



# Student Handbook

# 2019-20

*Information valid as of August 2019.*

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# CONTACT INFORMATION

The Craft Academy  
 Grote-Thompson Hall  
 150 University Blvd., Box 746  
 Morehead, KY 40351  
 606-783-2093  
 craftacademy@moreheadstate.edu  
[www.moreheadstate.edu/craft-academy](http://www.moreheadstate.edu/craft-academy)

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)

To sign up for Craft Academy Remind Groups text the code below to **81010**:

Class of 2020: @craftacad      Parents of 2020: @ca20parent  
 Class of 2021: @craft2021      Parents of 2021: @ca21parent

OFFICE	EMAIL	PHONE	LOCATION
Main Office	craftacademy@moreheadstate.edu	606-783-2093 FAX: 606-783-9159	Ground Floor, Grote-Thompson Hall
Director, Dr. Carol Christian	c.christian@moreheadstate.edu	606-783-9025 859-321-0743 (cell)	Grote-Thompson Hall
Assistant Director, Academic Services, Jennifer Carter	j.carter@moreheadstate.edu	606-783-5426	Grote-Thompson Hall
Assistant Director, Academic Services/Project Coordinator, Kathy Froilan	klfroilan@moreheadstate.edu	606-783-5478	Grote-Thompson Hall
Assistant Director, Admissions, Public Relations & Recruitment Sunshine Stamper	jl.stamper@moreheadstate.edu	606-783-5102	Grote-Thompson Hall
Assistant Director, Guidance Counseling Services, Dr. Garrick Ratliff	glratliff@moreheadstate.edu	606-783-2133	Grote-Thompson Hall
Assistant Director, Residence Life, Josh Hardymon	jhardymon@moreheadstate.edu	606-783-5472	Grote-Thompson Hall
Guidance Counselor, Brittany Roach	bnroach@moreheadstate.edu	606-783-5467	Grote-Thompson Hall
Office Coordinator, Diane Adkins	m.adkins@moreheadstate.edu	606-783-2607	Ground Floor, Grote-Thompson Hall
Research/Project Manager, Rachel Rogers-Blackwell	rjblackwell@moreheadstate.edu	606-783-2891	Grote-Thompson Hall
Student Activities & Event Coordinator Brenda Porter	b.porter@moreheadstate.edu	606-783-5427	Grote-Thompson Hall
Residence Hall Front Desk			First Floor, Grote-Thompson Hall
Residence Life (weekends away, sick students, etc.)	craftdutyrc@moreheadstate.edu		
Study Hours (alternates, excuses, ACE, etc.)	craftstudyhours@moreheadstate.edu		
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  Emergency counseling services are available on weekends and evenings by calling MSU Police.	counselingandhealthservices@moreheadstate.edu  <a href="http://www.moreheadstate.edu/chs">www.moreheadstate.edu/chs</a>	606-783-2055 606-783-2123  606-783-2035 or 911	112 Allie Young Hall
MSU Police	police@moreheadstate.edu <a href="http://www.moreheadstate.edu/police">www.moreheadstate.edu/police</a>	606-783-2035	100 Laughlin Bldg.
Police - City of Morehead Derrick Blevins, Chief		606-784-7511	105 East Main St.
St. Claire Healthcare		606-783-6500	222 Medical Circle
MSU NUMBERS OF INTEREST			
Camden-Carroll Library	library@moreheadstate.edu <a href="http://www.moreheadstate.edu/library">www.moreheadstate.edu/library</a>	606-783-2200	150 Battson-Oates Dr.
Enrollment Services Admissions Financial Aid	admissions@moreheadstate.edu finaid@moreheadstate.edu <a href="http://www.moreheadstate.edu/admissions">www.moreheadstate.edu/admissions</a>	606-783-2000	121 E. Second St.
Recreation & Wellness Center	<a href="http://www.moreheadstate.edu/recreation">www.moreheadstate.edu/recreation</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 2019-20 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 students continue to exceed our expectations in academic achievements and leadership abilities. As the Class of 2021 joins us, we continue to be 120 students strong at capacity. 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.

Best wishes to each of you!

Respectfully,

Carol Christian, Ed.D.

Director, Craft Academy for Excellence in Science & Mathematics

## UNIVERSITY ACADEMIC CALENDAR

Fall Semester - 2019

<b>August</b>		
14	Wednesday	- Campus-wide Convocation; division, college, and department meetings
15	Thursday	- Class scheduling in academic departments - College meetings <b>- Business Day (Housing &amp; Enrollment Services open until 5:30 p.m.)</b>
16	Friday	- Class scheduling in academic departments; department meetings <b>- Business Day (Housing &amp; Enrollment Services open until 5:30 p.m.)</b>
19	Monday	- All on-campus and off-campus classes begin - Late fee in effect
26	Monday	- Last day to: Register for credit, change from credit to audit, change from audit to credit, add a class, change sections, or change to pass-fail option - Last day for 100% credit of creditable fees (partial or full withdrawal) - Last day to pay account in full, enroll in a payment plan, or accept the Financial Responsibility Agreement if financial aid covers your charges in full
27	Tuesday	- Drop fee in effect. - Drop of class schedules for students who have not paid their account in full, enrolled in a payment plan, or accepted the Financial Responsibility Agreement if financial aid covers their charges in full.
<b>September</b>		
2	Monday	- Labor Day ( <b>University closed</b> )
3	Tuesday	- Last day for 75% credit of creditable fees (partial or full withdrawal) - Final drop of class schedules for students who have not paid their account in full, enrolled in a payment plan, or accepted the Financial Responsibility Agreement if financial aid covers their charges in full.
10	Tuesday	- Last day for 50% credit of creditable fees (partial or full withdrawal)
17	Tuesday	- Last day for 25% credit of creditable fees (partial or full withdrawal)
20	Friday	- Last day to withdraw from a first half-semester class with an automatic grade of "W"
<b>October</b>		
9	Wednesday	First-half semester classes end
10	Thursday	- Fall Break ( <b>Students only</b> )
11	Friday	
14	Monday	- Midterm grade reports due in Registrar's Office by 10:00 a.m. - Second half-semester classes begin
15	Tuesday	- Last day to add a second half-semester class - Last day to apply for Fall and Winter 2019 graduation without penalty
28	Monday	- Last day to drop a full-term course or withdraw from school with automatic grade of "W"
<b>November</b>		
6	Wednesday	- Advance Registration for 2019 Winter Session and 2020 Spring
13	Wednesday	
18	Monday	- Last day to drop a second half-semester class with a grade of "W"
27	Wednesday	- Thanksgiving Break
29	Friday	
<b>December</b>		
2	Monday	- Classes Resume
9	Monday	- FINAL EXAMINATIONS
13	Friday	
14	Saturday	- Commencement; 10:30 a.m.
16	Monday	- Grades due in Registrar's Office by 11:59 p.m.
17	Tuesday	- Final Grades available for students by 12:00 p.m.
19	Thursday	- Winter leave begins at 4:30 p.m.

