are posted each semester in IC: the five-week progress report, midterm grade, the 12-week progress report and the final grade. Parents and students can gain access to IC by setting up a password and login through our ADGCS.

---

# WITHDRAWING FROM A COURSE

Students enrolled in a course that is determined beyond their level of preparation or who fall behind academic expectations may be advised to withdraw from the course. **With approval of the assistant director of academic services, students may withdraw from a class.** Students are responsible for all fees associated with withdrawing from a course. Craft Academy students may withdraw from only one course during the four semester experience. Withdrawing from a second course will not be permitted. Unpaid fees will result in a hold being placed on the students account which may prevent timely registration for future terms.

If withdrawing from a course would leave the student enrolled in fewer than 12 credit hours, the student will be required to enroll in an appropriate second semester course. Students who fall below the minimum 15 credit hour course load will be placed on academic probation for one term. Failure to maintain the required 15 credit hours the following semester will result in dismissal from the program.

To officially withdraw from a course with a grade of “W,” students must submit a Drop/Add Permission Form and receive approval from the assistant director of academic services by the withdrawal deadline determined by the University (see academic calendar on page five). The withdrawal must not impede a student’s ability to complete state, pre-college and Academy graduation requirements.

Upon approval for course withdrawal, the student must officially withdraw from the class through their MyMoreheadState account.

*Note: Any Craft Academy STEM core curriculum course or state pre-college curriculum course from which a student withdraws must be completed prior to graduation. Elective courses do not have to be retaken.*

---

## ACADEMIC STANDING

To be in good academic standing, Craft Academy students must earn a minimum 3.0 GPA each semester and maintain a minimum 3.0 cumulative GPA. Students who are not in good academic standing are considered to be at academic risk and may be placed on Academic Warning, Academic Probation, or may be dismissed from the Craft Academy.

### RECOGNITION

Midterm and final grades are available in the students MyMoreheadState account. Students who excel academically will be recognized with one of the honors below:

- **Morehead State University’s Dean’s List:** Students who maintain a 3.5 GPA and above for the preceding semester will be recognized on the Dean’s List.
- **Craft Academy Dean’s Scholars:** Students whose GPA for the preceding semester ranged between 3.4 – 3.79 will be recognized as a Dean’s Scholar.
- **Craft Academy President’s Scholars:** Students whose GPA for the preceding semester ranged between 3.8 – 4.0 will be recognized as a President’s Scholar.

*Note: Because Craft Academy students are under 18 years of age, parents/guardians have the right to access their grades. Students will be required to sign a FERPA waiver.*

### ACADEMIC WARNING

Students will be placed on academic warning if their semester GPA is less than 3.0 but greater than or equal to 2.75.

While on Academic Warning, students may lose certain privileges, may not enroll in elective courses, will meet weekly with the assistant director of academic services, and will be required to attend mandatory study hours and/or receive extra tutoring.



## **ACADEMIC PROBATION**

A student will be placed on Academic Probation if the student's first-semester GPA is less than 2.75 but greater than or equal to 2.25, or receives a grade of "D" or "E" in any course. Students can only be on Academic Probation for one semester before returning to their home school.

While on Academic Probation, students may lose certain privileges, may not hold a leadership position in the Academy or MSU organizations, may not participate in certain Academy sponsored field trips, may not enroll in elective courses, will meet weekly with the assistant director of academic services, and will be required to attend mandatory study hours and receive extra tutoring.

## **ACADEMIC DISTRESS**

Students are considered to be in Academic Distress if they receive a grade of "D" or "E" on a progress or midterm report.

Students in Academic Distress will be placed on an action plan that may include:

- Mandatory tutoring
- Mandatory study hours
- Communication with professor
- Regular meeting with the ADAS

# COURSE GRADE GRIEVANCE PROCESS

When a student has an academic dispute with a faculty member over a grade, there are procedures that exist to resolve the complaint in the most satisfactory way for both the student and faculty member. If the Course Grade Grievance Policy link does not access the policy, if you need clarification on the process, or if you need help accessing the forms, please contact the Associate Vice President Academic Affairs/Academic Programs office at **606-783-2003** or email **ap@moreheadstate.edu**. Visit **www.moreheadstate.edu/academicprograms** for more information.

## **Policy: Grounds for filing an academic (grade) appeal include:**

1. Alleged prejudice on the part of the instructor that impacts the student's final course grade.
2. Alleged failure to follow the final grading procedure established in the course syllabus that impacts student's final course grade.
3. Alleged erroneous application of established grading procedures on individual assignments that impacts student's final course grade.
4. A significant departure from the instructor's, department's, program's, college's or University announced standards as stated in the course that impacts student's final course grade.
5. Alleged inconsistencies with University or program policy that results in program dismissal or alleged arbitrary application of evaluation/performance standards that results in

*It is recommended the student remain in the course and continue to complete all assignments until a final decision has been rendered.*

For the purpose of this procedure:

- "Days" means academic/working days, not calendar days. Dates of classes not being in session will not count toward the timeline.
- "Semester" means fall and spring semester. Summer sessions are not considered in the timeline.

This policy requires several steps to complete the process.

**STEP 1:** The student should discuss any complaint with the person involved. If the complaint is not resolved at the instructor level, or if the student feels it is not practical to contact the instructor, the student may present the complaint to the chair of the department to which the instructor is assigned.

The deadline for a student to take the complaint to the faculty member is the 10th day of the beginning of the following semester. If the student is not enrolled the subsequent semester, a letter of inquiry should be mailed to the instructor and the instructor's department chair within the 10th day beginning of the following semester.

**STEP 2:** The instructor must respond in writing to the student within five days of the initial contact concerning the complaint.

**STEP 3:** Upon receipt of an unacceptable response from the instructor or the instructor does not respond within five days, the student has 10 days to file a formal academic grievance (grade appeal).

The student will be required to complete a Course Grade Grievance Form. The form can be accessed at: [www.moreheadstate.edu/academic programs](http://www.moreheadstate.edu/academic_programs). Paper copies can be obtained in the Associate Vice President, Academic Affairs/ Academic Programs office. The completed Course Grade Grievance Form, and any supporting documentation, should be submitted to the instructor's department chair.

**STEP 4:** Upon receipt of the completed Course Grade Grievance form, the department chair will:

1. Request a written response from the instructor addressing the issues raised by the student; and
2. Schedule a meeting within five days after the official paperwork is filed in the department chair's office.

The instructor, the student filing the grievance, the department chair and the dean of the responsible college will be in attendance. The student may have his or her academic advisor or a faculty member of the student's choice present.

It will be the purpose of the department chair and the respective college dean to review the grievance and attempt to mediate a settlement. The department chair and the college dean's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

Within five days after this meeting, records of the meeting – including all documentation submitted by the student and the recommendation by the department chair and college dean – will be sent to the Associate Vice President, Academic Affairs/ Academic Programs and to the parties present at the meeting.

**STEP 5:** If the final outcome is not acceptable to the student, the student may appeal to the Academic Standards and Appeals Committee. The student must petition a hearing before this committee within five days following the meeting with the instructor, college dean and department chair. Requests are to be in writing and made to the Associate Vice President, Academic Affairs/Academic Programs. Requests for appeal may be submitted by:

1. Electronic mail from the student's official MSU email address to [ap@moreheadstate.edu](mailto:ap@moreheadstate.edu). Requests submitted from any other email address will not be accepted.
2. Paper requests may be submitted to the Associate Provost, Academic Affairs/ Academic Programs office.

**STEP 6:** Upon receipt of the student's petition for a hearing, the Associate Provost, Academic Affairs/ Academic Programs will submit the records of all action to date to the Chair of the Academic Standards and Appeals Committee.

**STEP 7:** Within 10 days following the student's notification of the request for appeal, the Academic Standards and Appeals Committee will meet and review the data and previous recommendations.

1. The committee may request additional information and/or the parties involved to appear before the committee.
2. The Academic Standards and Appeals Committee decision will be sent to the Provost and Vice President for Academic Affairs, with a copy being sent as a matter of record to the Associate Vice President Academic Affairs/ Academic Programs, student, faculty, member, department chair and the faculty member's college dean.

The Provost and Vice President for Academic Affairs is responsible for enforcing the committee's decision. The committee's decision is final.

It is understood that anyone may appeal to the President of the University when due process has been violated or when individual rights are disregarded.

## **DISMISSAL**

Students with a GPA below 2.25 in any given semester will be dismissed from the Craft Academy and will return to their home school.

Craft Academy staff members will review each student's residential and academic status at the close of each semester and at the end of the first year to determine eligibility to return to the Academy.

Students will not be eligible to return to the Academy under the following circumstances:

- Their MSU GPA falls below a 2.25 after the first semester;
- Accumulates two grades below a "C" at any time;
- Significant instances of breach policy; or
- Fails to demonstrate the residential and academic environment is beneficial for continued social, emotional and academic well-being.

Students may return for a second year if they:

- Have a cumulative GPA of 2.75 or higher;
- Have received no more than one grade of "D" or "E";
- Have no significant instances of breach of policy; and
- Have demonstrated that the residential and academic environment is beneficial for their continued social, emotional and academic well-being.

*NOTE: Students may be admitted to the program for a second year under conditional terms. In the event of conditional re-admission, Academy staff members will develop a contract with the student. Students will be allowed to retake only one course in which they receive a "D" or "E." Upon receipt of a second "D" or "E," the student will be dismissed from the Academy.*

# STUDY HOURS & TUTORING

Courses at Craft Academy are demanding, often more so than those at students' home high schools. To help students learn to manage their time and reach their full academic potential, required study hours are from 7 to 9 p.m., Monday through Thursday. Study hours are required for first-year Craft Academy students and second-year students on academic warning or academic probation from the previous semester or who are considered in academic distress during the current semester.

