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MEMPHIS COLLEGE OF ART
Academic Calendar 2015-2016

2015 Fall

August
3 Tuition for Fall 2015 for Returning Students Due
11 New MFA Advising/Registration/Orientation
11 New Art Education Advising/Registration/Orientation
12 Student Residence Move In
13 Freshman/Transfers Advising/Registration
14-16 Mandatory New Undergraduate Student Orientation
17 Late Advising/Registration

2015 Fall Semester

August
17 Fall Semester Classes Begin
21 Last Day to Add/Drop a Course (Without a “W”)

September
2 Campus-wide Student Day
7 Labor Day Holiday (No Classes)
8 Community Ed Saturday School Begins
25-27 Parent’s Weekend
26 Community Ed Portfolio Development Begins

October
5-9 Mid-Term Grading Period
12,13 Fall Break (No Classes)
15 Advising Night (Classes are in Session)
16 Registration for Spring 2016 Begins
17 Memphis National Portfolio Day
23 Last Day to Withdraw from a Course

November
25-29 Thanksgiving Holiday (No Classes)
30 Last Day of Fall Semester Classes

December
1 Study Day
1 Tuition for Spring 2016 for Returning Students Due
2-5 Final Exam Schedule for Liberal Arts Classes
7 All Academic Work Due
9 Grades Due
10,11 Mandatory Review Committees
11 Last Day of Students’ Academic Obligation for Fall 2015
14 Housing Move Out
23-Jan. 3 College Closed

2016 Spring Semester

January
4 College Reopens
12 New MFA Advising/Registration/Orientation
12 New Art Education Advising/Registration/Orientation
14 Student Residence Move In
15 Freshman/Transfers Advising/Registration
16-17 Mandatory New Undergraduate Student Orientation
18 MLK Holiday (No Classes)
19 Late Advising/Registration
19 Spring Semester Classes Begin
19 Community Education Classes Begin
23 Community Ed Portfolio Development Begins
25 Last Day to Add/Drop a Course (Without a “W”)
27 Campus-wide Student Day

February
6 Admissions Weekend Workshop

March
7-11 Mid-Term Grading Period
13-20 Spring Break (No Classes)
24 Advising Night (Classes are in Session)
25 Registration for Fall 2016 Opens

April
1 Last Day to Withdraw from a Course
1 Career Fair
2 Admissions Weekend Workshop

May
2 Last Day of Spring Semester Classes
3 Study Day
4-7 Final Exam Schedule for Liberal Arts Classes
9 All Academic Work Due
11 Grades Due
12,13 Mandatory Review Committees
13 Last Day of Students’ Academic Obligation for Spring 2016
14 Commencement
16 Housing Move Out
18 Campus Clean Up Day

2016 Summer Session

May
16-June 3 Summer Session 1
19-29 Horn Island 32
30 Memorial Day (No Classes)

June
6-24 Summer Session 2
6 Community Ed Adult Summer Courses
6-10 Community Ed Summer Art Camp Session 1
13-17 Community Ed Summer Art Camp Session 2
20-24 Community Ed Summer Art Camp Session 3
27-July 1 Community Ed Summer Art Camp Session 4

July
4 Independence Day (No Classes)
5-22 Summer Session 3
10-23 Summer Academy Program

August
1 Tuition for Fall 2016 for Returning Students Due
COLLEGE OFFICE HOURS

FALL/SPRING SEMESTERS: 8:30 AM to 5 PM
   Monday through Friday
   August 3, 2015 - May 13, 2016

SUMMER: 8:30 AM to 5 PM
   Monday through Friday*
   May 16, 2016 – August 17, 2016

PUBLIC ACCESS TO:
   RUST HALL GALLERY  8:30 AM to 5 PM
   Monday through Friday
   9 AM to 4 PM Saturday
   Noon to 4 PM Sunday

DOWNTOWN GALLERY  Noon to 5 PM
   Monday through Friday
   Noon to 7 PM Saturday
   Trolley Nights 6 to 9 PM
   All galleries closed on holiday
   weekends and days college is
   closed for business.*

*Except holidays listed and Labor Day, MLK Day, Memorial
Day, and Independence Day

REGISTERED STUDENTS’ ACCESS HOURS

FALL/SPRING SEMESTER
24 Hour Access, 7 days a week from:
   Fall 2015: August 17, 2015 -
   December 11, 2015. Close at 5 PM
   on December 15, 2015.
   Spring 2016: January 14, 2016 -
   May 13, 2016. Close at 5 PM on
   May 13.

NO ACCESS TO COLLEGE:
   Thanksgiving  Thursday, November 26, 2015

OFFICE VISITATION ONLY/
NO STUDIO/COMPUTER LAB ACCESS
   December 14 - 22, 2015
   January 3 - 14, 2016
   May 16 - August 17, 2016

**SUMMER SESSIONS**
   24 Hour Access during summer
   session(s) for which a student is
   registered. Access ends at 5 PM
   on the last day of class.

**During summer, only students who are registered for
summer session may use the studios and only during session
in which they are enrolled. Returning or potential students
will not have card access in the summer. They may enter the
college for business transactions during office hours through
the main door but have no studio/computer lab access.
MEMPHIS COLLEGE OF ART IS ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISION ON COLLEGES TO AWARD BACCALAUREATE AND MASTERS DEGREES. CONTACT THE COMMISSION ON COLLEGES AT 1866 SOUTHERN LANE, DECATOR, GA 30033-4097 OR CALL 404-679-4500 FOR QUESTIONS ABOUT THE ACCREDITATION OF MEMPHIS COLLEGE OF ART.

MEMPHIS COLLEGE OF ART IS AN ACCREDITED INSTITUTIONAL MEMBER OF THE NATIONAL ASSOCIATION OF COLLEGES OF ART AND DESIGN (NASAD).

THE ART EDUCATION AND TEACHERS EDUCATION PROGRAMS OF MEMPHIS COLLEGE OF ART HAVE BEEN APPROVED BY THE TENNESSEE BOARD OF EDUCATION.

MISSION

MEMPHIS COLLEGE OF ART IS DEDICATED TO TEACHING THE PRACTICE, HISTORY AND APPRECIATION OF VISUAL ART AND DESIGN, PREPARING GRADUATES TO SUCCEED IN THEIR CAREERS AND CHANGE THE WORLD THROUGH THEIR CREATIVITY.

- MCA’s faculty are informed and passionate instructors, distinguished by their commitment to one-on-one student mentoring.
- Our undergraduate programs combine traditional studio skills with innovative problem solving.
- Building on a freshmen foundations year that emphasizes hand and digital skills, writing, and art history our integrated curriculum foregrounds connections between Foundations and all majors. As a complement to studio work, critical and conceptual skills are developed and refined in MCA’s unique and highly varied Liberal Arts curriculum.
- All programs are further connected by our pioneering P2 initiative, which emphasizes professional practices from the first class to the last.
- Graduate MFA and Art Education programs deepen the professional and creative skills of our most advanced students.
- Community programs extend the MCA mission into the city of Memphis and our surrounding region.