## UNIVERSITY ACADEMIC CALENDAR

### Spring Semester - 2020

January	
2 Thursday	-University Offices open
8 Wednesday	- Campus-wide Convocation; division, college, and department meetings
9 Thursday	- Class scheduling in academic departments
10 Friday	- Class scheduling in academic departments
13 Monday	- All on-campus and off-campus classes begin Late fee in effect
20 Monday	-Martin Luther King Jr. Day ( <b>University closed</b> )
21 Tuesday	- Last day to: Add a class or change sections Change to pass-fail option - Last day to : Change from audit to credit -Last day for 100% credit of creditable fees (partial or full withdrawal) - Last day to pay account in full, enroll in a payment plan, or accept the Financial Responsibility Agreement if financial aid covers your charges in full
22 Wednesday	- Drop of class schedules for students who have not paid their account in full, enrolled in a payment plan, or accepted the Financial Responsibility Agreement if financial aid covers their charges in full. - Drop fee in effect
28 Tuesday	- Last day for 75% credit of creditable fees (partial or full withdrawal)
29 Wednesday	- Final drop of class schedules for students who have not paid their account in full, enrolled in a payment plan, or accepted the Financial Responsibility Agreement if financial aid covers their charges in full
February	
4 Tuesday	- Last day for 50% credit of creditable fees (partial or full withdrawal)
11 Tuesday	- Last day for 25% credit of creditable fees (partial or full withdrawal)
17 Monday	- Last day to withdraw from a first half-semester class with an automatic grade of "W"
March	
6 Friday	- First half-semester classes end
9 Monday	- Second half-semester classes begin - Last day to add a second half-semester class - Mid-term grade reports due in Registrar's Office by 10:00 a.m.
13 Friday	-Last day to apply for Spring and Summer 2020 graduation <b>without penalty</b>
16 Monday 20 Friday	- Spring Break ( <b>Students</b> )
27 Friday	-Last day to drop a full-term course or withdraw from school with an automatic grade of "W"
April	
6 Monday 13 Monday	- Advance Registration for Summer & Fall 2020
20 Monday	- Last day to drop a second half-semester class with a grade of "W"
May	
4 Monday 8 Friday	- FINAL EXAMINATIONS
9 Saturday	- Commencement; 10:00 a.m. & 2:00 p.m.
11 Monday	- Grades due in Registrar's Office by 11:59 p.m.
12 Tuesday	- Grades available to students by 4:30 p.m.

**CRAFT ACADEMY FALL 2019 ACADEMIC CALENDAR**

Fall 2019		3/25/2019
<b>June</b>		
June 24 - 28	Light It Up - LED Sign Camp (non residential)	
<b>July</b>		
July 12 - 20	SpaceTrek Camp (residential)	
<b>August</b>		
11 - Sunday	Class of 2021 Move In Day	
12 - 16 Monday - Friday	Orientation Week	
17, 18 Saturday/Sunday	Required Weekend	
16 -18 Friday - Saturday	Class of 2020 Move In Day	
19 - Monday	First Day of Classes	
21 - Wednesday	LifeTouch Picture Day	
30 - Friday	Closed Weekend Begins - Hall closes at 7 p.m.	
31 - Saturday	Closed Weekend/Labor Day Weekend - Hall re-opens on Monday at 3 p.m.	
<b>September</b>		
1,2 Sunday/Monday	Closed Weekend/Labor Day Weekend - Hall re-opens on Monday at 3 p.m.	
20 - 22	MSU and Craft Academy Family Weekend	
<b>October</b>		
4, 5	ACT MOM Session Dates	
9, 10, 11, 12, 13 Wed - Sun.	Closed Weekend/Fall Break - Hall closes on Wednesday at 7 p.m. and re-opens Sunday at 3 p.m.	
16 - Wednesday	PSAT Test for Class of 2021	
19 - Saturday	Homecoming Game	
28 - Monday	Last Day to Drop a Class	
<b>November</b>		
TBD	Priority Registration Days	
Nov. 26 - Dec 1 Tuesday - Sunday	Closed Weekend/Thanksgiving Break - Hall closes on Tuesday at 7 p.m. and re-opens Sunday at 3 p.m.	
<b>December</b>		
9 - 13 Monday - Friday	Finals Week; students must be checked out by 7 p.m. on Friday	
17 - Tuesday	Final Grades due to the Registrar's Office	
19 - Thursday	MSU and Craft Academy Winter Break begins - all offices are closed	

**CRAFT ACADEMY 2019 - 2020 ACADEMIC CALENDAR**

Spring 2020		3/25/2019
<b>January</b>		
2 - Thursday	MSU and Craft Academy Offices re-open	
12 - Sunday	Class of 2019 and 2020 Move In Day - Hall re-opens at 10 a.m.	
13 - Monday	First Day of Classes	
17 - 20 Friday - Monday	Closed Weekend; Hall closes Friday at 7 and re-opens Monday at 3 p.m.	
20 - Monday	MSU Closed in observance of Martin Luther King Jr. Day	
TBD	MSU Faculty and Staff Appreciation Hour 4:30 - 5:30 p.m. - Grote-Thompson Hall	
TBD	Craft Academy Academic Awards Ceremony 5:30 - 6:00 p.m. - Grote-Thompson Hall	
<b>February</b>		
1 - Friday	Class of 2022 Application Closes	
14 - 16 Fri-Sun	Closed Weekend - Hall closes at 7 p.m. on Friday and re-opens at 3 p.m. on Sunday	
17 - Friday	Last day to drop a first 1/2 semester class	
TBD	INTERVIEW DAY	
<b>March</b>		
9 - Monday	Midterm Grades due to Registrar's Office	
13 - 22	Closed Weekends + Spring Break - Closes at 7 p.m. on Friday the 13th and re-opens at 3 p.m. Sunday the 22nd	
27 - Friday	Last Day to Drop A Class applies to full term and second half semester courses)	
<b>April</b>		
TBD	Priority Registration	
10 - 12 Fri - Sun	Closed Weekend - Hall closes at 7 p.m. on Friday and re-opens at 3 p.m. on Sunday	
18 - Saturday	Craft Academy Prom	
TBD	STEM+X Hibition Event 6:30 - 8:00 p.m.	
TBD	Craft Academy Junior Picnic	
<b>May</b>		
4 - 8 Mon. - Friday	Finals Week	
8 - Friday	Graduation Practice	
8 - Friday	Senior Send Off Banquet	
9 - Saturday	Graduation - Ceremony begins at 5 p.m.	
12 - Tuesday	Final grades due into the Registrar's Office	

# 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 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, the Craft Academy and MSU. 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 possible. 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 Counseling and Health Services does not constitute an excused absence. It is up to the individual professor to excuse the absence.*

**Students should try to schedule college visits and driver's tests, during a weekend, or Fall, Winter or Spring Break.**

Students should not miss class to attend a college visit or driver's test without prior approval from the ADGCS.