Failure to attend study hours without prior approval of an absence or to be in a required study location during study hours will result in disciplinary action.

*Note: Students who are on academic warning or probation from the previous semester, or in academic distress during the current semester will be required to attend mandatory tutoring sessions. The assistant director of academic services, with feedback from the student's professors, will determine if and when additional study hours will be lifted.*

Students are encouraged to take advantage of study spaces in the Camden-Carroll Library, Lappin Hall Math Lab and other campus common areas outside of the required study time.

## FIRST-YEAR STUDENTS

First-year Craft Academy students will be required to participate in two hours of supervised study time Monday through Thursday. Residence counselors will perform head counts and enforce study hour protocol during the required study hours. Students can choose to study in one of several areas:

- In their room with the door open
- Approved residence hall commons areas
- Designated residence hall study room
- Tutoring & Learning Center located in the Camden Carroll Library
- Professor-designated study session
- Math Lab, Lappin Hall, other professor designated locations for tutoring

## SECOND-YEAR STUDENTS

Students in good academic standing (3.0 or above) after their first year in the Craft Academy will not be required to participate in supervised study hours.

## TUTORING

Students are encouraged to communicate with Craft Academy staff members when they feel they are beginning to struggle in a course so they can be connected with immediate assistance. The assistant director of academic services will connect students who fall below a (C) average in any give course with tutoring services.

Tutoring will be available in the residence hall study area or at one of MSU's Tutoring & Learning Center locations. The Tutoring & Learning Center provides an environment for tutoring and learning with peer tutors to ensure academic success in the classroom. Tutoring services are offered FREE of charge in 220 Allie Young Hall and on the first floor of the Camden-Carroll Library by the Commons Area. For more information, call 606-783-5105 (TLC Library), 606-783-5200 (TLC Allie Young Hall) or visit [www.moreheadstate.edu/tutoring](http://www.moreheadstate.edu/tutoring). *Note: If appointments with the Tutoring & Learning Center conflict with supervised study times, students may, with prior permission from the assistant director of academic services, check out of the residence hall and check-in at the Tutoring & Learning Center.*

# ACADEMIC HONESTY

All Craft Academy students are required to abide by accepted standards of academic honesty. Academic honesty includes students doing their own work, giving credit for the work of others and using resources appropriately. If a faculty member suspects that a student is guilty of a breach of the standards he/she will contact the assistant director of academic services to initiate an investigation.

Academic dishonesty includes, but is not limited to:

- Using unauthorized assistance for classwork/exams.
- Using unauthorized assistance in writing papers or completing an assignment.
- Accessing without permission, tests or other academic material belonging to a faculty or staff member.

Plagiarism includes, but is not limited to:

- Using the work of another person without full and clear acknowledgment and proper citations in the appropriate style required by faculty members.
- Using material prepared by another person or agency engaged in the selling of term papers or other academic materials.

---

# ONLINE COURSES

Craft Academy students may take online courses with the approval of the ADAS. A student should enroll in online courses only if:

- The physical course offered interferes with the student's schedule.
- The course is only offered online.

# GRADUATION

In order to receive a Craft Academy diploma, students must:

- Complete the required core courses (3 math, 4 science, 2 English and 3 +X) with a grade of “C” or better during the two-year period of study.
- Complete all additional courses with a grade of “C” or better.
- Maintain a cumulative Academy GPA of 2.75 or better .
- Meet all pre-college curriculum requirements.

Students who fail to meet the above mentioned criteria will not receive a Craft Academy diploma until all requirements have been met. Students will have until the end of the following fall semester to correct any deficiencies.

## GRADUATING WITH HONORS AND HONORS WITH DISTINCTION

The Craft Academy recognizes honors graduates based upon two levels, honors and honors with distinction. GPA will be calculated at the end of a senior’s spring term. The criteria for each level are listed below.

### Honors

- Maintain a 3.4 – 3.74 cumulative MSU GPA.
- Successfully complete a supervised research project and fulfill the requirements of the research policy.
- Participate in extended service project(s) of 60 hours or more (minimum 15 hours each semester, only 30 percent of the two-year total can be completed at home).
- Be in overall good standing (no current attendance or disciplinary contracts) .
- Contribute positively to the culture of the Academy.

### Honors with Distinction

- Maintain a 3.75 – 4.0 cumulative MSU GPA.
- Successfully complete a supervised research project and fulfill the requirements of the research policy.
- Produce a research outcome that takes the form of a presentation or poster presentation at an academic conference, a publication or other approved display of research (Alternate displays of research must be approved in advance by the assistant director of academic services).
- Participate in extended service project(s) of 80 hours or more (minimum 20 hours each semester, only 30 percent of the two-year total can be completed at home).
- Be in overall good standing (no current attendance or disciplinary contracts).
- Contribute positively to the culture of the Academy.

# SUMMER SESSIONS

Summers also provide an opportunity for students to conduct research, complete an internship or work with MSU faculty. With ADAS and ADRL approval, summer housing **may** be available.

Tuition, meals and housing costs for summer courses are **not included** in the Craft Academy experience. For more information, contact the Academy director.

*NOTE: Students need to be aware of the special conditions concerning their stay. Summer residence hall locations could vary. If enough students elect to take courses in the summer, a Craft Academy wing in the residence hall may accommodate these students.*

Students representing the Academy in research programs, internships, academic opportunities and personal pursuits are expected to model the high expectations of the Craft Academy at all times. Although summer terms are not a part of the Craft Academy's residential program, students are still representatives of the Craft Academy and behavior must be consistent with the expectations for students during the academic year. Summer policy violations of any kind may affect a student's enrollment in the Craft Academy the following fall semester.

## EMPLOYMENT

Students are welcome to seek summer employment. However, students **will not be permitted to have jobs during the fall and spring semester** while attending the Academy due to the rigorous workload.

## INTERNSHIPS

Summer internships may be available to Craft Academy students. Internships may be paid or for credit as part of a course requirement, or both. Students are encouraged to review internship opportunities and volunteer with the assistant director of academic services to complete and submit applications as early as possible. If the internship is a paid internship, it may only be done during the summer.

*Note: Internships that require the student to live on campus will also require that the student be enrolled in summer classes at an additional cost to the student.*



# DISMISSAL

Behaviors or situations that may lead to dismissal from the Craft Academy include, but are not limited to:

- Possession of and/or under the influence of alcohol or illegal use of drugs on or off campus
- Theft
- Vandalism
- Flagrant plagiarism/cheating/academic dishonesty
- Assault
- Academically ineligible
- Repeated inappropriate behavior
- Excessive or unexcused absences
- Under the minimum required course load (more than one semester)

---

## SERVICE LEARNING

Morehead State University is proud of its rich tradition of giving back to the community and surrounding communities through service. Tornado relief, flood relief and work with Habitat for Humanity, etc., are just a few of the projects in which MSU students have been involved. Each Craft Academy student will be involved in some form of service through the Craft Academy experience. To graduate with honors, students are required to complete 60 hours of community service or 80 hours to graduate with distinction. Only 30 percent of your service hours can only be completed in your home count. At least 70 percent of service hours must be completed at Morehead State University.

The Center for Regional Engagement (CRE) at MSU assists in identifying regional needs and in providing services, resources and partnerships with external agencies to help improve the quality of life throughout MSU's service region related to community building, economic/entrepreneurial development, education, health and wellness.

The CRE sponsors and co-sponsors a number of events for which you can obtain service hours. For more information about specific dates, times and the opportunity to sign up for other volunteer opportunities, you may access the volunteer hub at [www.MSUCaREs.volunteerhub.com](http://www.MSUCaREs.volunteerhub.com). To record your service hours, obtain a community service verification form from the ADGCS, fill out the form, have it signed by the person that is supervising your service hours and return the form. Service hours will be inputted into Infinite Campus.

# FERPA

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), as amended (commonly known as the Buckley Amendment), is a federal law that requires universities to maintain the confidentiality of student education records.

No one except employees of the institution with a professional need shall have access to students' education records. Except for limited exemptions, the institution may not disclose any information from those records without the written consent of students. Schools are required by FERPA to provide a student with an opportunity to inspect and review his or her educational records upon requests.

While directory information may be available for release to the public by the University, the Act states that each student has the right to inform MSU that directory information may not be released. The institution will place a "Buckley Flag" on the student's record to honor the request to restrict the release of directory information. MSU students may select "confidential directory information" by contacting the Office of the Vice President for Student Life and completing the necessary form. This release restriction will become part of the student's record. When a Buckley Flag is placed on a record, no information will be released without the written consent of the student.

At the postsecondary level, parents have no inherent rights to inspect a student's education records, even if they are supporting the student financially and even if the student is under 18. However, the educational record may be disclosed to the parent of the student without the written consent of the student provided the student is under 21 and the parent has claimed that student on his or her most recent income tax return. Proof of dependency filing is required.

# ADVISING

## ACADEMIC ADVISING

Craft Academy students will work with the assistant director of academic services who will assist them with scheduling, information about specific programs, University procedures, career guidance and counseling, and general academic support. The assistant director of academic services will also oversee and assist with scheduling, student research projects and experiential learning internship activities.

The assistant director of academic services will also provide individual students with information about tutoring, communicating with faculty and staff, and other opportunities for assistance as appropriate/necessary.

**Students will be required to meet with the assistant director of academic services to register for courses. To add/drop a course, students must get approval from the assistant director of academic services and follow University academic calendar guidelines.**

*NOTE: All Craft Academy student schedules must be approved by the assistant director of academic services in advance. Students who take any course outside of MSU (KET, student's home high school, BAVEL, or other institutions) must have prior approval from the ADAS and submit record of completion to ADGC. If students do not provide this information, they may be rescheduled into a course required for high school graduation requirements.*

## COUNSELING PROGRAM

It is our hope that the Craft Academy experience will entice students to continue their academic career at MSU. However, the MSU/Craft Academy experience will build a strong foundation that provides students with the qualifications needed to advance their academic career and pursue any college that fits their career interests.