INSTITUTIONAL POLICIES AND PROCEDURES

ALL STUDENTS ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH THE INFORMATION CONTAINED WITHIN THIS HANDBOOK AS WELL AS ADMINISTRATIVE MEMORANDA ISSUED THROUGHOUT THE YEAR. FAILURE TO BE FAMILIAR WITH THE POLICIES AND PROCEDURES OF MEMPHIS COLLEGE OF ART DOES NOT EXCUSE THE STUDENT’S OBLIGATION TO ADHERE TO THESE POLICIES. MCA RESERVES THE RIGHT TO CHANGE ITS FEES, PROGRAMS, SCHEDULES, AND FACULTY; TO LIMIT ENROLLMENT; AND TO DISMISS STUDENTS WHOSE ACHIEVEMENT DOES NOT MEET THE REQUIREMENTS FOR ADVANCEMENT OR GRADUATION.

THE COLLEGE RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO DRAW THE PRIVILEGE OF ENROLLMENT FROM ANY STUDENT WHOSE CONDUCT IS Detrimental TO THE ACADEMIC ENVIRONMENT OR TO THE WELL-BEING OF OTHER STUDENTS, FACULTY, STAFF, THE COLLEGE FACILITY OR COMMUNITY. IN ALL INSTANCES, THE STUDENT’S CONDUCT (IN BOTH ACTION AND ATTITUDE) SHOULD CONTRIBUTE TO THE ACADEMIC AND PROFESSIONAL ATMOSPHERE OF THE COLLEGE AND TO BE GUIDED BY RESPECT FOR THE INTEGRITY OF THE INDIVIDUAL AND THE WELFARE OF THE COMMUNITY.

DISCLAIMER

EACH YEAR, MCA PUBLISHES A NEW EDITION OF THE STUDENT HANDBOOK AND DISTRIBUTES IT TO ALL STUDENTS. THIS BOOK LISTS CURRENT INFORMATION RELATIVE TO THE STUDENTS’ DAILY AND ONGOING ACTIVITY AT THE COLLEGE. DURING THE COURSE OF THE ACADEMIC YEAR, MCA MAY FIND IT NECESSARY TO MAKE IMMEDIATE CORRECTIONS OR CHANGES TO THAT PUBLISHED INFORMATION. IN ALL SUCH CASES, AN ADDENDUM WILL BE DISTRIBUTED TO ALL STUDENTS FOR INCLUSION IN THEIR HANDBOOK. WITH THE EXCEPTION OF SPECIFIC ACADEMIC GRADUATION REQUIREMENTS (WHICH WILL NOT CHANGE FROM THOSE IN PLACE DURING A STUDENT’S FIRST DATE OF REGISTRATION) MCA MAY CHANGE ANY OF ITS STANDING POLICIES, RULES, REGULATIONS AND/OR EXPECTATIONS. IT IS THE RESPONSIBILITY OF THE STUDENT TO BE AWARE OF AND FOLLOW ALL POLICIES, PROCEDURES, AND REGULATIONS NOTED IN THIS HANDBOOK. FAILURE TO COMPLY MAY RESULT IN ACADEMIC AND/OR DISCIPLINARY PENALTIES.

NON-DISCRIMINATION POLICY

MCA DOES NOT DISCRIMINATE AGAINST ANY INDIVIDUAL FOR REASONS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN’S STATUS IN ANY ADMISSIONS OR EMPLOYMENT POLICIES AND PRACTICES, EVENTS OR PROGRAMS. THE FOLLOWING PERSONS HAVE BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NON-DISCRIMINATION POLICIES:

ASSOCIATE VP FOR OPERATIONS
TITLES IX COORDINATOR
901-272-5121
JWELDEN@mca.edu
OR
VP FOR STUDENT AFFAIRS
DEPUTY TITLE IX COORDINATOR
901-272-5152
SMILLER@mca.edu

CAMPUS BUILDINGS

RUST HALL, THE MAIN ACADEMIC BUILDING: 1930 Poplar Avenue, Memphis, TN 38104
Main desk phone: 901-272-5100 OR 800-727-1088
Nesin Graduate School, graduate programs academic building: 477 South Main Street, Memphis, TN 38103
Gibson Hall, administration building (staff and faculty offices): 1939 Poplar Avenue, Memphis, TN 38104

GALLERIES

HYDE GALLERY, LOCATED IN THE NESIN GRADUATE SCHOOL, SHOWCASES THE WORK OF MCA GRADUATE STUDENTS, CURATED EXHIBITIONS OF CONTEMPORARY ARTWORK AND COMMUNITY COLLABORATIONS. RECEPTIONS FOR ALL HYDE GALLERY EXHIBITIONS OCCUR ON THE LAST FRIDAY OF EVERY MONTH FOR TROLLEY NIGHT, FROM 6-9PM. MCA SHUTTLES FROM RUST HALL ARE AVAILABLE FOR STUDENTS TO ATTEND THESE OPENINGS. HYDE GALLERY HOURS: MON.-FRI. FROM NOON-5PM; SATURDAY FROM NOON-7PM.

RUST HALL’S MAIN GALLERY, LOCATED ON THE MAIN FLOOR, AND LOWER LEVEL FLOOR. RUST HALL SHOWCASES BFA SHOWS, CURATED EXHIBITIONS OF CONTEMPORARY ARTWORK, COMMUNITY COLLABORATIONS, AND WORK FROM THE MCA COMMUNITY. AN EXHIBITION CALENDAR IS AVAILABLE AT MCA.EDU. RUST HALL GALLERIES’ HOURS: MON.-FRI. FROM 8:30AM-5PM; SAT. FROM 9AM-4PM; SUN. FROM NOON-4PM.

RUST HALL’S ALUMNI GALLERY SHOWCASES WORK OF MCA ALUMNI. PLEASE REFER TO THE ALUMNI PAGE AT WWW.MCA.EDU FOR INFORMATION ABOUT CURRENT ALUMNI EXHIBITIONS, SUBMISSION GUIDELINES, AND FREQUENTLY ASKED QUESTIONS.

RUST HALL’S LOWER GALLERY SHOWCASES THE WORK OF UNDERGRADUATE STUDENTS AND COMMUNITY COLLABORATIONS.

BRODE GALLERY IS LOCATED IN THE SLEAZE AND SLIME CAFÉ AND SHOWCASES THE WORK OF MCA STUDENTS.

NO EXIT GALLERY IS LOCATED IN THE HALLWAY BETWEEN THE SCULPTURE AND CERAMIC CLASSROOMS AND SHOWCASES THE WORK OF INDIVIDUAL STUDENTS AND WORK PRODUCED BY A GROUP OF STUDENTS FROM A PARTICULAR CLASS.

MCA VISITING ARTIST LECTURE SERIES

EACH SEMESTER MCA BRINGS SEVERAL EMERGING, MID-CAREER, AND NOTABLE ARTISTS TO MEMPHIS TO SHARE THEIR WORK WITH THE MCA COMMUNITY. PLEASE CHECK THE LECTURE CALENDAR AT WWW.MCA.EDU FOR A CURRENT LISTING OF VISITING ARTISTS.
GENERAL INFORMATION // DISCIPLINARY POLICIES AND PROCEDURES

DISCIPLINARY POLICIES AND PROCEDURES:

STUDENT RIGHTS AND RESPONSIBILITIES
An artistic community must encourage creative exploration and interaction. The environment must convey a sense of safety and well-being. This can only happen when individual members commit to assume responsibility to all members of the school community.