### EXCESSIVE ABSENCES

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

### CRAFT ACADEMY/MSU-ENDORSED ABSENCES

The Provost excuses, for academic reasons, groups of Craft Academy students, for example, ACT testing, PSAT testing, college visits, etc. The Dean of Students issues the excuse if it is a medical emergency, death in the family, or an MSU sponsored event for the student. In the case of a professor taking his or her class on a trip, the excuse comes from the professor. It is up to the individual professor to allow the student to make up any work missed, regardless of the excuse given. This process must be done 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 Jan. 31.

## 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 Jan. 31. No application fee is required to apply. All additional application materials must be post-marked by Jan. 31.

## 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.

Selected students will begin their journey at Craft Academy by attending a student/parent registration session in late March/early April. Class schedules for the fall semester will be developed at that time.

# 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 more than 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, however, the residential opportunity will be at a cost to the student and possibly located in another residence hall on campus. 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, 95% of our districts have elected to pay for 100% of textbooks. Some have paid partial while others have elected to not pay. Data indicates that Craft Academy students pay, on average, \$600 per term for textbooks (\$1,200 annually). We encourage parents to approach their principals and school board members to assume 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% ADA funding and SEEK funds per student.

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## **EDUCATION ABROAD**

Academy students have the option to participate in one to two education abroad trips. The experience is supervised by MSU chaperons. Approximately one adult chaperon is assigned to every six students.

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

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## **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 to encourage students to remain on campus. Craft Academy activities are for Craft students only. 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. Some fees may be associated with some activities.

### **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 the schedule, due to holidays and breaks, will be clearly noted. It is important that parents have students on campus by 10 p.m. as door alarms will be activated at this time. WingMate Meetings and Student Council meetings are held on Sundays after curfew check.

# 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, to name a few.

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 math sub-scores and previous coursework will determine a student’s introductory math course.

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

*Students must complete MATH 175 or receive credit through other means (Advanced Placement) and all pre-requisite courses prior to graduation.*

## 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.

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
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### **Agricultural Sciences**

AGR 133/AGR 133L	Introduction to Animal Science* . . . . .	3
AGR 143	Anatomy & Physiology of Livestock . . . . .	3

*Requires travel to the University Farm.*

### **Astronomy**

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

### **Biology**

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

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

### **Biology**

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

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

### **Biology**

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

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

### **Chemistry**

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

### **Computer Sciences**

CS 170/170L or MATH 170/170L	Introduction to Computer Science* . . . . .	4
CIS 205	Introduction to Programming C++ . . . . .	3

### **Earth Sciences**

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.*

**Computing and Networking Technology**

ETM 110	Fundamentals of Computer Technology .....	3
EEC 144	Network Fundamentals .....	3

**Physics**

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

**Neuroscience**

NEUR 121	Introduction to Brain and Behavior .....	3
PSY 281	Experimental Design & Analysis I .....	3

**Space Sciences**

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

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

### **+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>
COMS 108	Foundations of Speech Communications.....	3
POLS 177	Public Service Through Science .....	3
ENG 390	Professional Writing. ....	3

### **+X Elective Track Options**

Students will select either one +X Focused Track or the +X Exploratory Track. These classes will typically be taken in semesters 2, 3 and 4.

#### **+X Focused Track**

These tracks are designed to gain deeper skill sets in the selected area. Students will select one of these areas of concentration and will take the three classes listed.

<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	Computer Aided Design II .....	3
EMM 315	3D Design, Modeling and Animation.....	3
<b>Artistic Photography</b>		
ART 109	Digital Foundations.....	3
ART 373	Basic Black and White Photography .....	3
ART 399	Selected Topics.....	3
<b>Business Entrepreneurship</b>		
BBA 200	The Entrepreneurial Mindset .....	3
MKT 204	Marketing.....	3
BBA 350	Entrepreneurship and Innovation .....	3
<b>Civic and Regional Engagement</b>		
POLS 242	State and Local Government .....	3
POLS 141	United States Government .....	3
POLS 347	American Public Policy, OR .....	3
POLS 351	Public Administration.....	3
<b>Creative Entrepreneurship</b>		
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>
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**Graphic Design (Commercial)**

ART 109	Digital Foundations. . . . .	3
ART 205	Graphic Design I . . . . .	3
ART 305	Graphic Design II . . . . .	3

**Graphic Design (Entrepreneurial)**

ART 109	Digital Foundations. . . . .	3
ART 205	Graphic Design I . . . . .	3
ART 201	Arts Entrepreneurship . . . . .	3

**International Leadership**

POLS 262	U.S. Foreign Policy (required). . . . .	3
POLS 230	Introduction to Comparative Politics (required) . . . . .	3

*Students must also select one advanced international relations or comparative politics course from the following: POLS 362: Current World Problems; POLS 364: International Relations; POLS 331: Politics of the Middle East; POLS 337 Asian Politics or HST 346: U.S. Foreign Relations)*

**Journalistic Photography**

ART 109	Digital Foundations. . . . .	3
CVM 205	Introduction to Photojournalism. . . . .	3
CVM 206	Documentary Photography. . . . .	3

**Media Writing**

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

**Media Production**

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

**Public Relations and Event Planning**

COMS 340	Event Planning and Public Relations. . . . .	3
COMS 382	Public Relations Principles . . . . .	3
COMS 482	Public Relations Campaigns . . . . .	3

**Course Number                      Course Title    Credits**

**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

**Exploratory Track**

This track is for students who wish to explore the +X Focus through Entrepreneurship and Innovation (E&I); Design and Creativity (D&C); and Civic and Regional Engagement (CRE). Courses are listed below and each course is aligned with one or more of the +X areas. Students should select one course from each of the three areas to complete the Exploratory Track.