To prepare students for the next step in their academic career, the Craft Academy offers a comprehensive college-counseling program. Information about colleges and available scholarships will be provided through college seminar workshops, email alerts and individual college counseling sessions. The assistant director of guidance counseling services will provide individual advising on college admission and scholarships beginning in the spring of the junior year.

The assistant director of guidance counseling services will write individual letters of recommendation during the students' senior year and will support them throughout their decision-making process. Students are encouraged to work closely with their counselor at this time to assure that applications and supporting documents, including transcripts, are sent in a timely fashion.

## BALANCED STUDENT PROGRAM

The Balanced Student Program was created to ensure the Craft Academy develops the total student and not merely the intellectual aspects of high achieving students. The Balanced Student Program is designed to give our students the opportunity for growth in becoming a well-rounded and productive citizen upon graduating from the Craft Academy. This program addresses the total student in the following areas: Academically, Emotionally/Mentally, Socially and Physically.

# STUDENT CONDUCT

Craft Academy students are expected to treat others with civility, dignity and respect, which recognizes the innate value of all human beings, reflects a commitment to obtaining an education, and meets the legal and campus standards of conduct imposed by federal, state and local laws and University policies, rules and regulations. Through the accompanying rules and regulations, Morehead State University and the Craft Academy establish expectations for student conduct and provisions for reviewing actions that are not in keeping with the educational nature of the University or the Academy.

The Student Conduct Code applies to the behavior of students on Academy/University property or facilities owned, controlled or being used by the Academy/University. Federal laws and the Kentucky Revised Statutes apply to students whether on or off the campus. Violations of law will be subject to the penalties imposed by law, as well as the sanctions contained in this document.

## STUDENT CONDUCT CODE

The purpose of publishing this conduct code is to give students general notice of expected and prohibited behavior. Students found responsible for committing the following misconduct are subject to disciplinary sanctions.

### **Academic Misconduct**

Assisting or participating in cheating, plagiarism, violating copyright laws and other forms of dishonesty in an academic setting. Engaging in behavior that disrupts or obstructs the peaceful and orderly conduct associated with teaching, research or other activities related to the academic mission of the Academy/University.

### **Alcohol:**

Possessing, consuming, using or being in the presence of alcoholic beverages in public or on University-owned or University-controlled property, or while participating in Craft Academy/University-related activities.

### **Assault**

Causing or threatening physical injury to another person and/or having a verbal altercation with another person that causes her/him to be fearful or intimidated.

### **Computer Infractions:**

Using a computer or related equipment to disseminate, transfer, enter, alter, or gather data by using another person's or organization's access code or computer equipment without their permission. Using Academy/University-owned or provided equipment or Internet access systems to transfer obscene, abusive, threatening or other messages deemed to be inappropriate by the University. Using University-owned or University-provided equipment or Internet access systems to illegally download music, videos, programs, games or other items. Using web cameras or other equipment to send images or view others without their knowledge and consent.

### **Discrimination:**

Discriminating against another person on a basis not reasonably related to the education or job function involved including, but not limited to, age, sex, sexual orientation, disability, race, religion, national origin or marital status.

### **Disorderly Conduct**

Exhibiting behavior that is considered to be disruptive, contemptuous or disrespectful of students, administrators, faculty, staff members, guests, local authorities or local community members.

### **Drugs**

Possessing, consuming, using or being in the presence of illegal drugs or drug paraphernalia in public or on University-owned or University-controlled property, or while participating in Craft Academy/University-related activities.

### **Failure to Comply:**

Failure to respond to the reasonable requests of Academy/University officials or law enforcement officers acting in performance of their duties, and/or failing to produce identification when requested to do so by these individuals. Failing to comply with Academy policies (including, but not limited to, curfew, signing in and out, public display of affection, and visitation) or abide by sanctions imposed during a University disciplinary proceeding or authorized official.

### **Fire Safety**

Willfully or maliciously burning of property, or attempting to burn property. Failure to exit University-owned buildings upon activation of a fire alarm or direction from designed authorities or personnel. Tampering with, obstructing or using fire equipment in an inappropriate fashion. Using or possessing fireworks on University-owned or University-controlled property.

### **Forgery**

Altering, creating, completing, executing, falsifying or authenticating any Academy/University record, document, instrument or identification card with the intent to defraud or harm any individual.

### **Fraud**

Deceiving, tricking or misrepresenting with the intent of defrauding or misleading another individual or the Academy/University.

### **Harassment**

Harassing another person based upon sex, race, religion, gender, sexual orientation, national origin, age or disability. Acts that include, but are not limited to, threat, intimidation, coercion, assault, acts of violence, physical abuse, verbal abuse (e.g. written or graphic material, slurs, epithets, etc.), or conduct that threatens or endangers the health or safety of any person. Other acts of harassment include (a) actions that cause one to reasonably believe they are endangered; (b) reporting an offense or incident knowing the offense or incident did not occur or knowing the information relating to the matter is false; (c) intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false; (d) acting to prevent or interrupt the use of any building or other facility or the activities of the Academy/University.

### **Harm to Person**

Causing, or threatening to cause, physical harm or injury to another person and/or self. Taking or threatening to take any actions that create a danger to any person's health, safety or personal well-being (including self). Bullying or hazing another person. Failure to adhere to acceptable hygiene practices.

### **Obstruction**

Preventing the free movement of a person and/or vehicle, or restricting the access to, or egress from, a designated passageway.

### **Possession of Stolen Property**

Receiving, retaining, storing or disposing of movable property that belongs to another person knowing that it has been stolen, or having reason to believe that it has been stolen unless it is clear that the property is received, retained or stored with the specific intent to restore it to the proper owner.

### **Property Damage**

Assisting with or causing the misuse, vandalism, malicious or unwarranted damage or destruction, defacement, disfiguration, or unauthorized use of property belonging to the Academy/University or another person or organization. Examples include, but are not limited to, fire alarms, fire equipment, elevators, telephones, keys, library materials, statues, artwork or vehicles.

### **Transportation**

Using bicycles, scooters, in-line skates, skateboards and other recreational equipment on any University-owned property in a manner that causes (or may cause) damage, hazardous conditions or harm to self or others.

### **Sexual Offenses**

Abusing, fondling or touching of another person, in areas of the body considered private, including acts against their will by threat, force and/or intimidation. Engaging in physical conduct or verbal innuendo of a sexual nature. Engaging in, or advocating engagement in, sexual acts.

### **Solicitation**

Distributing, promoting, selling, advertising or collecting information or material goods on Academy/University property or within Academy/University-owned facilities without permission from an authorized Academy/University official. Requesting that someone engage in the aforementioned activities on behalf of an individual or organization.

### **Tobacco**

Possessing, consuming or using any form of tobacco product (including e-cigarettes) or paraphernalia in public, on University-owned or University-controlled property, or while participating in Craft Academy/University-related activities.

### **Transportation Drivers/Vehicles**

Driving/riding in a vehicle with non-Craft Academy students. Driving/riding in a vehicle without parental/guardian approval. Driving/riding outside the permitted area(s).

### **Unauthorized Entry/Area Usage**

Possessing, using or allowing another person to use an Academy/University ID card and/or key in an inappropriate manner. Entering areas (to include, but not limited to, buildings, offices, rooms) without proper authorization. Being in an area designated as off limits.

### **Violation of the Law**

Committing any act that is in violation of federal, state and local laws or regulations, whether on or off campus, when it appears that the student has acted in a manner that adversely impacts or interferes with the University's normal function, or that injures or endangers the general welfare of the Academy/University.

### **Weapons**

Possessing any weapon, regardless if licensed to possess said weapon, while on Academy/University-owned or Academy/University-controlled property, or at Academy/University-sponsored or Academy/University-supervised activities. Examples include, but are not limited to, firearms, rifles, handguns, shotguns, ammunition, air guns, paint-ball guns, pellet guns, explosive devices (including fireworks), hunting knives, etc.

## **VIOLATIONS OF STUDENT CONDUCT CODE**

Violations of the Craft Academy Student Conduct Code will be handled by RC's, staff and administration. RC's and staff will determine discipline measures for level one and two offenses. Level three and four offenses will be handled by the director. Cases that may require immediate dismissal from the program will be referred directly to the director of the Academy.

Individuals, regardless of intent or circumstance, must be prepared to accept the consequences of their actions. Consequences of violating the Craft Academy Student Conduct Code may include, but are not limited to:

### **Sanctions**

Sanctions for the violation of any Craft Academy policy or violation of any contractual agreement will result in either a written warning or an official written reprimand. An official written reprimand will make the misconduct a matter of record in the Craft Academy files for a specified period. Any further misconduct could result in more severe disciplinary action. Sanctions may include, but are not limited to:

- Restriction of visitation privileges
- Early curfew
- Limited off-campus access
- Denial of the right to hold an office with an Academy organization
- Required attendance at a workshop
- Loss of privileges to participate in extracurricular activities

### **Fines and Restitution**

A student may be ordered to make restitution or to pay a fine when the student has engaged in conduct including, but not limited to, the damage or destruction of property, the theft or misappropriation of property, or fraudulent behavior. Such property may belong to an individual, group, the Academy or the University.

### **Residential Suspension**

For significant breaches of policy not constituting immediate dismissal, a student may be placed on residential suspension. The hearing authority will establish the length of the suspension. While a student is on suspension, he or she is not allowed to enter the residence hall under any circumstance. However, students are required to maintain class attendance and complete all assignments. A student and his or her parents/guardians are responsible for arranging all accommodations during this period.