A. The rights of students include:
1. Right to pursue academic and other goals without being subjected to harassment or discrimination;
2. Right to join organizations, speak freely, and to exercise legal civil rights, as long as the student does not claim to represent MCA;
3. Right to a fair and impartial hearing regarding allegations of violations of MCA rules and regulations.

B. The responsibilities of students include:
1. Respecting the rights of others;
2. Respecting the property of MCA and others, including but not limited to studio/office space, facilities, equipment, and resources;
3. Respecting the rights of others to a safe working and educational environment;
4. Maintaining academic integrity;
5. Complying with MCA rules and regulations, as well as local, state, and federal laws.

C. The following actions are considered violations of MCA standards of behavior and warrant disciplinary action up to and including academic dismissal. These include but are not limited to:
1. Violence, intimidation, slander, and harassment;
2. Vandalism, such as destruction, theft, or damage (including graffiti) to the property of MCA or another community member;
3. The use of illegal drugs or alcoholic beverages (or being under their influence) on school premises;
4. Possession of firearms, ammunition, or weapons of any kind;
5. Unauthorized entry into or use of college facilities, equipment, or resources (including computer equipment and facilities and telecommunications networks) for abusive purposes including transmitting threatening, racist, obscene or harassing language, images, or materials; violations of personal privacy; violations of copyright licensing; etc.;
6. Alteration or misuse of the student identification card or other official college documents;
7. Disruption of teaching, administrative, or other college activities;
8. Failure to comply with college officials, administrators, faculty, staff, or board members acting in the performance of their duties;
9. Violations of academic policies;
10. Violations of civil, state, or federal law occurring on college premises.

MCA reserves the right to dismiss a student for reasons including but not limited to disrupting the orderly educational process; harming another person; destruction, theft, or damage to the property of MCA or another person; and violation of MCA’s drug or alcohol policies (see Judicial Review). If a student is dismissed for such causes, no refund of fees or tuition will be made.

ALCOHOL AND DRUGS ON CAMPUS
The unlawful possession and use of illicit drugs and alcohol by all members of the Memphis College of Art community – faculty, staff, and students – is wrong, harmful, and dangerous to both the individuals involved and the collective creative environment. MCA is strongly committed to a policy that will help to prohibit and, in such cases where it exists, to eliminate the abuse of all drugs and alcohol on the college campus.

The possession, use, and/or distribution of illegal drugs and alcohol on this campus is strictly prohibited. Violation of this policy will result in immediate disciplinary action up to and including academic expulsion. The presence of drug paraphernalia indicates the use of narcotics and students will be dealt with according to MCA policies on drug possession or use. Furthermore, local, state and federal statutes impose disciplinary sanctions ranging up to life imprisonment and fines of up to $5 million.

MCA is prepared to offer appropriate counseling or referrals through MCA’s Director of Student Life to help anyone overcome a drug and alcohol-related problem. Any student who needs help is strongly encouraged to seek it. Students will regularly receive additional information regarding substance abuse through internal communications. Presentations regarding drug and alcohol abuse will be conducted periodically, and these sessions will be open and free to all students.

Upon the MCA administration’s discovery of illegal drug activities or illegal drug use on this campus, contact will be made with the appropriate law enforcement authorities with any information that will aid them in apprehending and prosecuting the offender(s). The results of this contact may include surveillance of this campus, undercover or otherwise, for such illegal activities. With reasonable cause, all lockers and storage areas, which are and remain the property of the college, may be searched.

Federal regulations relating to the college’s receipt and administration of grants and student financial aid funds require these policies. State of Tennessee requirements are similar. MCA abides by the laws of Tennessee. The legal drinking age in Tennessee is 21. No alcoholic beverage, including beer, may be consumed at the college except at special functions as approved by designated college administrators (see section on Guidelines for the Service and Consumption of Alcohol on Campus to follow). Students of any age violating this policy will be subject to disciplinary action up to and including academic dismissal. Parents of dependent students may be contacted by college authorities if a violation occurs.

This summary is not intended to be a restatement of the law nor a summary of all of the laws relating to alcoholic beverages. The college does not condone the illegal possession, use, distribution, or sale of alcoholic beverages. All members of the MCA community are responsible for compliance with the state laws governing the use of alcohol.

Under Tennessee law, it is illegal for any person:
1. Of legal drinking age to sell, furnish, or provide alcoholic beverages to any person under 21 years of age;
2. Under the age of 21 to purchase, receive, or possess alcoholic beverages;
3. To make a false statement to the effect that he or she is 21 years of age or older for the purpose of obtaining alcoholic beverages;
4. Or group to sell alcoholic beverages without a license;
5. Of legal drinking age to sell or furnish any alcoholic beverages to any person who is known to be visibly intoxicated, or to any person who appears to habitually drink alcoholic beverages to excess, or to
any person who appears to be a habitual user of narcotics or other habit-forming drugs.
6. To operate a motor vehicle while under the influence of alcoholic beverages or drugs.

MCA further prohibits even the lawful service and use of alcohol in any campus facility unless such service and use has been pre-approved under MCA’s Guidelines for the Service and Consumption of Alcohol on Campus.

Guidelines for the Service and Consumption of Alcohol on Campus
Alcohol may be served at social events such as exhibit openings, with specific written permission from the President, VP for College Advancement for fundraising events, VP for Academic Affairs for events taking place in academic spaces, or the VP for Student Affairs for events involving student activities. Alcohol consumption is never permitted during critiques or in situations where grading is applied.

In order to serve alcohol at openings or other social events on campus, a student, or student group must seek approval through the completion of an Alcohol Proposal form available from Campus Safety, Galleries and Exhibitions, or Student Affairs. The request must be made to one of the administrators or departments named in the policy (President, VP for College Advancement, VP for Academic Affairs, or VP for Student Affairs). If approved, the administrator will oversee that the policy guidelines are observed.

Guidelines as dictated on the form, must be followed and only under these conditions, will the proposal be approved:
1. Minors will not be served.
2. A licensed bartender will be contracted and instructed to require age ID.
3. Enrolled students may not serve as a bartender.
4. Only wine and beer may be served at student events.
5. Non-alcoholic beverages must be served.
6. Student events will require limiting the number of drinks served.
7. Student events will offer campus transportation to student housing.

DIGITAL TECHNOLOGY
Definition: Memphis College of Art’s President and Board of Trustees are responsible for formulating and approving policies relating to computers and computer networks for all academic and administrative areas of the college.

Memphis College of Art’s Chief Information Officer (CIO) and MCA Instructional Technology Associate(s), computer resource technician(s), working under the direction of the Chief Financial Officer (CFO), are responsible for establishing and maintaining academic and administrative computing and networking equipment and facilities.

The facilities and equipment include the computers, terminals, monitors, printers, networks, modems, and related equipment, as well as software, data files, or documents managed or maintained by MCA residing on disk, file servers, or other media. The facilities and equipment also include computer rooms, labs, offices, and furnishings operated or maintained by MCA. A user is any person, whether authorized or not, who makes any use of an MCA computer, data, or network from any location including remote electronic networks.

Purpose: The basic purpose of MCA’s computer and networking systems is to further the educational and administrative functions of Memphis College of Art.

Rights
MCA users have the right to:
1. Free inquiry and expression consistent with the purposes of the college.
2. Keep certain data reasonably confidential, such as electronic mail correspondence.
3. Be informed of what the limits of confidentiality are inherent in MCA’s system.
4. Due process in cases of disciplinary actions resulting from rules violations (see Judicial Review Process).