COURSE	CREDITS	TITLE	PREREQUISITES	E&I	D&C	CRE
ACCT 281	3	Prin. Financial Accounting		X		
APS 201	3	Intro to Appalachia				X
ART 109	3	Digital Foundations			X	
ART 200	3	Intro to Arts Administration		X		X
ART 201	3	Arts Entrepreneurship		X		
ART 205	3	Graphic Design I	ART 100 and ART 109		X	
ART 206	3	Websites I	ART 109		X	
ART 223	3	Intro to Creativity and Design			X	
ART 263	3	World Arts			X	
ART 305	3	Graphic Design II	ART 109 and ART 205		X	
ART 309	3	Computer Art			X	
ART 373	3	Basic Black & White Photo			X	
ART 375	3	Intro to Digital Photography			X	
BBA 295	3	Business Communication		X		
BBA 301	3	The Healthcare System				X
BBA 350	3	Entrepreneurship & Innovation	MKT 204 and MNGT 201	X		
COMS 110	3	Strategic Messaging		X		
COMS 250	3	Intro to Intercultural Communication	COMS 108			X
COMS 300	3	Strategic Organizational Leadership	ENG 100 and COMS 108	X		X
COMS 310	3	Professional Presentations and Speech Writing	ENG 100 and COMS 108	X		
COMS 330	3	Argumentation and Persuasion	ENG 100 and COMS 108	X		X
COMS 333	3	Social Media and Community	ENG 100 and COMS 108	X		X
COMS 340	3	Event Planning & Public Rel	ENG 100 and COMS 108	X		
COMS 350	3	Communication, Culture & Diversity	ENG 100 and COMS 108			X
COMS 382	3	Public Relations Principles	ENG 100 and COMS 108	X		
COMS 383	3	Facilitating Team Communication	ENG 100 and COMS 108	X		
CRIM 250	3	Intro to the Criminal Justice System				X
CRIM 316	3	Global Crime and Terrorism				X
CVM 140	3	Field Production Practices			X	

CVM 201	3	Media Writing			X	
CVM 205	3	Intro to Photojournalism			X	
CVM 210	3	Media Literacy			X	
CVM 240/L	3	Elements of Studio Production			X	
CVM 250	3	Content Gathering Techniques	CVM 140 and CVM 201		X	
CVM 305	3	Documentary Photography	CVM 205 or permission		X	
CVM 321	3	Editing Tools and Techniques	CVM 140 and CVM 201 (EVEN YEARS ONLY)		X	
ECON 101	3	Introduction to Economics		X		
ECON 201	3	Prin of Macroeconomics		X		
ECON 202	3	Prin of Microeconomics		X		
EMM 215	3	Computer Aided Design II	EMM 103		X	
EMM 215L	0	Computer Aided Design II Lab			X	
ENG 293	3	Creative Writing	ENG 100		X	
ENG 360	3	Appalachian Literature	ENG 100		X	
ENG 395	3	Poetry Writing	ENG 200 or ENG 292		X	
ENG 396	3	Fiction Writing	ENG 200 or ENG 292		X	
ENG 397	3	Writing Creative Non-Fiction	ENG 200		X	
FLM 170	3	Introduction to Film			X	
GST 273	3	Intro to Women's Studies	ENG 100			X
GST 305	3	Cultural Anthropology	SOC 101			X
HUM 250	3	American & Global Citizenship	ENG 100			X
IST 101	3	Intro to International Studies				X
IST 221	3	World Religions				X
IST 250	3	International Culture and Diversity				X
LGS 200	3	Law and Individual Rights				X
LGS 210	3	Intro to Law & Ethics				X
LGS 370	3	History of American Law				X
MKT 204	3	Marketing		X		
MNGT 201	3	Principles of Management		X		
MNGT 310	3	Small Business Org		X		
POLS 100	3	Introduction to Politics				X
POLS 110	3	Intro to Political Theory				X
POLS 140	3	United States Government				X
POLS 230	3	Intro to Comparative Politics				X
POLS 242	3	State and Local Government				X
POLS 262	3	U.S. Foreign Policy				X
POLS 312	3	Western Political Thought				X
POLS 324	3	Environmental Law and Policy	POLS 140			X
POLS 337	3	Politics of Asia				X
POLS 342	3	The American Presidency				X
SOC 101	3	Introduction to Sociology				X
SOC 203	3	American Social Problems				X

## **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.

## **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 with 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.

## **HIGH SCHOOL DIPLOMA REQUIREMENTS**

Upon graduating from Craft Academy, Craft students will be issued a state of Kentucky high school diploma.

Craft students will complete the requirements of the pre-college curriculum in grades 9, 10 and the two years at the academy that includes two foreign language credits in the same language based on 13KAR2:020.

# ACADEMIC STANDARDS

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 Academy GPA. Students who are not in good academic standing are considered to be at academic risk and may be placed on Academic Contract or dismissed from the Craft Academy.

## ACADEMIC RECOGNITION

Midterm and final grades are available in the student's 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 and 3.79.
- **Craft Academy President's Scholars:** Students whose GPA for the preceding semester ranged between 3.8 and 4.0.

## ACADEMIC CONTRACT

Students who are not on track to meet the requirements as outlined above will be placed on an academic contract. There are three levels of the academic contract:

### 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.

### ACADEMIC WARNING

Students will be placed on academic warning if they earn a semester GPA between 2.75 and 3.0.

### ACADEMIC PROBATION

A student will be placed on academic probation in the following instances:

- First-semester GPA is less than 2.75 but greater than or equal to 2.25.
- Receives a final grade of "D" or "E" in any course.

Students can only be on academic probation for one semester. If academic standards are not met during this semester, students may be dismissed from the Academy.

While on an academic contract, students will be required to meet its terms before they can be released from the contract. Each student's situation is unique, and staff will work with the student to develop a contract that outlines a plan for success. Contracts may include, but are not limited to, items such as the following:

- Mandatory study hours.
- Mandatory group study and/or tutoring.
- Loss of privileges.
- Ineligibility to hold a leadership position in the Academy or MSU organizations.
- Ineligibility to participate in certain Academy-sponsored field trips.
- May not enroll in elective courses.
- May be required to meet regularly with the assistant director of academic services.

## **ACADEMIC DISMISSAL**

Students may be dismissed from the Academy for academic reasons if they:

- Earn a semester GPA below 2.25.
- Earn a cumulative GPA below 2.75 after the first semester.
- Accumulate 2 final grades below “C” (even if the first class was retaken and a grade higher than “C” was earned in 2nd attempt).

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.

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## **GRADUATION**

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

- Complete all courses with a grade of “C” or better during the two-year period of study.
- Maintain a cumulative Academy GPA of 2.75 or better.
- Complete MATH 175.
- Meet all State of Kentucky pre-college curriculum requirements including 2 credits of foreign language.
- Complete 30 Service Hours.

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 semester to correct any deficiencies. (exceptions may be made for students who take a Medical Leave of Absence).

## **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. The Craft Academy GPA from Infinite Campus will be used to determine honors/honors with distinction.