### **Conduct Probation**

In addition to the above sanctions, a student may be placed on conduct probation for violating Craft Academy policies. Conduct probation is the last disciplinary action before dismissal from the Academy. Further misconduct, failure to complete assigned sanctions or failure to comply with official requests may result in permanent dismissal from the Craft Academy.

### **Dismissal**

There are times when policy violations will result in immediate removal from the Craft Academy. This will be determined by the director based on the preponderance of evidence. Policy violations that could result in immediate dismissal include, but are not limited to, the alcohol/other drug policy, tobacco policy, the academic integrity policy, violation of a state or federal law, harassment, and dangerous acts to self or others.

- Dismissal from the Craft Academy is justified if it is determined that a student's continued presence in the Academy would prove detrimental to either the residential community or the student.
- The student will be given a reasonable time, usually no more than 24 hours, to vacate Craft Academy housing after the decision to dismiss the student has been made.
- Students dismissed from the Craft Academy are not permitted to return to the Craft Academy residence hall without special permission from the assistant director of residence life and the director of the Academy.



## **APPEALS PROCESS**

Students found responsible for a violation may submit an appeal to the director of the Academy if new evidence — that could not have been available at the time of the decision that is material to the outcome of the case — becomes available. The initial sanction will be upheld throughout the appeal process. In the event of a sanction of dismissal, the student will be placed on residential suspension until a final decision has been reached.

- To begin an appeal, the student must submit a written appeal to the director of the Academy within three business days of receipt of the original decision.
- The director will review the appeal. If new evidence is not available, the appeal will be immediately denied. If the appeal qualifies for review, the director will appoint an appeals committee of at least three Academy staff members who are not involved in the disciplinary situation at hand.
- An appeal hearing will be held. The chair, appointed by the director, will contact the parent/guardian and student regarding the date, time and location of the hearing.
- The appeals committee will determine if the initial sanctions will be upheld, amended or dismissed. The decision of the committee will be final.

## **APPEALS HEARING PROCEDURES**

On the date of the appeals hearing, the student and the appeals committee will meet.

- The reasons for the sanctions will be presented to the appeals committee by the director of the Academy.
- The appeals committee will hear the appeal.
- The student will present his/her reasons for the appeal and why he/she feels the sanctions should be reduced or overturned.
- The appeals committee may seek additional input in their deliberations from Academy staff, witnesses or the student.
- The student will be dismissed while the appeals committee deliberates privately.
- The student will be notified in writing of the appeals committee decision within 24 hours.

# STUDENT HEALTH

As a student in the Craft Academy, students may experience a number of academic, personal and social challenges (examples include, but are not limited to, conflict resolution, homesickness, anxiety, identity development, study skills, coping with independence and relationships issues). It is critical that students understand this is normal and they are not alone when trying to deal with these challenges. Morehead State University and the Craft Academy have certified staff available to help students transition from high school to college, along with adjusting to campus life and independent living in a safe and caring environment.

## HEALTH HISTORY FORM

Students will be required to submit a Health History Form to Counseling and Health Services before they arrive for their first semester. Parents/guardians **MUST** sign the Health History Form and give permission for students to be treated. Since Craft Academy students are under 18 years of age, parents/guardians can access their student's health records.

## HEALTH INSURANCE

Parents/guardians are strongly encouraged to obtain health insurance for Craft Academy students. Available health coverage information must be on file with the Academy.

## MEDICATIONS

At the beginning of each year, students are required to submit a list of all medications the student is taking. The medication form, signed by a parent/guardian, must include all prescription and over-the-counter medications a student takes. Students will store their prescription and over-the-counter medications in their rooms. Allergy medication can be kept at Counseling & Health Services for administration to students. Please make arrangements in advance. Students are responsible for their own medication. Medication will not be dispensed by Craft staff.

*NOTE: Sharing medication is strictly prohibited. Prescription medication is designed for a single individual and is not to be shared nor experimented with among students. It is also a violation for students to possess and/or take prescription medication that is not prescribed to that individual student. Any student found in possession of a medication not on his/her approved medication list will be subject to review and possible dismissal. Parents/guardians will be notified of any incidents of this nature.*

## **ILLNESSES AND INJURIES**

If a student becomes ill or injured, the student should contact a member of the residence life staff. Depending on the severity of the illness or injury, the student will be advised to either go to Counseling and Health Services in Allie Young Hall or someone from the residence life staff will transport the student to a health care facility and notify the student's parent/guardian. If your student qualifies contact the ADGC to organize a meeting with MSU's Disabilities Services Coordinator.

### **Counseling & Health Services Clinic**

If a student becomes sick or injured during the day, he/she may visit MSU's Counseling and Health Services Clinic located in 112 Allie Young Hall. The clinic is open 8 a.m. to 4:30 p.m., Monday through Friday. Routine health concerns are addressed at no charge to students.

### **After-Hours Treatment**

Students requiring medical attention outside of regular hours will be taken to the St. Claire Regional Medical Center emergency room. The hospital and/or assistant director of residence life will contact the student's parent/guardian to advise them of the illness or injury.

### **Emotional & Mental Health Services**

Morehead State's Counseling and Health Services Clinic provides mental health and crisis services to students struggling with issues that may prevent them from reaching their academic goals.

The assistant director of guidance counseling services, residence counselors and certified mental health personnel at the Counseling and Health Services Clinic, located in 112 Allie Young Hall, are ready to provide individualized services.

The clinic is open 8 a.m. to 4:30 p.m., Monday through Friday. Students who need assistance after 4:30 p.m. should contact their residence counselors, who can contact an on-call mental health professional. For more information on services, visit [www.moreheadstate.edu/chs](http://www.moreheadstate.edu/chs) or call **606-783-2123**.

### **Medical Emergencies**

Students should contact a residence counselor first, followed by the assistant director of residence life and the Academy director, so that emergency transportation may be arranged. The student's immediate health care needs will be taken care of first and then the parent/guardian will be notified.

If 911 is called in an emergency, the student should also notify the assistant director of residence life of the emergency so that the lobby is accessible to emergency personnel.

*NOTE: Students should never hesitate to seek medical help for themselves or another student, even if the injury or illness is the result of a policy violation.*

## **MEDICAL LEAVE OF ABSENCE**

In cases when a student's health is impeding normal academic progress, the student's parent/guardian must submit written documentation establishing the need for leave to the Craft Academy director. Documentation must be from a licensed health care professional, such as a health care provider at MSU's Counseling and Health Services Clinic or the student's primary health care professional. The director will decide whether to grant the leave of absence and may do so in consultation with the student's health care professional.

The Craft Academy may also mandate a leave of absence if the student's illness or behavior resulting from their illness is so severe that it threatens serious or permanent injury, illness or death; interferes with the academic pursuits of the student or others; or interferes with other regular activities of the Academy community.

When placed on a medical leave of absence, the student will receive a letter from the Academy director outlining the conditions and requirements that the student must meet for re-enrollment in the Craft Academy. Guidelines are in place to ensure students who are granted a leave of absence for medical reasons are not to be penalized for seeking medical treatment.

Medical leaves are limited to one semester.

*NOTE: If a student is placed on medical leave due to psychological reasons, the parents/guardians of the student will be contacted and requested to come to the Craft Academy immediately to meet their son or daughter and escort him/her home or make arrangements that guarantee the safety of their student between the time they leave campus and reach home. It is expected that the student shall leave campus within 12 hours of having been placed on a medical leave of absence.*

## **RETURNING FROM MEDICAL LEAVE**

Upon approval to return to campus following medical leave, the student and parent/guardian will be required to make an appointment with the assistant director of guidance counseling services and Academy director before returning.

*NOTE: Before a student can return to the Craft Academy, the student must complete the appropriate forms and be evaluated by a psychiatrist, licensed psychologist or licensed counselor. These forms contain questions concerning: (a) an assessment of degree of risk to self or others; (b) a diagnosis; (c) what provisions have been made for further treatment; (d) what provisions have been made to deal with further emergencies; (e) an assessment of whether the student is able to return to both residential and academic life at the Craft Academy. This form must be mailed or faxed to the Craft Academy assistant director of guidance counseling services for review to ensure that the required information has been provided. The decision to re-admit the student will be made by the Craft Academy director.*

# TECHNOLOGY

Craft Academy students will need to bring a laptop and printer from home for daily personal use. However, students can use their ID to access multiple computer labs (both Windows and Mac) and printers at various locations around campus. Students will incur an additional cost for printing services.

## EMAIL ACCOUNTS

Each student will have a MSU email account upon admission to the Craft Academy. Email will serve as the primary communication link between faculty, staff and students. As a result, students are expected to check their email at least once a day.

Official messages from MSU and Craft Academy will be sent only to students' official MSU email addresses.

## ELECTRONIC ACCESS/USER AGREEMENT

As a user of Morehead State University's computer network, Craft Academy students must agree to comply with the University's Internet and electronic mail rules, and agree to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions.

Craft Academy students will be required to submit a signed Electronic Access/User Agreement form. Failure to comply with the rules and regulations of technology use is unethical and may constitute a criminal offense resulting in access privileges being revoked and further disciplinary action and/or legal action taken.