Legal Responsibilities
All use of MCA computers and networks is subject to federal, state, local law, and college regulations. This includes transmission of material that panders to bigotry, sexism, or other forms of discrimination, as well as material that libels, slanders, defames, abuses, or threatens others.

Users must observe intellectual property rights, in particular the software copyright law that forbids the copying of software that has not been placed in the public domain or distributed as “freeware” or “shareware.”

All use of MCA computers and networks must be consistent with all contractual obligations of the college, including limitations defined in software and other licensing agreements.

Security
Users must not conceal their identity when using MCA computers and networks, except when anonymous access is explicitly provided. Users must not make or attempt any deliberate, unauthorized access to or changes in data on a computer or network, e.g., to read personal communications of other users or to access confidential college files.

Users must not defeat or attempt to defeat MCA security systems, such as “cracking” or guessing user identifications or passwords, or by compromising room locks or alarm systems. Users must not intercept or attempt to intercept data communications not intended for their access, e.g., by bus monitoring or wiretapping.

Users must not deny or interfere with or attempt to deny or interfere with academic service to other users, e.g., by means of “resource hogging,” large downloads, or non-academic pursuits such as games, distribution of computer viruses, etc.

Users are responsible for the security of their MCA accounts and passwords. Any user changes of password must follow published guidelines for good passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations to the Chief Information Officer.

General Responsibilities
Users must have authorization in order to use any MCA computer or network. Except in cases of explicitly authorized external access, such as for incoming electronic mail, anonymous ftp or similar services, or specially authorized external users, MCA computers and networks are limited to members of the MCA community. Users must not permit or assist any unauthorized person to access MCA computers or networks.

Users must observe all applicable policies of external data networks when using such networks.

Users of MCA computers, scanners, printers, or modems must show college identification upon request.

Users must not use the college computers and networks for activities unrelated to college programs or systems, except in a purely incidental manner. Users are expected to regularly
GENERAL INFORMATION

delete unneeded files from shared computing resources; refrain from unneeded connect time, information storage space, processing, or processing; and refrain from using sounds or visuals that are disruptive to others. Users should use earphones for sound files.

Without specific authorization, all activities using MCA computers and networks for personal profit or for the direct financial benefit of any non-MCA organization are prohibited. However, this is not meant to restrict normal communications and exchange of electronic data consistent with the college's educational role, that may have an incidental financial or other benefit for an external organization. Users are reminded that the "edu" domain has rules restricting or prohibiting commercial use. Users should refrain from using the college name or logo in an "official" manner; however, use of the college name in a resume or vitae is an acceptable use of the name. Web publication requiring the college logo must get prior approval from the VP for Communications and Marketing.

Members of the MCA community are free to express their individual and collective political views via computer or network, on or off campus, provided that it is clearly stated they are not speaking for or in the name of Memphis College of Art.

MCA computers and networks must not be used to threaten or harass any person. A user must cease sending messages or interfering in any way with another user's normal use of MCA facilities if the aggrieved user makes a reasonable request for such cessation, in the opinion of the Chief Information Officer.

MCA's Sexual Harassment Policy covers all uses of electronic technology and communication on campus, including visual images, e-mail correspondence, and news groups. Knowing or reckless distribution of unwanted mail or other messages is prohibited. Specifically, chain letters and other schemes that may cause excessive network traffic or computing load are prohibited.

Without specific authorization, users of MCA's computing or network facilities must not cause, permit, or attempt any destruction or modification of data or computing or communications equipment. "Specific authorization" refers to permission by the owner or designated administrator of the equipment or data to be destroyed or modified.

Without specific authorization by the owner or designated administrator, users must not remove any MCA-owned or -administered equipment or documents from MCA property.

Without specific authorization, users must not physically or electronically attach any foreign device (such as an external disk, printer, or video system) to MCA equipment.

Users are presumed to be responsible for any activity carried out under their MCA accounts.

Users must report any evidence of violation of these rules to appropriate MCA personnel. Users must not conceal, help to conceal, or "cover up" violations by any party. The policies described herein are those that MCA has rules restricting or prohibiting commercial use. Users should refrain from using the college name or logo in an "official" manner; however, use of the college name in a resume or vitae is an acceptable use of the name. Web publication requiring the college logo must get prior approval from the VP for Communications and Marketing.

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Without specific authorization, users must not physically or electronically attach any foreign device (such as an external disk, printer, or video system) to MCA equipment.

Users are presumed to be responsible for any activity carried out under their MCA accounts.

Users must report any evidence of violation of these rules to appropriate MCA personnel. Users must not conceal, help to conceal, or "cover up" violations by any party. The policies described herein are those that MCA uses in normal operation of its facilities, but they do not waive any claim that Memphis College of Art may have to ownership or control of any hardware, software, or data created on, stored on, or transmitted through college computers and networks.

Privacy Considerations
MCA policy is to ensure the greatest degree of confidentiality in treating user data on the college systems and networks consistent with available technology and the need for system backups, troubleshooting, etc. Users should be aware of the following considerations:

1. Data storage and communications are not perfectly secure. There are software and physical limitations that can compromise security. MCA tries to minimize such exposures, but the risks exist.
2. Certain utility programs allow users to view other users' activity on a computer system or network.
3. Certain system activities are routinely logged, and the logs may be readable by other users. The intention of logging is to collect statistics and diagnose system problems. In cases of suspected violations of MCA policies, especially unauthorized access to MCA systems, the Chief Information Officer may authorize detailed session logging to gather evidence on a suspected violation.
4. On certain systems, users may have the option of encrypting data files. While this may offer good security against unwanted access, the proper use of encryption is the responsibility of the user. If the encryption key is lost, MCA cannot recover the data.
5. Privacy depends on users keeping their account password secure. Users must have "good" (difficult to guess or "crack") passwords and must not share them with other persons.

This list indicates a number of limitations of user privacy and confidentiality. Notwithstanding these limitations, MCA will make all reasonable efforts to maintain confidentiality of user data. Except as noted in the Computer and Network Policy (General Responsibilities - Access to Data), MCA students, faculty, and staff are forbidden to "browse" user accounts or files unless the user gives explicit permission (for example, by setting file access privileges). If, by mistake or other cause, an MCA student, faculty, or staff member reads protected user information, they should not divulge this information except as authorized by college officials or appropriate legal authorities.

Enforcement Procedures
Any actual or suspected violation of the rules listed above should be brought to appropriate college personnel.

MCA may apply certain penalties to enforce its policies and regulations. These penalties may include temporary or permanent reduction or elimination of access privileges or suspension from MCA (see Judicial Review under Disciplinary Procedures).

If the violation warrants action beyond a penalty, the case may be referred by the college for legal action.

Unauthorized Software Duplication Policy
Illegal duplication of software products constitutes copyright infringement and is punishable in a federal criminal action pursuant to 17 U.S.C. §506(a) by a fine of up to $250,000 and imprisonment for up to five years. In addition, federal civil penalties provided in 17 U.S.C. §504(c) allow the recovery of actual damages based on the number of copies produced or statutory damages ranging up to $100,000 for willful copyright infringement. Memphis College of Art actively cooperates with the producers of software products in reporting violations of the copyright laws. Individuals making illegal copies of any software installed on any system at Memphis College of Art will be subject to discipline and may be prosecuted.