### ***Honors***

- Maintain a 3.4 – 3.74 cumulative MSU GPA.
- Successfully complete a professionally mentored, and research project manage- approved research or special project.
- 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.
- Attend six STEM-related activities during the two-year experience.

### Honors with Distinction

- Maintain a 3.75 – 4.0 cumulative MSU GPA.
- Successfully complete a professionally mentored, and research project manager- approved research or special project.
- Produce a research or special project 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 research project manager).
- Participate in extended service project(s) of 80 hours or more (minimum 20 hours each semester, only 30% 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.
- Attend eight STEM-related activities during the two-year experience.

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## COURSE RETAKE POLICY

In order to receive a Craft Academy diploma, students must complete all courses with a final grade of “C” or better. If a student earns a “D” or an “E”, they will be required to retake the course the next semester it is offered. If the course is unavailable to the student (not offered prior to planned graduation, or other extenuating circumstances), then the Director and Assistant Director of Academic Services will identify an acceptable course substitute.

If the student does not earn a “C” or better upon retaking the course (or its approved substitute), they will be dismissed from Craft Academy.

Students will be allowed to retake only ONE course. If a student earns a second “D” or “E” in any course, they will be dismissed from Craft Academy, or denied graduation if the second “D” or “E” is received in the final semester.

If a senior student earns their first “D” or “E” in their final semester, they will be required to retake the course (or an equivalent course upon approval from the Director and ADAS) at their own expense. The course must be completed and the grade reported to Craft Academy before the end of the same calendar year of graduation, preferably during the following summer term. If successful, their Craft Academy diploma will be conferred at that time. (Any Foundation Scholarship received will not be disbursed until the diploma is conferred.)

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## 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 of 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 five week and 12-week reports 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 information 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 ADGC.

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# **STUDY HOURS & TUTORING**

## **STUDY HOURS**

Courses at Craft Academy are demanding, more so than those at students' home high schools. To support students in learning to manage their time and reach their full academic potential, Study Hours and Silent Study are designated from 7 to 9 p.m., Monday through Thursday. Mandatory Study Hours are required for students on academic contract or who are considered in academic distress.

During Study Hours, students are expected to engage in individual or group study. From 7-9 pm Monday through Thursday, all areas of Grote-Thompson Hall should remain quiet and conducive to study. Volume levels of conversation, music, and electronics should not be heard outside a student's room and conversations in public areas should be kept quiet. No socializing is allowed in hallways. Students may not enter the building through the basement during this time.

Students who choose to study in groups should remain respectful of the noise level and volume should not exceed normal conversation levels. RCs will monitor the building and can disperse groups who have already been asked to lower their volume level.

A Silent Study Area has been designated in the basement areas of the building during Study Hours, including the Academy Room, Solution Station, Baker's Space, and Conference Room. **These areas should remain silent and are for individual study only; any student in these areas during Silent Study must be studying.** There should be no talking or whispering; phones should either be turned off or put on silent (not vibrate) and used for academic purposes only; headphones may be worn, but cannot be heard except by the individual wearing them. Televisions will remain turned off. RCs will monitor these areas and can request a student leave the area if they are not following these policies.

## **Mandatory Study Hours**

Students who are on Academic Contract may be placed under Mandatory Study Hours. They will be required to be present in Grote-Thompson Hall during Study Hours and to be studying in their room or in a Silent Study Area. RCs will monitor participation and any student who is not present/cannot be located will be reported to the ADAS.

## 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 given course with tutoring services.

Tutoring will be available in the residence hall study area or at one of MSU's Tutoring and Learning Center locations. The Tutoring and 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 and 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 and Learning Center.*

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## 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.

# 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 may 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. Craft Academy students must submit the withdrawal. Craft Academy staff do not have the ability to withdraw the student.

*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. Students taking a class outside of Craft and MSU must have approval from 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 you need clarification on the process or help accessing the forms, please contact the office of the associate vice president for academic affairs and academic programs at **606-783-2003** or email **ap@moreheadstate.edu**. Visit **www.moreheadstate.edu/academicprograms** for more information. If students exercise their right to appeal, students should provide evidence in support of their case or stance. Evidence includes: a copy of the course syllabus, copies of completed course work, assessments, quizzes, exams, attendance and other related documents.

**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 a negative impact on a student's grade.

*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 of the 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 office of the associate vice president of academic affairs/academic programs. 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 office of the associate vice president of 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 of 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 office of the associate vice president of academic affairs/academic programs.

**STEP 6:** Upon receipt of the student's petition for a hearing, the associate vice president of 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/vice president for academic affairs, with a copy being sent as a matter of record to the office of the associate vice president of academic affairs/academic programs, student, faculty, member, department chair and the faculty member's college dean.

The provost/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.

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## 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 summer 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/summer programming and project coordinator to complete and submit applications as early as possible. If the internship is a paid internship, it may only be done during the summer. Housing on campus will not be available to interns.

*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)
- Bullying/harassment

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## **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 from the Craft Academy, students are required to complete 30 hours of community service. To graduate with honors, students are required to complete 60 hours of community service or 80 hours to graduate with distinction. No more than 30% of your service hours may be completed in your home community. At least 70% of service hours must be completed at Morehead State University. We recommend that you complete 25% of your service hours per semester. To record your service hours, use the Mobile Serve app, have it signed by the person that is supervising your service hours upon completion of every volunteering session. Service hours will be added to Infinite Campus.

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## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) 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.

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## **STUDENT AWARDS**

### **CRAFT ACADEMY LEADERSHIP AWARD**

The Craft Academy Leadership Award is awarded to one outstanding Craft Academy junior and senior who have demonstrated exemplary standards of leadership emulated by Joe and Kelly Craft. The recipient stands out as a leader among leaders.

Criteria for selection as voted upon by the Craft Academy administration along with student nominations (not required) of a student and why the nominating student feels they are worthy of being considered for this award:

- Held leadership positions in grades 9-12, within the Academy and the University.
- Maintained a 3.4 and above institutional and cumulative GPA.
- No disciplinary infractions of consequence (no level III or IV or multiples of a lower level).
- Nominated by peers as to why they think this person is worthy of this award. (Did they start something new at the Academy, help avert something by taking a stance, demonstrate compassion and acceptance of diversity within the Academy etc.).
- Represented the Craft Academy with class and integrity.

### **THE CRAFT ACADEMY PROMISING RESEARCHER AWARD**

The Promising Researcher Award recognizes students for conducting outstanding research during their tenure at the Craft Academy. The award focuses on both the student's general research experience and specific completed research projects. The research independence of the applicant, as well as the novelty and the implications of research performed as a Craft Academy student, will be used for evaluation purposes.