- Posting, displaying or storing obscene material to an Internet home page, newsgroup, live video teleconferencing or any other public medium will result in disciplinary action and may lead to possible criminal prosecution and dismissal from the Academy.
- Electronic media is copyrighted or otherwise protected (including movies and music). Copying or distributing such media without proper authorization may result in disciplinary action and/or criminal prosecution and dismissal from the Academy.
- Using any University resource, including hardware and/or software, for any illegal purpose (including, but not limited to, violation of copyright law, hacking or illegal electronic commerce) may lead to criminal prosecution and dismissal from the Academy. Computer use in violation of copyright law may result in loss of Internet privileges. No hardware or software may be installed or copied onto any computers owned by the University unless the proper licensing terms have been met and permission has been obtained (in writing) from the proper University authority.
- The use of hacking/cracking tools is strictly forbidden. If a computer is found to have either the client or server side of any suspected hacking tool, Internet access will be terminated and disciplinary action taken.
- Students are responsible for protecting their computer from viruses and any unauthorized use. Students are encouraged to password protect their computer system and keep it locked in their room.
- Anyone using the MSU computer system expressly consents to monitoring on the part of MSU and is advised that if such monitoring reveals possible evidence of criminal activity, the Academy may provide evidence to law enforcement officials and take disciplinary action that will result in dismissal from the Academy. All computers connected to the MSU system are subject to investigation.
- Students are not allowed to gain or attempt to gain access to another person's accounts, whether or not he/she intends to browse, read, alter or destroy their data.

- Students should not share their passwords or any other personal account information with anyone. All University accounts are subject to monitoring or investigation by University personnel.
- Students are not allowed to send email under another person's name. All cases involving fraudulent email will be investigated and responsible parties will be subject to disciplinary action.

## **TECHNOLOGY SERVICE CENTER**

The Technology Service Center, located at 111 Ginger Hall, provides walk-in assistance with technology issues 8 a.m. to 4:30 p.m., Monday through Friday. Students can also call **783-HELP (4537)** for assistance.

---

## **ALCOHOL/OTHER DRUGS POLICY**

Students found to be in violation of the alcohol/other drugs policy may be subject to immediate dismissal from the Craft Academy.

Craft Academy students are prohibited from the consumption of, use of, or being in the presence of alcoholic beverages, illegal drugs or paraphernalia in public or on University-owned or University-controlled property, or while participating in Craft Academy/University-related activities. Students may go to a local eatery where alcohol is sold and served but Craft Academy students may not consume alcohol even if they are of legal age.

---

## **TOBACCO POLICY**

The Craft Academy and Morehead State University are tobacco-free environments. Craft Academy students are prohibited from using any form of tobacco product (including e-cigarettes and chewing tobacco) in public, on University-owned or University-controlled property, or while participating in Craft Academy/University-related activities.

# SEXUAL HARASSMENT

The Craft Academy and Morehead State University strive to create a positive culture for students to learn and grow.

Sexual harassment, which includes harassment based upon gender, occurs if one violates the standards of civility of societal conduct, subverts the mission of the University, and violates both state and federal laws and regulations. In most serious forms, it may threaten the careers of students, staff and faculty and will not be tolerated at Morehead State University or the Craft Academy. Definitions and policy regarding harassment can be reviewed at [www.moreheadstate.edu/titleix](http://www.moreheadstate.edu/titleix).

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

Craft Academy students are expected to exhibit conduct a reasonable adult would find acceptable. Students are expected to be respectful of others and refrain from inappropriate displays of affection.

---

# APPROPRIATE DRESS

Craft Academy students are expected to dress in a manner that is not offensive to the beliefs or cultures of others. Students should refrain from wearing clothing depicting alcohol, drugs, tobacco products, ethnically offensive material, explicit or intimidating slogans, and/or vulgarity when attending public functions or off-campus events. As a Craft Academy student, you are recognized as one of the elite students in Kentucky. Represent your family, your home school and the Academy in a manner that would display pride.

If a student violates the expected manner of dress and is asked by a residence counselor or Craft Academy staff member to make the needed changes, students are expected to respectfully and immediately comply.

# RESIDENTIAL LIFE

Living on campus is an essential component of the student's education. Craft Academy students will experience campus life in a community/residential environment. Residence counselors will create an environment that promotes personal growth and development, cultural appreciation, civility and mutual respect, self-appreciation, awareness and responsibility. Through intentional programming, Craft Academy students will be challenged and supported socially, culturally, emotionally, physically, spiritually and intellectually within an encouraging, nurturing and respectful environment.

Part of the residential experience includes wing meetings, and hall hang out time. Seniors are required to be in the residence hall beginning at 10 p.m., Sunday, through 8 a.m., Thursday. If seniors have no classes on Friday, and are not on academic warning or academic probation, they can depart on Thursdays after class. Check-out procedures must be followed. Juniors are required to be in the residence hall 10 p.m., Sunday, through 8 a.m., Friday, regardless if they have no classes on Friday. Check out procedures must be followed.

## RESIDENTIAL RULES

Craft Academy students, as with all University students, are expected to abide by the rules of the residence halls. Residence counselors will make students familiar with these policies and procedures during orientation. Policies include, but are not limited to, what to bring and not bring to the room and guidelines regarding posters, painting, signs in windows, etc. (For information about guests and visitors, see page 59.)

Family members of the opposite sex may not be on the floors unless it is a designated day. If you need to meet with your student privately the Craft Center on the basement level can be requested through the RC on duty, the ADRL, or office staff.

## ROOMMATES

Students will have the opportunity to indicate a roommate preference on the roommate interest survey they submit the summer before entering the Academy. If no roommate preference is indicated, students will be randomly paired with other Academy students based on the roommate interest survey.

If there are issues with roommates, contact your residence counselor. Mediation and conflict resolutions skills will be used to address any issues that may arise. Room changes are utilized as a last resort and only with the permission of the assistant director of residence life in consultation with the director.

## ROOMMATE CONTRACT

All Academy students are required to complete a roommate contract that will be maintained by their residence counselors. Students will work through roommate issues together using the roommate contract and conflict resolution skills facilitated by the residence counselors, assistant director of residence life and/or the assistant director of guidance counseling services.



# GROTE-THOMPSON HALL

Craft Academy students will reside in the newly-renovated Grote-Thompson Hall, located in the center of campus. Residential life for the Craft Academy student will be more structured than what is expected of other MSU students. Check-in and check-out policies and procedures address the developmental appropriateness of the Craft Academy student to help ensure a safe environment conducive to high levels of learning.

## ACCESSIBILITY

The residence hall main entry is locked at all times and can only be accessed using your EagleCard. Each person with authorization to access the residence hall will be issued proper credentials to enter. Student ID cards (EagleCards) are not to be shared or given to others. Students found propping exterior doors and/or using unauthorized doors for entrance will be subject to disciplinary action.

## CURFEW

Craft Academy students are expected to adhere to established curfews. Every evening, residence counselors will perform room checks. Staff members are required to visibly see each student during curfew check and required study time. After room checks, students are NOT allowed to leave their floor or the building until after 6:30 a.m. the next day. After curfew check students can leave their rooms to study in the kitchen areas designated for their gender.

Consequences for breaking curfew will begin with loss of privileges and become more restrictive with repeated violations. Students must adhere to curfew times, even when returning from weekend or overnight absences. Late curfew is pre-approved only for Craft Academy activities or family emergencies.

<u>Location</u>	<u>Sunday – Thursday</u>	<u>Friday – Saturday</u>
<b>On Floor</b>	Room check at 10 p.m.	Room check at 11:30 p.m.

*After room checks, students are permitted to move about their floor to the kitchen/computer room. Students are permitted to enter gender-specific stairwells and leave the floor only to use kitchens or laundry rooms on their gender specific floors. However, only students residing on the lobby floor are allowed to use the designated stairway to go to the gender specific kitchens. Students are to use designated stairwells as instructed. The basement floor and lobby areas are off limits after room check. Be respectful of others. RCs can determine at any point in time when students must return to their rooms.*

## SIGN-IN/SIGN-OUT POLICIES

Students are required to sign out at the residence hall desk when leaving campus, excluding the defined “downtown campus corridor.” Students must sign in immediately upon returning to the residence hall. Academy students are expected to adhere to the sign-in/sign-out procedures at all times. There are no exceptions to this policy. A student may not sign in or sign out for another student. Any breach of sign-in/sign-out procedures may result in disciplinary sanctions. The “downtown campus corridor” extends on Main Street from the AAC to Route 32 and includes MSU-affiliated downtown sites such as Kentucky Center for Traditional Music and the Kentucky Folk Art Center. Students must sign out when going to the MSU Derrickson Agricultural Complex.

## **LEAVING CAMPUS**

Students are allowed to go off-campus alone before 6 p.m., but must return by 6 p.m. Students may go off-campus after 6 p.m. if they are accompanied by at least one other Craft Academy student. Students must sign-out when going off-campus, other than designated ‘campus corridor’ areas.

## **COURTESY HOURS**

Grote-Thompson Hall is under “courtesy hours” at all times. Electronics (televisions, game consoles, music devices, etc.) are not to be played loud enough to be heard outside a student’s room. Be respectful of roommates and use headphones when possible or when asked. Students are expected to comply in a respectful and timely manner if asked to reduce noise levels. Repeated offenses may result in disciplinary action.

Courtesy hours also apply to public areas such as the Solution Station, BakerSpace, MakerSpace, Academy Room, lobby areas and kitchens. Please be mindful of the noise level throughout the building, especially during study hours when these areas may be in use for ad-hoc study groups.

## **QUIET HOURS**

In order to allow for appropriate opportunities for studying, all students are expected to adhere to the following Quiet Hours:

- Sunday – Thursday      7 – 9 p.m. (study hours) & 11 p.m. – 8 a.m.
- Friday – Saturday      12:30 – 10 a.m.
- Finals Week              24/7

## **SHARED SPACES**

In order to keep shared space available for all students, the following criteria are expected for each area:

### **Vending Area:**

1. Vending machines are open to students during hours students are allowed in the basement. To report a reader offline or a vending unit not functioning properly, please contact the Concessions & Vending Office at 606-783-2560. If you lose your money in the machine, go to the cashiers window in Howell-McDowell. Do not tamper with the machine in attempt to fix the problem.
2. Popcorn machine use – RCs or ADRL should operate the machine and alert students that popcorn is available to them. The RCs/ADRL will be expected to clean the machine when finished, then unplug and properly store the machine.
3. The vending counter area is called the BakerSpace. Many things will be served and stored out of this area. Students and staff will be asked to keep things in order and respectful of all things. If you use it, leave it as you found it. If you get something out, put it away. If you spill something, wipe it up. If something is broken, report it. This area is for special events only.