World-Wide Web
The Web is a powerful medium of communication and a valuable resource to many members of the college community. This policy establishes guidelines for its use with two purposes in mind: to ensure free, fair access to and responsible use of the web by the MCA community at
large, and to establish an "official" college presence on the web through a consistent, clearly identifiable set of web pages administered by the VP for Communications and Marketing.

**General Web Use**

Any student with authorized access to a college-owned computer or computer network may use it to gather information from and disseminate information via the web freely, subject to the terms of this policy, other applicable college policies, and state and federal laws. Applicable college policies include, but are not limited to:

- Academic Freedom
- Policy Concerning Harassment
- MCA Standards for Student Behavior
- Security
- Computer and Network Policy
- Computer Lab Policies

**Official College Web Pages/Social Media**

The college's official presence on the web is through a website (www.mca.edu) and social media pages administered by the Vice President for Communications and Marketing. Only these official web and social media pages are permitted to display facsimiles of the college logo, name, or any of the official college print publications, except by permission of the Vice President for Communications and Marketing.

Students should not create social media pages, events or groups with MCA or Memphis College of Art in their titles without prior authorization by the Vice President of Communications and Marketing.

The official MCA web site includes links to all administrative areas, departments and divisions, as well as pages relating to special events, exhibitions, visiting artists, alumni, course offerings, policies, syllabi, the Memphis "scene," and the official college calendar.

**GRIEVANCE PROCEDURE**

Students with complaints about a business transaction or the conduct of a student, faculty member, or staff member should follow the procedure listed below:

1. **Speak with the VP for Student Affairs (VPSA) about the nature of the complaint.** If the VP for Student Affairs is the source of the complaint, the student should speak with the Academic Dean or Associate Vice President for Operations.
2. **The VPSA will attempt to resolve the matter by suggesting mutually acceptable solutions.**
3. **If no mutually acceptable solution can be reached, a formal grievance procedure is initiated as follows:**
   - The student making the complaint must provide a written explanation of the charges and circumstances and must initiate the procedure before the end of the semester in which the alleged incident(s) occurred.
   - The person complained against will have the opportunity to reply in writing.
   - Both parties will have the opportunity to review all written complaints and statements.
   - In the case of a complaint involving a student or faculty member, a review committee consisting of one faculty member selected by the faculty representative and one student selected by the Student Alliance Co-Chairs. The Academic Dean or a designee will chair the committee. In the case of a complaint involving a staff member, the Associate VP for Operations (AVPO) will appoint a review committee consisting of one staff member and one student selected by the Student Alliance Co-Chairs. The AVPO or a designee will chair the committee.
   - After all arguments are heard and discussed, the Review Committee will reach a decision, including findings or sanctions.
   - Both parties are encouraged to attend the hearing, but a decision about any recommended action will be made with or without their attendance.
   - If any arguments are heard and discussed, the Review Committee will make a decision, including findings or sanctions.
   - Both parties are encouraged to attend the hearing, but a decision about any recommended action will be made with or without their attendance.

If a student is making a complaint about an officer designated in this process, appropriate replacements will be appointed.

The utilization of these procedures does not preclude students from filing with federal, state, or local agencies having jurisdiction over the matter. Students are encouraged to file if they have been the victim of a criminal act.

**Complaints: Off Campus Authorities**

Complaints regarding the quality of education or accreditation requirements may be referred to:
- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Memphis College of Art. The SACSCOC complaint policy can be found at: http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf
- Complaints regarding the quality of the Art Education and Teachers Education programs of Memphis College of Art may be referred to: The Tennessee Board of Education, 710 James Robertson Parkway, Nashville, TN 37243 or call 615-741-5158. The web site is http://www.tn.gov/sbe/contact_info.shtml

Complaints related to state consumer protection laws may be referred to: The Tennessee Division of Consumer Affairs and shall be reviewed and handled by that unit. The website is http://www.tn.gov/consumer/.

**HARASSMENT**

Students are responsible for assuring that the college is free from harassment of any kind, be it sexual, ethnic, racial, religious, age related or otherwise. All students must refrain from sexual, racial, ethnic, age-related, or religious remarks or other conduct, which may be offensive to other employees or students. Such conduct will not be tolerated in our academic community or workplace.

Any student who has a harassment complaint must bring the problem to the attention of one of the following officers of MCA: President, Academic Dean, VP for Student Affairs, Associate VP for Operations, or Director of Student Life. An investigation will be made and, in proven cases, the offender may be subject to a reprimand, immediate discharge, expulsion, suspension, or dismissal for cause through the appropriate disciplinary process. See also section entitled "Title IX Grievance Procedures for Gender-Based and Sexual Misconduct."
JUDICIAL REVIEW

If an individual has evidence that a student has committed a violation of any MCA policy, the first step is to contact the VP for Student Affairs (VPSA) to file a complaint. If there is a need for immediate action (the student is deemed dangerous to self or others), the VPSA and/or the Academic Dean may suspend the individual until a formal hearing is held. The student will be informed at all times of allegations against him or her.

Student Affairs and Campus Safety will investigate all complaints of violations. The VPSA will meet with the Academic Dean, the faculty representative, or the designee, and Associate VP for Operations to determine if the issue can be resolved informally or formally.

Informal resolution occurs when there is clear evidence that a violation has occurred and the student(s) involved admit participation and responsibility in the violations committed. In this case, the VP for Student Affairs, Academic Dean, Associate VP for Operations, and faculty representative determine sanctions, if any, to be placed against the student(s) responsible. The complainant and the student(s) are notified in writing of the outcome within one week of the determination.

Formal resolution occurs when: 1) there is evidence supporting a violation, but it is not clear who is responsible; 2) the student(s) accused does not feel he or she is responsible for the allegations; or 3) the violations are such that representation from all areas of the college is necessary for a determination of violations and sanctions.

Formal resolutions are found by convening a student judicial board hearing. Either party (plaintiff or defendant) may request a student judicial board hearing. This request must be made in writing within one week of the alleged incident or within one week after the VP for Student Affairs has terminated the investigation.

Composition of the Student Judicial Board

Students will be appointed to the board at the beginning of each academic year. Eleven students will be selected and trained to serve on the board; these students will rotate from hearing to hearing. Seven students will be chosen at random from the Registrar’s full-time student listing; two students will be randomly selected from the resident listing; two members will be selected from the Student Alliance. The Faculty Representative selected by the faculty will serve during the academic year. Each hearing will be chaired by one of the members chosen from the Student Alliance governing board. In the case of a complaint involving the residential facility, one member of the board must be a member of that community. Three students, one being the chair of the judicial board, the Faculty Representative, and the Academic Dean (or his/her designee) will serve as the judicial board in each hearing process.

Judicial Board Process

The board will be called together by the judicial board chair. The accused student will be notified in writing at least 24 hours in advance. The nature of the violation and the time and place of the occurrence will be cited. This is a hearing, not a legal proceeding. No party in a hearing may have an attorney present. An informal community hearing is preferable to a formal legal atmosphere. The accused may bring witnesses to the hearing, and a faculty advisor or parent may stay with the accused while waiting to be interviewed. Each party will meet separately with the board. All persons involved are kept apart for the entire hearing. The decisions of the board will be reached by consensus. All meetings are closed.