At the time of the application deadline, the student must meet each of the following requirements:

- Be a Craft student affiliated with or working under the direction of a professional mentor.
- Demonstrate outstanding research abilities and show a considerable level of independence in conducting his/her research.
- Student has shared research to a professional group, professional conference or scholarly forum such as, but not limited to, the MSU Celebration of Student Scholarship, Posters at the Capitol, Aerospace Day at the Capitol, etc.

### **LIFE BE IN IT AWARD**

This award is presented to the two juniors and two seniors who have demonstrated leadership and learning by participating in the greatest number of Craft-sponsored activities.

To qualify, students must have participated in the most Craft-sponsored activities.



## **CITIZENSHIP AWARD**

The Citizenship Award is awarded to one junior and one senior who have exhibited exceptional behavior at the Craft Academy and MSU. This student is one who leads by example by encouraging students to maintain a positive, clean and welcoming environment for peers and visitors. Their kindness shines bright through their actions, service and involvement in extracurricular activities.

Criteria for selection includes:

- **Attitude:** the student is goal-oriented, enthusiastic and adheres to policies written in the handbook.
- **Academics:** the student remains in good academic standing, participates in study groups (either as a leader or participant) and participates in educational events with Craft and MSU.
- **Academy/Campus Involvement:** the student participates in clubs and organizations at Craft and MSU and is proud of being a Craft Academy and MSU Eagle.
- **Activities:** the student participates in Craft Academy organized activities.
- **Character:** the student is a positive role model who performs random acts of kindness, maintains a friendly rapport with peers, faculty and staff.
- **Cleanliness:** the student's room is consistently clean, they are always present for chores assigned by RC's and they clean up after utilizing a common area.

## **STEM+XHIBITION AWARD**

Presented to the junior or senior whose submitted work has been selected as the award-winning piece representing creativity and design to hang in the halls of Grote-Thompson.

In order to be considered for this award, the student must have submitted creative pieces for the +Xhibition wall.

## **EXCEPTIONAL AMBASSADOR AWARD**

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. This award is presented to one junior and one senior, annually.

To be considered for this award, the student must:

- Volunteer for at least 75% of events organized through the ambassador program.
- Maintain a 3.2 or higher GPA for each term while at the Craft Academy.
- Have no written referrals.
- Be a leader recognized by peers.
- Faculty, staff or peer recommendation.

## **STEM+X CIVIC AND REGIONAL ENGAGEMENT SERVICE AWARD**

This award recognizes the senior student that has demonstrated exemplary community service. Seniors being considered for this award will have consistently demonstrated qualities of compassion and service to either one organization or a variety of volunteer activities.

Criteria for selection:

- The services/actions of the student have made a lasting or meaningful contribution or impact on the community.
- The length and degree of their service(s) must expand beyond more than two semesters.
- The extent to which the student's service or action might be considered above and beyond the call of duty.
- Must be in good standing with the Craft Academy for the two years of attendance.
- Must uphold standards of the Craft Academy Creed.

Consideration for this award will be determined during the month of April of the student's senior year. At the beginning of April of the student's senior year, service hours will stop being collected and will be tallied for this award as well as honors and honors with distinction.

**Additional awards may be given out in the STEM+X tracks.**

# 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 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 in advance by the assistant director of academic services. 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

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 and the school counselor will provide individual advising on the college admission and scholarship search processes beginning in the spring of the junior year.

The counseling department 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 property or attempting to burn property. Failure to exit University-owned buildings upon activation of a fire alarm or direction from designated 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/Bullying**

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.

Students should not be roaming classroom buildings after class hours due to safety reasons. If a room is needed for studying or group projects, students should be in monitored labs or the Camden-Carroll Library. The common areas in Grote-Thompson Hall should be used instead of common areas in campus buildings. If a student needs to use a classroom after hours, they must have prior approval with Craft administration and have the room reserved. This will be considered on a case-by-case basis.

### 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, paintball 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
- Loss of being on campus on weekends

### **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 student must make the appeal, not the parent/guardian.
- 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 from the student.
- 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 relationship 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 they are currently 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 and Health Services for administration to students. Please make arrangements in advance. Students are responsible for their own medication. Only medications that are considered controlled substances will be kept in the office and dispensed by Craft Academy 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, the school counselor, 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 by a mental health professional, follow-up with the Craft Academy will be conducted between the mental health professional and parents.*

## **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 the 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 that 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.

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## **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.

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## **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 its 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. Single person, single blanket is the rule. Be mindful of the perceptions of others. Students are expected to be respectful of others and refrain from inappropriate displays of affection

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# 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 living-learning community. 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. These rules are available in the MSU housing resident handbook, online at [www.moreheadstate.edu/housing](http://www.moreheadstate.edu/housing). 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 62.)

Family members of the opposite sex may not be on the floors unless it is a designated day. If families need to meet with their student privately, please request a room in the main office. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday. Spaces may also be requested by the on-duty RC after 4:30 p.m., or during weekend hours. Typically the conference room will be used for this space.

## 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 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.

## **ACTIVITY/EVENT FEES**

If a student signs up for an activity or event, and does not attend for any reason, a minimum \$10 charge will be assessed. If the event exceeds \$10 for entry and travel you will be charged the full individual amount. Any student with outstanding fees will not receive a Craft Academy diploma.

## **CAMPUS BUILDING/ROOM ACCESS**

Campus buildings are open for long hours for students to have access to resources for the majority of time throughout the day. MSU student organizations and MSU students in general have access to these facilities until late in the evening. Weekdays after 4:30 p.m. Craft Academy students are only permitted to be in monitored spaces (computer labs, science labs, math labs, library areas and other monitored spaces). During the weekends no student should be in an academic building without prior instructor approval.

## **CHORE PROTOCOL**

Craft Academy students are responsible for completing chores each evening. The division of chores will be dispersed amongst the wings as assigned by the ADRL. The areas that need cleaned are listed below. We require students to complete chores due to a Harvard Grant study on the correlation between a person's likelihood of success and whether or not they were required to do chores growing up. We recognize our students are not janitors and they are busy and overwhelmed. However, chores create a sense of accountability. If students clean up after themselves, there will be no reason for chores. If all do their due diligence throughout the day, students will not be required to complete cleaning tasks.

## **CHORE ASSIGNMENT PROCESS**

1. The RC will assign 4 student group leaders from the wing that is responsible for cleaning their respective evening; one for each area that needs cleaned.
2. The 4 student leaders will gather 2-4 students and the entire group will clean together.
3. The student leaders will report back to the RC when the area is finished. The RC will check each area approving the students to return to their room/floor.
4. If the area is not approved, the students will be asked to come back to complete their tasks.
5. If a student goes to bed early, they will be assigned an alternate cleaning task to complete in their leisure.
6. If there is an area that does not need cleaned, the assigned students will assist other students in an area that needs help. Student leaders are responsible for ensuring their team completes chores and will report any issues to the RC in charge.
7. If the RC of a respective wing is not available, the Duty RC will lead the cleaning initiative.
8. The On Duty RC will also lead the weekend chore responsibilities.