**BakerSpace:**

1. The Craft Academy BakerSpace promotes the growth development of the total and balanced Craft Academy student. Students may reserve the BakerSpace to host events such as sharing meals with fellow residents, showing appreciation to faculty, parents and guests. Students also use the space to learn practice teamwork.
2. Staff utilize the BakerSpace throughout the semester for special meals. The location near the Solution Station serves as a gathering place for students to socialize, relax, learn and grow. Students may reserve the BakerSpace for use on weekends only. Expectations for usage of the BakerSpace are posted on the refrigerator.

**Academy Room:** Treat the Academy Room as your own living room. Respect what you have available to you and treat it as if you paid for it. It is your living room away from home.

1. Whatever you bring to the Academy Room, take it with you (computers, book bags, clothes, food, etc.)
2. Throw away pop cans, pizza boxes, etc.
3. If you spill something, clean it up. If the accident is beyond your skills in cleaning it up, report it to the RC and/or ADRL. The more quickly problems can be addressed, the greater the likelihood of minimal staining.
4. Enjoy the Academy Room by demonstrating appropriate behavior. Show self-restraint if in a relationship with another Craft member.
5. Academy Room bathrooms: Keep bathrooms orderly. Report anything broken to your RC.
6. Basement windows should be locked at all times. Air-conditioning warrants the need for these to be closed.
7. Lights in the Academy Room should be on at all times.
8. The Academy Room is not for sleeping. If you feel the need to take a nap, go to your room.
9. The Academy Room can be cool at times. Either dress appropriately for your comfort level or bring a blanket. However, single person, single blanket is the rule. Be mindful of the perceptions of others. Do not give others something to talk about by couples sharing blankets. Bring and use your own.
10. Each wing will be assigned a night to clean the Academy Room.

**Craft Academy Offices:** The Craft Academy offices are open for business 8 a.m. to 4:30 p.m., Monday through Friday. The offices are for appointments and administrative business. The computers in offices are for staff use only. Do not use the office area for a lounge or a place to socialize. Do not use the office entrance as your main entrance to the building.

**Conference Room:** The Conference Room is used primarily for meetings and is off limits to students unless prior approval has been given. The Conference Room should be locked when not in use.

**The Craft Center:** The Craft Center, located at the end of the solution station, is used for counseling of students in the areas of, but not limited to: personal issues, college and career counseling, and student mediation. The Craft Center can also be used for group study sessions and individual tutoring. The Craft Center must be available during the regular workday for use by the Assistant Director of Guidance and Counseling. This room can be reserved for group study sessions, please see the Office Associate.

**Solution Station:** The Solution Station, located on the basement floor of Grote-Thompson Hall, is available for student use from 6 a.m. to 10 p.m., Sunday through Thursday, and 6 a.m. to 11:30 p.m., Friday and Saturday. The Solution Station is equipped with eight iMacs donated by the Dataseam Project and serves as our in-house foreign language lab; specified computer stations have Rosetta Stone Deutsch and Français (other language packages may come in the future). The Solution Station is equipped with a full wall white board and dry erase markers for student use. This room is also used as a designated location for organized study sessions. Students wishing to host an Ad-hoc study session in the Solution Station will need to complete and Ad-hoc study session form.

**MakerSpace:** The Craft Academy MakerSpace is designed to allow student creativity come to life with cutting-edge equipment used to provide rapid prototype solutions to today's problems. Equipment and supplies that may be present in the MakerSpace will include electronic work stations, soldering stations, micro controllers, 3D printers, a sewing machine, table top CNC machine, table top drill press, laser printer and more. All students wishing to use equipment/ supplies in the MakerSpace will be required to undergo training and obtain a certification to do so. The MakerSpace is located on the basement floor of Grote-Thompson Hall and will be available for student use during regularly scheduled MakerSpace Open Hours. MakerSpace hours will be designated each semester.

## **DAMAGES**

Damages, malicious or not, incurred during the school year will be charged to the responsible student(s). Malicious damage will also include disciplinary sanctions. If individual responsibility cannot be established, both roommates will jointly share the financial and/or disciplinary responsibility of any room damage. Students should take the time to note the condition of their room and furnishings on the Room Condition Report (RCR) during move-in.

Students can take measures to properly maintain their room and avoid the most common charges:

- Be careful with walls. Students are not allowed to make holes in walls.
- Use only approved adhesives as directed on walls, such as Command™ Strips.
- Clean room often, preferably on a weekly basis.
- Room cleanliness check are conducted weekly.

## **DECORATING POLICIES**

Students are not allowed to decorate their rooms in a manner that will damage or deface Academy/MSU property or that will breach fire code. The Residence Life staff has the right to determine the appropriate decoration of rooms, doors and hallways. Any poster, picture or text displayed in rooms, on room doors, or on windows is subject to removal if staff members determine it to be inappropriate.

- Students are not permitted to paint their individual rooms.
- All furniture must remain in the room.
- Furnishings may not be removed from the lounge/common areas.

For fire, safety and maintenance reasons, furnishings must be positioned in such a way that:

- The door may open completely and without interference;
- A direct path is open from the doorway to the window;
- Clear visibility of the entire room is accomplished when standing at the door;
- At least 18" of unobstructed space below sprinkler heads exist; and
- AC/heating units are not blocked.

## **EQUIPMENT USAGE AVAILABILITY**

Students will be able to checkout a limited number of items such as games, cornhole boards and housekeeping items like vacuum cleaners for temporary use from the residence hall front desk. Students will be responsible for this equipment while it is in their possession and will need to repair or replace equipment if damaged, lost or stolen.

## **HOLIDAY DECORATIONS**

If students decorate their rooms for holidays, these guidelines must be followed:

- All materials used (i.e., paper, foil, etc.) must be flame resistant.
- Trees are not allowed in rooms for safety reasons. Trees in commons areas must be artificial.
- Lights must be UL-approved and of low wattage (miniatures only).
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs must not be covered.
- Exits must not be blocked.
- All decorations are to be removed within one week following the holiday or prior to the last day of the semester, whichever occurs first.
- No candles or any open flame may be used in any floor or room decoration, both during the holidays and year-round.
- Decorations may not be hung from ceilings.

## **IDENTIFICATION CARD (EAGLECARD)**

Students will be issued an MSU/Craft Academy photo identification card, known as your EagleCard. You must carry your ID at all times and present it to Academy or University officials upon request. Your ID will provide students with:

- Access to Grote-Thompson Hall
- Access to meal plans at on-campus dining facilities
- Access to BeakerBUCKs\*
- Entrance to the Recreation & Wellness Center
- Checkout privileges at the Camden-Carroll Library
- Free entrance to all MSU home sporting events
- Access to services at the Counseling & Health Services Clinic
- Printing/copying services on campus

*\*Parents/guardians may also add additional funds (BeakerBUCKs) to their student's EagleCard to supplement their meal plan. BeakerBUCKs may also be used in the University Bookstore and at several businesses off campus.*

*NOTE: Students are not allowed to loan their ID card or borrow another person's ID card. University officials may confiscate cards if they are used in a fraudulent manner.*

## **KEYS**

The EagleID serves as the access card for the residence hall and the individual's room. Each student will be issued a mailbox key. Students should safeguard their keys in order to maintain a high standard of security for themselves and their roommates. Students are always encouraged to lock their doors in order to safeguard their property.

Should a student lose their EagleID, they must go to the EagleCard office and purchase a new one. The current cost to replace an EagleID card is \$20. After purchasing your new card, please contact the ADRL to update your residence hall and room access information.

## **LOCK-OUT POLICY**

Students will be assessed a \$10 lock-out fee if they are locked out of their room..

## **LOST OR DAMAGED EAGLECARDS**

Lost identification cards must be replaced through the EagleCard Office in Allie Young Hall. There is a \$20 fee for replacement cards. Fees are subject to change. Replacement fees are at a cost to the Craft Academy student.

If a student has their ID replaced, the student must have their card reactivated by the assistant director of residence life. If a student's ID becomes damaged, the University will replace it free of charge (one per calendar year).

## **LAUNDRY**

Washers and dryers are provided on the first floor of the residence hall. There is no cost associated with using the laundry machines; however, students are responsible for laundry supplies. Neither the Academy nor the University is responsible for damaged, lost or stolen items.

- Students should note that the washing machines are high-efficiency and require special laundry detergents.
- Students will store their laundry supplies in their rooms.
- All laundry should be removed promptly from the washers and dryers.
- If a machine is out of order, please report it to the assistant director of residence life during business hours or to the RC on duty during evenings and weekends.

Demonstrate patience and respect when waiting for a machine to become available.

A local laundromat, the University Laundromat is available off campus next to the Family Dollar at an individual cost to the student.

## **LOST AND FOUND**

Items left in common areas of the building (including items left in washers and dryers) will be added to the Academy lost and found collection on a daily basis. The lost and found items will be stored in a designated area of the Academy Room. If items are not collected by the following Tuesday, they will be donated or discarded. The Academy assumes no responsibility or liability for personal items left unattended by students.

## **MAIL SERVICE**

Mail and packages sent through the U.S. Postal Service will be delivered to the residence hall Monday through Friday. When checking out of the residence hall at the end of the academic year, a forwarding address should be provided.