The board will forward recommendations to the VP for Student Affairs in writing. The VP for Student Affairs will notify the student of the outcome. A summary of the complaint and any resulting disciplinary action will be placed in a file in the Student Affairs Office. This file will be closed in one year if no further violations have occurred. The records will be destroyed when the student graduates. Suspension and expulsion will be documented on the permanent record.

The board will be governed by a code of silence. A member may not discuss the hearing or the details of the allegation. This will be considered an act of slander.

A student who is found guilty of a violation, whether resolved informally or formally, may appeal the ruling in writing directly to the President of the college. This appeal must occur within two working days of notification of the outcome by the VP for Student Affairs.

Judgments may include but are not limited to a demand for restitution, loss of student privileges, a warning, a suspension, a probationary period, or dismissal, as deemed appropriate.

TITLE IX GRIEVANCE PROCEDURES FOR GENDER-BASED AND SEXUAL MISCONDUCT

MCA recognizes the grievous nature of gender-based or sexual discrimination, harassment, misconduct, or violence and will not tolerate such conduct in its academic community or workplace. MCA will take whatever appropriate measures necessary to prevent and redress its occurrence. All members of the college are encouraged to report promptly complaints about sexual misconduct. Persons found to be in violation of this policy shall be subjected to disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension, or dismissal.

In dealing with complaints of sexual violence, Memphis College of Art will take immediate and appropriate action to investigate and determine if sexual violence has occurred and will, during the interim steps of investigation, act to protect the complainant as necessary. MCA’s Title IX Coordinator is the Associate Vice President for Operations.

Definition: Sexual harassment/misconduct may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome physical, verbal, or written (including over social media channels) sexual advances, unwelcome verbal or physical behavior or violence of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, evaluation, or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual’s welfare; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s welfare or ability to participate in or benefit from the college’s educational program and/or activities, or creates an intimidating, hostile, offensive, or demeaning education or work environment.

Reporting

Individuals who are aware of or have experienced an incident of sexual misconduct are encouraged to promptly report the matter to the Title IX Coordinator or any official of the college designated to receive informal or formal complaints. However, the Complainant also has the right to
procedure, and Respondent, changes to class schedule, housing
areas of campus. Failure to adhere to these restrictions or
changes will be considered a violation of policy and can
lead to additional disciplinary action.

Individuals reporting criminal acts of sexual or gender-
based misconduct may also choose to file a report with
the Memphis Police Department (MPD). The college
and MPD systems work independently of each other
and because the standards for finding a violation of
criminal law are different from the standards of this policy,
investigative and outcome findings are not determinative
of the same findings in another system’s process.

In situations where a report is filed anonymously or by a
third party observer, the Complainant will be notified by
the Title IX Coordinator that a report has been received
and will discuss her/his options and resources.

Confidentiality and Non-Reprisal
No student, staff, or faculty member may be subject
to restraint, interference, coercion, or reprisal for
action taken in good faith to seek advice concerning a
sexual harassment/misconduct matter, to file a sexual
harassment/misconduct complaint, or to serve as a
witness or a committee member in the investigation
of a sexual harassment/misconduct complaint. During
an investigation and application of this policy, the
complainant, witnesses, and any participants in the
process will be notified of the college’s expectation of
confidentiality/privacy. Breaches of confidentiality/privacy
leads to an informal conversation, the matter will be considered
closed. If these efforts are unsuccessful or if either party
requests to terminate mediation, the investigation and
disciplinary process will proceed.

Informal: In instances where it is deemed possible and safe,
the college may choose to resolve reports through informal
means. If it is determined that an informal resolution may
be appropriate, the Title IX Coordinator will speak with the
Complainant about this option. If the Complainant agrees,
the Title IX Coordinator (or designee) will speak with the
Respondent. If a satisfactory resolution is reached through
this informal conversation, the matter will be considered
resolved. If these efforts are unsuccessful or if either party
requests to terminate the informal process, a formal
investigation process may commence. It is anticipated
that the resolution effort can be completed within 45 days
unless the Complainant and Title IX Coordinator agree to an
extension of this timeframe.

Investigation
Reports of gender-based or sexual misconduct will be
investigated in a thorough, impartial, and prompt fashion.
Following the receipt of a report, information will be
reviewed by the Title IX Coordinator to determine if there
may be a reason to believe that a policy may have been
violated, or if further information is necessary to determine
whether a formal investigation must commence. If an
investigation is necessary, the Respondent will be notified
that a report has been filed and she/he will have the
opportunity to submit a written response statement within
five business days, whenever possible. The Respondent and
Complainant will be given the opportunity to meet separately
with the Title IX Coordinator (or designee) to review the
policy and procedure. The Title IX designated and trained
Investigator will interview the Complainant, Respondent,
and as applicable, any witnesses. The Complainant and
Respondent may each have a single support person at
all interviews. The investigator will gather any pertinent
evidentiary materials (this may include, but is not limited
to, emails, written documents, or photography). During the
process, both the Complainant and Respondent will have the
opportunity to provide the investigator with evidence and/or
specify witness information. The investigator will prepare
a report detailing the relevant content of the interviews
and the documentation materials gathered. It should be
noted, the complainant’s sexual history with anyone other
than the respondent (to the extent that it is relevant to the
complaint) generally will not be considered for inclusion in an
investigation report.

Following the conclusion of the investigation, a determination
of whether or not to proceed to the next step will be made
by the Title IX Coordinator. This determination will be based
on whether reasonable cause exists to believe that a policy

Mediation: Mediation is a resolution option only for cases
of gender-based or sexual harassment/discrimination in
which both parties agree that mediation may make apparent
and stop unwelcome behavior. The Title IX Coordinator
(or designee) will decide if mediation is an appropriate
mechanism for resolution based on information provided
about the incident. Both parties wishing to pursue this form
of resolution will confirm such request in writing addressed
to the appropriate adjudicator (see section on Adjudication
in this policy). If mediation results in a resolution, the formal
disciplinary procedures will be concluded and the case will
be closed. If the parties are unable to reach a resolution in a
timely manner (45 days or with an extension agreed upon
by both parties and the Title IX Coordinator) or if either
party requests to terminate mediation, the investigation and
disciplinary process will proceed.

Procedures
To encourage persons experiencing alleged sexual
harassment/misconduct to come forward, the college
provides mediation, informal, and formal complaint resolution
procedures.

A complaint whose allegations are found to be both
false and brought with malicious intent will be subject to
disciplinary action.

Malicious and False Accusations
A complaint whose allegations are found to be both
false and brought with malicious intent will be subject
to disciplinary action, which may include, but is not limited
to, written warning, suspension, or dismissal.

Jurisdiction
The college is able to respond formally to alleged
incidents of sexual and gender-based misconduct that:
1. Occurred on campus,
2. That were part of official college programs or
activities (regardless of location), or
3. Where the Complainant and Respondent are
students, members of faculty, staff, or administration
of Memphis College of Art.
If the offender is unknown or is not a member of the MCA
community, the Title IX Coordinator (or designee) will
assist individuals in identifying appropriate resources or
local authorities if the individual would like to file a report.
In addition, the college may take other actions to protect
the individual and the campus community.