## **CLEANING LIST:**

### **ACADEMY ROOM/SOLUTION STATION**

- Throw away trash and recyclables
- Straighten furniture
- Wipe tables
- Put miscellaneous items in lost and found
- Clean white boards
- Vacuum if in unacceptable condition (grass everywhere, excessive crumbs, etc...)
- Report broken/missing items to RC

### **CONFERENCE ROOM**

- Throw away trash and recyclables
- Straighten furniture
- Clean white board
- Inventory study materials
- Wipe tables
- Report broken/missing items to RC

### **KITCHENS/BAKERSPACE**

- Throw away trash and recyclables
- Straighten furniture
- Wipe tables
- Clean white board
- Wash dishes (do not put in lost and found)
- Report broken/missing items to RC

### **LOBBY**

- Throw away trash and recyclables
- Straighten furniture
- Put games away
- Wipe tables
- Sweep/Vacuum if needed
- Report broken/missing items to RC

## **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, laundry rooms 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.

## **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 per-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. Students are to use designated stairwells as instructed. The basement floor and lobby areas are off limits after curfew check. Be respectful of others. RCs can determine at any point in time when students must return to their rooms.*

## **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.

## **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.

- 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.
- 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
- HVAC units are not blocked.

## **EQUIPMENT USAGE AVAILABILITY**

Students will be permitted 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.

## **EXTENDED CURFEW**

Approval for an extended curfew is on a case-by-case basis. The student must be in good academic and behavioral standing to request extended curfew. Extended curfew is granted in situations where a student is unable to return to the residence hall due to family-related incidences, academic activities, or is on an approved Craft Academy, MSU or club activity. In addition to administrative approval, the student must have parental permission. Written evidence from University personnel may also be required.

## **FINALS WEEK PRIVILEGES**

Craft Academy students are granted privileges during finals week if they maintain good academic and behavioral standing. The privileges include extended curfew for library time, in-building study, and special finals week activities. Students receive an email containing specific rules for these privileges before finals week. If a student is not present for curfew checks during finals week privileges, they will lose finals week privileges for the current and all future semesters. If multiple students are not present for curfew checks, finals week privileges will be revoked. These privileges are proposed and implemented by the student council.

### **Extended Curfew – Residence Hall Only**

The Craft Academy residence life staff will designate specific days and times for extended curfew in the residence hall. Students must be present for curfew checks, then can travel to the approved locations within the building to study. Students who are not studying or are disrupting others will be asked to return to their room.

### **Extended Library Time**

The residence life staff will designate days and times for extended library time. Curfew checks for the students participating in extended library time will happen in the library foyer by a student council member. The student council member will send the attendance list to [craftdutyrc@moreheadstate.edu](mailto:craftdutyrc@moreheadstate.edu).

### **Special Activities**

During finals week, there may be special activities that interfere with the curfew. The Craft Academy will approve one night for each special activity chosen. In the event a special activity is approved, students will sign up using the same policy listed above for "Extended Library Time." Students may choose to go to extended library time or the special activity but not both in the same night.

## **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.
- Artificial trees, 18 inches or smaller, are allowed.
- 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 and Wellness Center.
- Checkout privileges at the Camden-Carroll Library.
- Free entrance to all MSU home sporting events.
- Access to services at the Counseling and 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 Store 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.*

## **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).

## **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.

Mail box keys are issued at the time of move-in and are documented on the room condition report. There is a \$10 replacement fee for mailbox keys if lost or stolen.

## **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.

## **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 "downtown campus corridor" areas. Students are not allowed to leave the county during the week without special exception granted by the ADRL or the director. If a student has signed out for the weekend, but their parents have not sent an email to the ADRL, the pick-up release form must be used.

## **LOCK-OUT POLICY**

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

## **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 in the basement. 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  
Craft Academy-MSU  
260 University Blvd., 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 water leaks in the residence halls, should be reported to the ADRL immediately.

## **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



## ROOM INSPECTIONS

Students are expected to keep their rooms in a clean and orderly manner. Both announced and unannounced 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).
- Clean room often, preferably on a weekly basis.
- Room cleanliness checks are conducted frequently by RCs. Rooms are selected at random for these checks.

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

## SAFETY CAMERAS

Safety cameras are in place in the stairwells and common areas. 24-hour monitoring footage is available and reviewed by the ADRL and RCs.

## SHARED SPACES

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

**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.

Each wing will be assigned a night to clean the Academy Room.

## **BakerSpace:**

### 1. BakerSpace Usage Protocol:

The BakerSpace is a non-gender exclusive kitchen that exists to help in the growth and development of the total and balanced student. Students are encouraged to share traditions specific to their family or culture in an effort to promote diversity and inclusion with the shared purpose of enjoying food. The Craft Academy also hosts workshops to learn about the science behind preparing food and recognize the benefit of using ingredients for the nourishment and health and wellbeing of our bodies.

### 2. BakerSpace Rules:

- Students must reserve the BakerSpace by signing up in the BakerSpace binder. There must be two or more students in order for the BakerSpace to be reserved. If you are cooking alone, please use the floor kitchen.
- Please wash your hands prior to and while cooking or using the ice machine to prevent the spread of germs.
- When finished cleaning, the area must be approved:
  - Complete the BakerSpace cleaning check sheet.
  - Between 8 a.m.-4:30 p.m., call the ADRL for approval.
  - Between 4:30 p.m.-curfew, call the on-duty RC for approval.
- All items that are stored in the kitchen must remain there upon check out.
- The ice machine is available for student use. Please store the scoop in the appropriate location for sanitary reasons.
- The refrigerator is not for students use; please use the kitchen refrigerators on your floor. It is for items the Craft Academy purchases for student activities. Leftovers and consumables will be stored here and made available to students by the RCs.

### 3. BakerSpace Reservations Log

- The BakerSpace does not take the place of the floor kitchens. The BakerSpace is reserved for mixed gender use and for groups of two or more.
- The BakerSpace can be reserved any day of the week but must be cleaned before curfew. The BakerSpace is off limits from 7-9 p.m. because of quiet hours.
- Students cannot reserve the BakerSpace for more than two-hour increments unless otherwise approved by Craft Academy Staff. If you do not need the kitchen for two hours, state the end time so others can schedule accordingly. No more than one group can reserve the kitchen at the same time. Clean-up time must be included into your reserved time slot.
- Two Craft students must sign up to make the reservation and be responsible in following kitchen expectations. The Craft student reserving the kitchen must contact the duty RC to have them check the kitchen at the end of their reservation.