Postage stamps are available for purchase at the University Post Office located in the basement of Allie Young Hall.

Mailing addresses should be formatted in the following manner:

Student Name  
Grote-Thompson Hall  
(Room Number)  
Morehead, KY 40351

Each student will be issued a mailbox key. Students share their mailbox with their roommate. Mail will be delivered once daily, Monday through Friday. Lost mailbox keys can be replaced, but a fee will be assessed.

## **MAINTENANCE/REPAIR/SERVICE REQUESTS**

All maintenance issues and concerns related to rooms should be reported to your RC. For maintenance issues in common areas, academy room, solution station, makerspace, etc., report issues to the ADRL. Most requests will be responded to within 24 hours. Emergency maintenance, such as elevator problems or leaks in the residence halls, should be reported to the ADRL immediately.

## **ROOM INSPECTIONS**

Students are expected to keep their rooms in a clean and orderly manner. Both announced and unannounced weekly cleanliness room checks will be administered by the RCs, and results will be reported to the ADRL. Students who continually fail to pass the inspection will be placed on cleaning contracts and will be subject to random room inspections by the assistant director of residence life. If a room search is warranted, the student will be present while the search is conducted.

A breach of the Academy's policies noted during routine visits to a student's room will be addressed through disciplinary procedures and/or loss of privileges.

- Students should dispose of trash at regular intervals.
- Clothing, bed linens, towels, etc., should be laundered at regular intervals rather than allowed to accumulate (there is no charge for laundry in Grote-Thompson Hall).

*NOTE: Staff may conduct health and safety inspections at any time without prior notice.*

## **UNIVERSITY AND CRAFT ACADEMY CLOSINGS**

Grote-Thompson Hall will close during University breaks and holidays, and during closed weekends. Students will not be allowed to stay on campus.



# WHAT TO BRING TO CAMPUS

- Twin bed linens, bedspread, sheets, pillowcase, pillow, blanket, etc. (Most beds are 80" x 36" and extra-long twin sheets work well.)
- Alarm clock (battery back-up or windup)
- Backpack/book bag
- Class supplies (notebooks, pens, highlighters, etc.)
- Desk/study lamp
- Computer/Laptop (optional)
- Eating/cooking utensils/dish detergent
- Laundry bag/basket/supplies
- Clothes hangers
- Bath linens - towels, washcloths, etc.
- Toiletries and toiletry tote (for the shower)
- Hair dryer/curling iron/brush/rollers
- Bathrobe or wrap
- Flip-flops (for the shower)
- Storage containers
- First aid kit
- Flashlight
- Umbrella/raincoat
- Laundry basket with name tag attached
- HDMI cable

## Items that should be shared by roommates:

- Microwave oven (not to exceed 700 watts) - limit one per room
- Refrigerator (not to exceed 4.5 cubic feet) - limit one per room
- Stereo/radio
- Extension cords (UL type 12/3 or greater)
- Surge protector
- Iron and small ironing board
- Small throw, area rugs or carpet
- Cleaning supplies
- Television

## PROHIBITED ITEMS

The Residence Life staff reserves the right to confiscate or forbid any items that are determined to be unsafe or detrimental to community living. Parents/guardians may pick confiscated items up from the assistant director of residence life at the first available opportunity. Students found with prohibited items will be subject to disciplinary action.

- Halogen lamps
- Candles, incense or oil lamps
- Space heaters
- Appliances with an open heating element, such as toasters or hotplates
- Pets (except fish in a less than 10-gallon tank)
- Fireworks, explosives, flammable liquids (gasoline, propane, etc.)
- Duct tape
- Bed lofts
- Firearms or other weapons
- Wireless routers
- Portable washers/dryers
- Hoverboards

# STUDENT BANKING

Students should have a small amount of funds available to them at all times for various and sundry expenditures. The amount of spending money needed by students may vary widely. Families may want to discuss the use of a joint checking/debit account that parents can add to as needed. Students are advised against carrying large amounts of cash.

MSU has a partnership with U.S. Bank to offer student-checking options to MSU students. For your convenience, U.S. Bank has two ATMs on campus and has two branch offices in the Morehead area.

- Main Office, Downtown: 122 E. Main St., 606-780-8300
- Pinecrest Office: 120 Pine Crest Rd., 606-784-9689

Please contact the local branches, or visit the sites below for more information.

- [www.moreheadstate.edu/eaglecard](http://www.moreheadstate.edu/eaglecard)
- [www.usbank.com/moreheadstate](http://www.usbank.com/moreheadstate)

Students can also cash checks at the Cashier's Window on the main floor of the Howell-McDowell Administration Building from 8:30 a.m. to 4:30 p.m., Monday through Friday.

# TRANSPORTATION

At the beginning of the school year, parents/guardians are asked to fill out the "Visitor Transportation Permission Form" for each Academy student and list the names of people who:

- May transport their student in vehicles driven by Craft Academy students (limited to Rowan County destinations).
- May transport their student to and from home to campus.
- May visit their student on campus and take them off campus to eat or run errands.
- All parents/guardians' (biological, custodial, step, court ordered, etc.) names must appear on the permission form. If there are legal restrictions against a parent or any custody issues, notify the assistant director of residence life.
- Parents/guardians may make changes to the permission list by submitting the changes in writing (mail, fax or email) to the assistant director of residence life. Please submit all new requests for weekend visitors and transportation permissions by 4:30 p.m. on the Wednesday before the weekend visit.
- The assistant director of residence life may contact the parent/guardian by telephone to verify transportation permission requests.
- Any student found falsifying parental permission will be subject to disciplinary action including residential suspension and/or recommendation for dismissal from the Academy.
- Students are permitted to drive their vehicles during the week, within Rowan County. It is up to parental discretion as to which Craft Academy students are/are not allowed in their student's vehicle. It is also up to parental discretion as to Craft Academy student vehicles in which their student is allowed to ride.

## **AUTOMOBILES**

Craft Academy students are permitted to bring a vehicle to campus. Vehicles can be used to drive within the Rowan County perimeter, as well as traveling home on weekends. Students must have permission from their parents to ride in a vehicle of another Craft Academy student. Students who violate car privileges will have the privilege taken away for one month. A second violation will result in the loss of having a car on campus for the remainder of the year.

*NOTE: Parents must submit approval to ADRL by email, allowing the student to drive home.*

## **PARKING**

All parking fees, including permits and tickets, are the responsibility of the student. **The only permit available to Craft Academy students is the Zone S overflow lot** located south of the U.S. 60 bypass, across from Dairy Queen. For information on parking permits, areas, regulations and more, visit [www.moreheadstate.edu/parking](http://www.moreheadstate.edu/parking).

## **BICYCLES**

Craft Academy students may choose to bring a bicycle to campus. Helmets should be used at all times. Students must keep bikes locked in the bike rack outside the residence hall when not in use. (During vacations when the University is not in session, students may store their bikes in their rooms but bicycles are not allowed inside the halls at other times.) The Craft Academy and MSU assume no liability or responsibility for damaged, lost or stolen bikes.

## **EMERGENCY TRAVEL**

If an emergency requires a trip to the hospital but does not warrant ambulance service, an RC, the assistant director of residence life or a Craft Academy staff member will transport the student in their personal vehicle to St. Claire Regional Medical Center, which is located less than a mile from campus. Parental/guardian waivers are required to transport a Craft Academy student in an emergency situation.

## **MSU TRANSPORT SERVICES**

MSU provides campus shuttle services to and from parking lots and at various pick-up/drop-off locations on campus 7:30 a.m. to 5:30 p.m., Monday through Friday. The MSU police department offers a shuttle service that will pick up and drop off passengers at any main campus location from 7 p.m. to 1 a.m., Sunday through Thursday. For more information about transport services, visit [www.moreheadstate.edu/shuttle](http://www.moreheadstate.edu/shuttle).

## **MOREHEAD TRANSIT (MOR' TRANS)**

This shuttle service is available to transport Craft Academy students to local plazas, grocery stores, off-campus eateries and discount stores at an added cost (*Note: A grocery store and pharmacy are located within walking distance of campus on Main Street.*). Craft Academy students should follow current sign-in/out policies when going off campus. To inquire about times, pick-up/drop off locations and current rates for a term pass or yearly pass, call **888-848-0989**.

Craft Academy students ARE NOT PERMITTED to travel beyond Morehead using Mor'Trans. Failure to adhere to this policy could result in dismissal from the Academy.

## **UNIVERSITY APPROVED TRANSPORTATION**

MSU and the Craft Academy have various vehicles to transport students to and from activities through Enterprise Inc. and Rowan County Schools. All activities requiring transportation must be approved in advance through the director of the Craft Academy.

If a club approved for Craft Academy student participation is sponsoring an event where transportation is provided, students must submit a "parent/guardian waiver/permission form" to the assistant director of residence life in advance of the trip and can ONLY participate if the driver of the vehicle is EMPLOYED by the University (i.e. faculty sponsor, RC, work study, etc., who meets the requirement under MSU's UAR 311.02 and UAR 320.02).

## **WALKING**

For those who are able, walking is the best mode of transportation. Enjoy a stroll on the beautiful MSU campus as you increase your cardiovascular strength and fitness levels. Reminder, if you are going off campus you must be with another Craft Academy student after 6 p.m. You must sign out if your destination is outside of the approved "Campus Corridor."

# GUESTS AND VISITORS

Parents and family members are welcome to visit Craft Academy students during the week, but please keep in mind the academic rigor required of these students and respect their required study hour times. Craft Academy students must inform visitors of required Craft Academy activities. Students will be required to attend these activities, regardless of visitors. ***Non-Craft Academy students are not permitted to access Grote-Thompson Hall unless they have prior assistant director approval.***

Parents or siblings of the opposite gender are not allowed in student rooms unless on a designated visitation date.