Interim Measures
During the investigation and until resolution of the
matter, interim measures may include, but are not limited
to: restriction on contact between the Complainant
and Respondent, changes to class schedule, housing
assignment, employment schedule, and/or bans from
areas of campus. Failure to adhere to these restrictions or
changes will be considered a violation of policy and can
lead to additional disciplinary action.

In cases of sexual and gender-based misconduct that:
leads to additional disciplinary action.

Changes will be considered a violation of policy and can
result in additional disciplinary action.

Confidentiality and Non-Reprisal
No student, staff, or faculty member may be subject
to restraint, interference, coercion, or reprisal for
action taken in good faith to seek advice concerning a
sexual harassment/misconduct matter, to file a sexual
harassment/misconduct complaint, or to serve as a
witness or a committee member in the investigation
of a sexual harassment/misconduct complaint. During
an investigation and application of this policy, the
complainant, witnesses, and any participants in the
process will be notified of the college’s expectation of
confidentiality/privacy. Breaches of confidentiality/privacy
leads to a disciplinary process as each report is reviewed
individually.

Individuals reporting criminal acts of sexual or gender-
based misconduct may also choose to file a report with
the Memphis Police Department (MPD). The college
and MPD systems work independently of each other
and because the standards for finding a violation of
criminal law are different from the standards of this policy,
investigative and outcome findings are not determinative
of the same findings in another system’s process.

In situations where a report is filed anonymously or by a
third party observer, the Complainant will be notified by
the Title IX Coordinator that a report has been received
and will discuss her/his options and resources.
Administrative Resolution
If sufficient information exists to proceed to the next step, the respondent and complainant will each individually have the opportunity to review the investigative report and documentation material from the investigation in the presence of the Title IX Coordinator. Following this review, the respondent will be given the opportunity to respond to the alleged violation of policy in the following ways:
1. No response
2. Not responsible
3. Responsible

If the Respondent accepts responsibility, the appropriate Adjudicator will be notified. Based on the information provided by the investigative materials, the Adjudicator will determine the appropriate sanctions. The Complainant and Respondent will be made aware of the decision and sanctioning decision. The sanctioning outcome will be communicated in writing to both parties within five business days of the receipt of the investigation report, whenever possible. The reason for any delay will be communicated to both parties. The Respondent and Complainant will then have the opportunity to appeal the Adjudicator’s sanctioning decision. The acceptance of responsibility, however, is not appealable (see appeals process).

If the Respondent declines responsibility, or chooses not to respond, the case will be forwarded to the Adjudicator for review and adjudication. In this case the Adjudicator is charged with determining, based on a preponderance of the evidence, whether it is more likely than not that policy has been violated upon a review of the investigative materials. The Adjudicator will review the materials within five business days of delivery. If the Adjudicator requires clarification on any of the materials, the Investigator and/or Title IX Coordinator will assist the Adjudicator in obtaining such clarification. Though it is typically not necessary, the Adjudicator may consult with the Title IX Coordinator or request to meet with the respondent, complainant and/or any of the witnesses (separately) in order to clarify information in the investigative materials. If the Adjudicator requests to meet with either the complainant or the respondent, the other party will also be given an opportunity to meet with the adjudicator.

Within 15 business days following delivery of investigative materials, the Adjudicator will render a decision. If a violation is found, the Adjudicator will then determine the appropriate sanction to be imposed. (If unable to serve, the adjudicator may choose a trained designee.)

If the Adjudicator determines that a violation has occurred, the adjudicator will determine appropriate sanctions. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, college safety concerns and any other information deemed relevant by the adjudicator. The adjudicator will render a sanctioning decision within five business days of the date the decision is rendered. Both respondent and complainant will be notified in writing of the outcome and sanctions (if applicable), and/or remedies.

The Adjudicators are appointed as follows:
1. For incidents involving student respondents the Student Affairs designated Title IX Deputy will adjudicate
2. For incidents involving faculty respondents the Faculty Title IX Deputy will adjudicate
3. For incidents involving a staff respondent, the Staff designated Title IX Deputy will adjudicate

Range of Sanctions
Faculty, staff, or administrators who are found in violation of any sexual or gender-based misconduct policy are subject to disciplinary action, up to and including discharge. Students are subject to disciplinary action, up to and including suspension or expulsion. In any case, educational programming or alcohol/substance assessment may be required. Sanctions may include reassignment of work duties, reassignment of class meetings, reassignment of living accommodations, restrictions on contact with complainant, access restriction to college property and/or events, and disciplinary probation. Guests and other persons who are alleged to have engaged in sexual or gender-based misconduct are subject to corrective action, which may include removal from campus, ban from campus, and or termination of contractual arrangements. Vendors or other agencies in contract with MCA will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all college properties and/or events.

The Appeals Process
The Respondent and Complainant may request an appeal of the decision and sanctions rendered by the Adjudicator. Three grounds upon which an appeal of the decision or sanctions may be made are:
1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
2. The party has substantively new evidence that was not available to the investigator at the time of the hearing and that may change the outcome of the decision;
3. The party feels that the severity of the sanction is inappropriate given the details of the case.

Disagreement with the fining or sanctions is not, by itself, grounds for appeals. The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Appeals Officer or Title IX Coordinator within five business days following the date on the outcome letter. Each party will be notified if an appeal request will be considered and be provided an opportunity to respond. The Appeals Officer can determine whether a change in the Adjudicator's decision is warranted. Any appeals process will be conducted in an impartial manner by an impartial and trained individual. If a change in this decision is necessary, the Appeals Officer will review the appeal and adjudicator’s rationale and make a final decision. The appeals decision is final.

Appeals will not be reviewed or considered beyond the appeals officer. Appeals decisions will be rendered within 10 business days after the receipt of the formal appeal request. Both parties will be notified in writing of appeal outcome.

Outcome Notification
Every effort will be made to ensure that both the Complainant and Respondent are updated at several points during the investigation and process. Both parties will be notified in writing at the following times:
1. Upon approval of request for mediation and upon resolution or termination of mediation
2. Upon completion or termination of an information resolution process
3. At the conclusion of the investigation both parties will be provided the opportunity to review investigative materials, in the presence of the Title IX Coordinator (or designee)
4. If the respondent accepts responsibility for being “in violation.”
5. When sanctions are determined by the adjudicator after the respondent accepts responsibility
6. Upon the adjudicators finding of “in violation” or ‘not in violation.
7. If the finding is “in violation” the sanctions determined by the adjudicator (or designee)
8. If an appeal has been filed by either party at any point in the outcome phase.
9. Upon the final resolution of the appeals process, if applicable

Time Frames
If the time frames provided in this procedure cannot be met, the appropriate officer will notify the complainant and respondent in writing of the delay and will provide a date by which the appropriate undertaking will be completed.

Complainant and Respondent Rights
The following rights are available to both parties in this process:
- To be treated with respect, dignity, and sensitivity throughout the process
- To seek support services at the college or referrals for off-campus support services
- To privacy and protections under the Family Education Rights and Privacy Act (FERPA), as applicable. The college will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know
- To be informed of the college’s policies and procedures related to gender-based or sexual misconduct
- To a prompt and thorough investigation of the allegations
- To review all applicable documents prior to the review by the Adjudicator
- To challenge the adjudicator if a conflict of interest is present
- To participate or decline to participate in the disciplinary procedure. However, the adjudicator will determine an outcome with the information available to him/her.
- To discuss alternative to procedures, where alternatives may be reasonable and acceptable to involved parties
- To appeal the decision made by the adjudicator and sanctions determined by the adjudicator (or designee).
- To be notified in writing, of the case resolution— including the outcome of any appeal
- To report the incident to law enforcement if she/he wishes to do so.
- To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.