**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.

**Digital Entertainment Policy:** When using any form of digital entertainment, please be courteous and respectful of other students by not displaying actions that are against the Craft Academy handbook. These actions include, but are not limited to extreme profanity, vulgarities, nudity and extreme violence. This includes all forms of digital entertainment.

**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 be available 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 an 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.

#### **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 and 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.

#### **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.

#### **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 and access with your Eagle Card will be denied.

# 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 hot plates
- 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 approved pick-up/sign-out form for each Academy student. The following regulations must be followed:

- Students who bring cars to campus can use them during the week and on weekends provided they do not leave Rowan County. Students cannot travel to Lexington or surrounding counties. Deviations from this protocol must get prior approval from the ADRL and require written parental permission to travel outside of Rowan County. Approved travel outside of Rowan County will be limited to doctor appointments or school visits.
- Students who drive cars will assume the liability and risk of others traveling in their vehicles. Use common sense and be responsible.
- Craft students CAN transport and travel with non-Craft students provided both parties follow travel expectations of the Craft student. (Vehicles cannot travel outside of Rowan county nor can Craft students be in another's car traveling outside of Rowan county.)
- When signing out to go off campus in a vehicle, you must state who you are traveling with.
- If parents do not wish for other Craft students to travel in their student's car or have their child travel in another student's vehicle that discussion needs to occur at home.
- The privilege of using a car or having one on campus can be taken away if students are in academic distress or demonstrate inappropriate behavior at any time. Students will be expected to be where they are supposed to be and on time for all required activities. If driving privileges negatively impact attendance and timeliness, privileges may be taken away.

## **AUTOMOBILES**

Craft Academy students are permitted to bring a vehicle to campus. Vehicles can be used to drive within Rowan County, as well as traveling home on weekends. Students must engage in a conversation with their parents about permission from their parents to ride in a vehicle of another Craft Academy student. Craft Academy staff cannot monitor this. Parents and students must create their own expectations on this matter. 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 "Downtown Campus Corridor."

# GUESTS AND VISITORS

Craft Academy welcomes parents, family members and friends (which includes non-Craft MSU students) to visit Craft Academy students in the residence hall and campus. We ask that the following protocols be followed by guests/visitors when entering Grote-Thompson Hall. Guests/visitors can visit with Craft students anywhere on campus provided visitation time does not interfere with classes and or required Craft Academy activities.

Definition of guests/visitors:

- Day Visitors: Short-term visit. Not overnight.
- Overnight Guests: the approved guest plans to spend the night with a Craft student. Craft student must seek approval from a roommate per the roommate agreement.

## DAY VISITOR PROTOCOL

Students should direct their visitor to meet them at the front entrance of Grote-Thompson Hall at their expected time of arrival. Visitors can only gain access when accompanied by the student.

**Visitors must sign-in and out at the lobby desk.** Visitors are limited to the lobby area. Craft students are limited to three visitors at any one time unless the visitors are family members. If visitors are family members, there is no limit. Visitors may use restrooms located in the lobby. Visitors are welcome provided the visitation does not interfere with class schedules or required Craft Academy activities.

Visitors must be respectful of Morehead State University facilities and abide by Craft Academy behavior expectations. These expectations include noise levels, self-regulation and the prohibited use of tobacco, alcohol and other drugs. Visitors can be asked to leave if they do not abide by Craft Academy or Morehead State University rules of conduct.

Visitation Hours:           Monday through Thursday, 1-7 p.m.  
                                      Friday through Saturday, 1-11 p.m.  
                                      Sunday, 3-7 p.m.

## OVERNIGHT GUESTS

Craft students are allowed ONE overnight guest of the same sex on weekends ONLY (Friday and Saturday nights only). Overnight guests are limited to no more than three overnight guest stays in any one semester, per the roommate agreement. 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. Craft Academy will return the guest's ID upon departure.

Overnight guests are not permitted to engage in scheduled or required weekend activities that require transportation. Craft students should not schedule an overnight guest during required activities. Any local activities not requiring transportation that incur a cost will be at the expense of the guest. Guests must be between 13-18 years of age. Overnight guests are permitted to enter other commons areas and must be accompanied at all times by the Craft student who extended the invitation.



## **FOCUS GROUP LEADERS AND SUCCESS GROUP LEADERS**

Non-Craft Academy students that are approved to work with Craft students as focus group or success group leaders must sign-in at the front desk, based on the protocol they receive from Craft Academy staff.

## **HIRED TUTORS**

If families/students elect to hire individual tutors, they must secure approval from the Craft Academy director to gain access to Grote-Thompson Hall. The hired tutor must sign in at the desk and report to their assigned location.

## **CRAFT ACADEMY ALUMNI VISITS**

Our doors are open to Craft Academy alumni. However, as in all institutions, protocols for safety and effective operation must be followed if an alumnus returns for a visit. Alumni must be accompanied by a Craft student to enter the lobby. Mobility is limited to the lobby area unless a special event posts other visitation hours. Craft Academy administrative offices are open from 8 a.m. to 4:30 p.m., Monday through Friday. If permission is granted to travel beyond the office or lobby area, a Craft Academy staff member must accompany the alumnus.

## **SPECIAL EVENTS**

Special events will occur at Craft Academy throughout the year, including MSU Homecoming, Family Weekend, move-in day and other events. During this time, Grote-Thompson Hall will be open to allow family and friends to go to various floors and enter student rooms. The Craft student must accompany family members and friends.

*Note: Craft Academy will post visitation hours that allow visitors access beyond the lobby during these events.*

## **FAMILY EMERGENCIES**

In case of a family emergency, students and 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 the on-duty RC 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 absence protocol must be followed. An excuse must also be submitted to the ADGS to be sent to the dean of students and filed in the student's academic file. 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) changes 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 record 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 MSU Police at **606-783-2035**. We strongly encourage you to save the MSU 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 and Health Services 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 counselor 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.

The Ambassador program is highly selective and has a required application process. Students must maintain a 3.2 GPA to be considered eligible.

## EXCLUSIVE CRAFT ACADEMY ACTIVITIES

The student activities and events coordinator 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.*

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## **THANK YOU**

The Craft Academy at Morehead State University extends a special thank you to our institutional member colleagues of the National Consortium of Secondary STEM Schools (NCSSSS) 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 2019-20 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 and 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

**NOTE:**

*The information in this handbook is current at the time of publication. Each student must meet the requirements (including, but not limited to, curriculum and graduation) in the handbook according to the year of their enrollment in the Craft Academy.*









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