- Students serving as hosts to a weekend guest are responsible for the actions of their guest while on campus. Guests must comply with courtesy and quiet hours of the Craft Academy (see pg. 39).
- The number of visitors permitted may be limited based on weekend staffing and scheduled activities.
- Academy staff reserves the right to deny any visitor(s) or guest(s) access to Grote-Thompson Hall.
- The University insurance policy does not allow guests to ride in Academy or University vehicles to events and activities.

## PARENT PERMISSION FORM

Students must submit a Parent Permission Form with a list of approved guests. Parents may add and remove names on the Parent Permission Form by sending a written addendum (mail, fax or email) to the assistant director of residence life.

## OVERNIGHT GUESTS

Students are allowed ONE overnight guest of the same sex on weekends ONLY (Friday and Saturday). Students must submit the Overnight Guest Request Form at least 48 hours before the guest's arrival. All guests who sign-in must leave a form of ID at the front desk or with the residence counselor. The ID will be returned upon the guest's departure. Guests are not permitted to engage in scheduled or required weekend activities where transportation is provided. Students are to make sure no required activity is planned before inviting overnight guests. Any local activities that incur a cost will be at the expense of the guest. Please refer to the calendar to respond and inform accordingly. Guests are not permitted overnight stays Monday through Thursday unless an extenuating circumstance is approved in advance by the ADRL.

## APPROVED VISITORS

Visitors approved by Craft Academy staff must sign-in with the desk clerk on duty in order to enter a Craft Academy student's room and must be accompanied by a Craft Academy student at all times. Students can have no more than three same sex visitors at a time. Discuss visitor expectations with your roommate in advance and consider creating a roommate agreement. If the presence of others deters one from studying or sleeping, roommates should have an agreed upon way of communicating that. Demonstrate respect by moving visitors to the lobby area.

Visitors of the opposite gender are not allowed in the Craft Academy student's room. Visitors of the opposite gender may remain in the lobby area or designated commons areas.

## **FAMILY EMERGENCIES**

In case of a family emergency, students, as well as their parents or guardians, are asked to contact the main office of the Craft Academy Monday through Friday before 4:30 p.m., and the assistant director of residence life or residence counselor after 4:30 p.m., or during the weekend. Emergencies would include, but are not limited to, death, injury or major illness of a family member (e.g. parent, sibling, grandparent, etc.)

Parents or guardians will be asked to approve the student's travel plans. If a student plans to miss classes, the ADRL will notify the ADAS who will notify faculty members. In addition to ADAS notification, students are also required to email faculty concerning their absences. For more information, refer to the absence protocol. An excuse must also be submitted to the ADGS to be sent to the Dean of Students. Academy staff members are eager to assist in whatever ways we can to help ease the crisis.

### ***IMPORTANT NOTE TO PARENTS/GUARDIANS***

If you travel frequently or will be out of Kentucky for an extended period of time, provide the name of an adult family member or friend who may serve as a backup emergency contact in your absence to the assistant director of residence life.

If contact information (addresses and home or work phone numbers) change during the year, notify the assistant director of residence life and the office coordinator so that records are kept current.

# SAFETY

We are proud of our campus safety records and we do all we can to meet the safety concerns and needs of our students. We encourage all students to be aware of the potential of criminal behavior such as theft, vandalism and sexual assault. If you have any questions or concerns about campus safety, please direct them to the University Police at **606-783-2035**. We strongly encourage you to save the University Police number in your cell phone.

## **MSU Police and the Morehead City Police are available 24/7 for emergencies.**

In case of emergency, calls from the residence hall for fire, police or ambulance assistance should be directed, if time permits, through the assistant director of residence life. For extreme emergencies, call 911.

## **EAGLE ALERTS / LIVESAFE**

Sign up to receive safety and weather alerts by text message at [www.moreheadstate.edu/eaglealerts](http://www.moreheadstate.edu/eaglealerts) or through the LiveSafe app by visiting [www.moreheadstate.edu/livesafe](http://www.moreheadstate.edu/livesafe). In the event of inclement weather, closings or safety emergencies, you will receive a text message to your mobile phone (some carriers may charge for text messages). For information about MSU emergency procedures and resources, visit [www.moreheadstate.edu/emergency](http://www.moreheadstate.edu/emergency).

## **EMERGENCY PHONES**

Numerous emergency phones are strategically located throughout campus, providing you direct access to University Police where an officer will give you immediate attention.

## **EMERGENCY PREPAREDNESS PLANS**

MSU has emergency preparedness procedures in place in the case of a catastrophic occurrence including, but not limited to, tornadoes, bomb threats, fire or campus intruders. For more information, visit [www.moreheadstate.edu/emergency](http://www.moreheadstate.edu/emergency).

## **EMERGENCY MEDICAL CARE**

If a student becomes sick or injured during the day, he/she may visit MSU's Counseling & Health Services Clinic located in 112 Allie Young Hall. The clinic is open 8 a.m. to 4:30 p.m., Monday through Friday. Routine health concerns are addressed at no charge to students. Students requiring medical attention outside of regular hours will be taken to the St. Claire Regional Medical Center emergency room. In life threatening emergencies, emergency medical services will be contacted to transport a student via ambulance.

## **MENTAL HEALTH EMERGENCIES**

There is 24-hour service available for those in need of mental and emotional support. The Craft Academy assistant director of guidance counseling services and MSU mental health staff are available in times of emergency. A trained mental health designee will be on-call along with the residence counselors 24/7.

# CO-CURRICULAR ACTIVITIES

Craft Academy students are also Morehead State University students. This privilege affords them the opportunity for participation in many MSU-sponsored activities. Participation in Greek life and intercollegiate sports are the only organizations and activities closed to Craft Academy students.

*NOTE: Involvement in home school activities will be limited to participation in Academic Team, Governor's Cup, prom and graduation. Participation in self-coached interscholastic sports (sports that do not require weekday practices and only compete on weekends) is allowed. Participation in sports that require students to practice and participate during the week are not permitted.*

## **CRAFT ACADEMY AMBASSADORS**

The Craft Academy Ambassador seeks to inspire students through leadership development. Ambassadors are the best representatives of the Craft Academy and Morehead State University as a whole. Therefore, Ambassadors will be expected to possess the knowledge and skills to interact and engage prospective students and to live and lead by example.

## **EXCLUSIVE CRAFT ACADEMY ACTIVITIES**

Residence counselors will plan numerous weekly and weekend fun, extracurricular learning opportunities exclusively for Craft Academy students. Examples include, but are not limited to, ski trips, movies, picnics, Appalachian Trail walks, laser shows, etc.

Residence counselors will supervise students during these activities. Transportation will be pre-arranged using University-owned vehicles and/or rented vehicles in contract with the University.

## **CLUBS AND ORGANIZATIONS**

Academy students may participate in intramural sports, marching band, plays, choral groups, theater, faith-based organizations, various career clubs and academic clubs, to name a few. All student organizations that Craft Academy students participate in must be approved by the University and supervised by a University faculty member. Students can participate in off-campus activities under the supervision of a faculty club sponsor.

If students elect to participate in an off-campus activity or trip sponsored by a religious organization with which they are affiliated, the Academy will need to be informed of the event in advance. Verification that Academy-approved travel procedures will be followed is required

## **INTRAMURALS, CLUB TEAMS AND WELLNESS CENTER OPPORTUNITIES**

Intramural and wellness activities are offered at MSU as part of the Craft Academy programming. Students must have a current, signed parental permission form in order to participate.



## **RECREATION & WELLNESS CENTER**

The Recreation and Wellness Center is available for all students to utilize on a drop-in basis. Some equipment may have age restrictions placed on them. Students will be informed during orientation week on what types of equipment have age restrictions.

*NOTE: Certain activities require waivers (challenge course, camping trips, trips that require transportation, etc.). Craft Academy students will need to secure parent/guardian approval for participation in these specific activities. Submit these forms to the assistant director of residence life.*

## **THANK YOU**

The Craft Academy at Morehead State University extends a special thank you to our institutional member colleagues of the National Association of Special Secondary Schools (NCSSES) who graciously offered their handbooks that included similar policies and procedures to help expedite the development of the Craft Academy Handbook.

We commend this spirit of collaboration as we work together in providing rich, rigorous and safe learning opportunities for our exceptionally high achieving youth.

# NON-DISCRIMINATION POLICY

Morehead State University is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability in its educational programs, services, activities, employment policies, and admission of students to any program of study. In this regard the University conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. This includes: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Orders 11246 and 11375, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Kentucky Revised Statutes 207.130 to 207.240. Vocational educational programs at Morehead State University supported by federal funds include industrial education, vocational agriculture, business education, and the associate degree program in nursing. Any inquiries should be addressed to: Affirmative Action Officer, Morehead State University, 301 Howell-McDowell, Morehead, KY 40351, 606-783-2097.

# ACKNOWLEDGMENT OF 2017-18 HANDBOOK

Craft Academy students and their parents/guardians are required to sign the Craft Academy Handbook Acknowledgment and Acceptance Form indicating they have read, understand and agree to abide by the Craft Academy for Excellence in Science & Mathematics handbook guidelines, expectations and policies.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

I acknowledge the acceptance of the Craft Academy Student Handbook and understand that the policies contained within will be used during my academic program of study. The content of the student handbook is updated on an annual basis. I understand that I will be held accountable for any changes that may occur while enrolled in the Craft Academy at Morehead State University.

I acknowledge acceptance of the academic and technical standards and understand that such standards will be used to evaluate progress in the program.

- I agree to the statement written above.
- I do not agree to the statement written above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date











[www.moreheadstate.edu/craft-academy](http://www.moreheadstate.edu/craft-academy)