Definitions
Complainant - is the individual who files a report or the person who a report is filed on behalf by a third party
Respondent - is the person against whom a report has been filed
Support Person - is a single individual (the same individual for all interviews) of choice, but not otherwise involved in the incident or investigation, who may attend but not participate in the interview process
Investigator - is a trained individual responsible for investigating the violation of policy through interviews and document collection and will craft an investigative report
Adjudicator – (or designee) is the college’s Title IX deputy, designated and trained for decision making based upon the position of the respondent
Appeals Officer – will consist of a trained Deputy Title IX Coordinator who is not the case’s adjudicator and has received appropriate training in handling misconduct cases in an impartial manner

Memphis College of Art reserves the right to seek outside assistance in these processes if there is a conflict of interest with more than two of the college’s trained officers or if the process requires guidance from an outside authority.

MCA’s goal is to keep harassment/sexual misconduct and discrimination out of MCA. Everyone is responsible for helping accomplish this goal and should, therefore, avoid any action or conduct that might be reported as harassment/misconduct. The following resources are available to students and MCA employees:

MCA Resources:
Title IX Coordinator  Jonathan Welden  901-409-2960
Deputy Title IX Coordinator  Susan Miller  901-272-5100
Deputy Title IX Coordinator  Lucienne Auz  901-272-5159
Deputy Title IX Coordinator  Les Pearson  901-272-5173
Student Affairs, Director of Student Life  901-490-3237
Campus Safety Supervisors/Officers  901-272-5138

Community Resources:
Memphis Police Department (non-emergency #)  901-545-2677
Memphis Police Department Sex Crimes Unit  901-636-3330
Shelby County Rape Crisis Center, 1750 Madison Ave., Memphis, TN  901-222-4350
Memphis Crisis Center  901-274-7477
Choices Reproductive Health 1726 Poplar Ave., Memphis, TN  901-843-9895
Univ. of Memphis Psychological Services Center 214 Wilder Tower, Memphis, TN  901-678-2068
Samaritan Counseling Centers of the Midsouth 35 S. Auburndale St., Memphis  901-729-3900

STUDENT DISRUPTIVE BEHAVIOR IN CLASS
Each course and classroom is under the control of the individual faculty member, who dictates and adjudicates behavior protocols. If it is deemed necessary by the instructor, after a warning is issued, a student may be asked to leave a particular class session. The student will be responsible for any material covered or assignments given for that class session. Before that student returns to a subsequent class session, he/she must meet with the instructor to discuss the incident and methods to prevent a repeat occurrence. A second offense may, at the discretion of the instructor in consultation with the Academic Dean and Judicial Review Informal Resolution Committee, result in the student’s dismissal from the course. A student dismissed from a course may appeal the decision to the Judicial Review Board as described in this Handbook under “Judicial Review.”
STUDENT SERVICES AND GENERAL INFORMATION

VP for Operations/Chief Financial Officer George Ninan
VP for Academic Affairs Remy Miller
Assistant Dean Haley Cafero
VP for Student Affairs Susan Miller
VP for Communications and Marketing Carrie Corbett
VP for Advancement Laura Hine
Associate VP for Operations Jonathan Welden
Chief Information Officer Les Pearson
Dean of Admissions Annette Moore
Director of Enrollment Gail Massey
Director of Campus Safety Russell Batts
Director of Financial Aid Aaron White
Director of Student Life/Facilities Ashley Walker
Director of Student Services Carrie Brooks
Registrar Sean Scott
Coordinator of Achievement Support TBA
Coordinator of Galleries/Exhibitions/Lectures Melissa Farris
Librarians Sylvia Page/Derrick Casey
Business Office Manager Heather Ragland
Accountant/Payroll Manager Anne-Marie Harrell
Staff Accountant Candace White
IT Systems and Desktop Administrator Jeff Davidson
Director of Community Education Cece Palazola
Shop Supervisor Kenny Houk
Executive Assistant Anne Ballam
Supply Store/Art Center Staff Lisa Goodwin

BULLETIN BOARDS
Bulletin boards in all campus buildings are coordinated by Student Affairs. All bulletin boards will be labeled for specific information. Students may post information on designated boards.

CAMPUS NEWSLETTER
MCA’s campus newsletter, The Black and White, is distributed monthly during the fall and spring semesters. It includes upcoming events at MCA and in the community. If a student has something to distribute or announce, put it in writing and place it in the Director of Student Life’s mailbox by noon on the Tuesday prior to publication.

CAREER SERVICES
Career Services are offered through the Director of Career Services (DCS). Services include individual and group assistance with job search skills, and strategies, resume writing, interview preparation, internship and job listings, alumni connections, and art career/professional resources.

All students are introduced to the Four-Year Plan for Professional Development during their initial orientation to offer them a way to navigate the many opportunities for career development throughout their four years at MCA. To support each student’s four-year plan, reference materials on career paths, job search, including resume, networking, and interview workshops and guides, graduate school resources, and experiential learning opportunities such as externships and internships are offered. Exhibitions, summer programs, and job information are regularly updated on bulletin boards, through email notifications, and on Job Manager, the Career Services’ job and career resource listing site on MCA’s website.

Students are encouraged to attend Career Services’ workshops and information sessions and to make an appointment with the DCS to learn more about opportunities within their discipline and for their level. They are also encouraged to have their resume reviewed by the DCS and frequently check Job Manager for updated listings of part- and full-time jobs, internships, freelance work, and calls to artists. The password to Job Manager is available through the DCS. The Career Services Office is located in Gibson Hall, the administration building.

CHANGE OF ADDRESS
Students should keep MCA informed of their current address. For address changes, please inform the Registrar, who will update the registration system to ensure that all other MCA staff offices are notified of the change. International students are required by Immigration to report address changes to the VP for Student Affairs within ten days of moving as required by the US Dept. of Homeland Security.

CHECK CASHING
During normal business hours (Monday through Friday, 11 AM–4:30 PM) the MCA Business Office is available to any currently enrolled student to cash a personal or out-of-town check/money order.

Because the college does not keep an excessive amount of cash on hand at any time during daytime hours, checks must be for a minimum of $5 and are limited to a maximum of $25. A 25¢ check cashing fee will be charged for this convenience. MCA students may cash one check per week in the Business Office. Students may also have their checks stamped by the Business Office and take it, along with their MCA student ID, to the 1st Tennessee Bank branch located in the Cash Saver Supermarket on Madison Avenue. They will cash the check at no charge. A $40 fee is applicable for any check returned to MCA for insufficient funds or any other personal banking problems. If two (2) checks are returned by the bank during any one (1) semester, check cashing privileges will be denied for the rest of the semester.

COMPUTER LABS
All MCA computer labs are supervised by the Chief Information Officer, and the Academic Dean. Students have access to the labs at all times the college is open except during classes or during scheduled/announced maintenance periods for which notification will be given using your mca.edu email address. Course schedules are posted on the MCA web site and at the Registrar’s office. Instructors in a class have final authority on non-course members using equipment in the labs during their classes.

All students are provided with a username based on the format “firstname.lastname” and a default password is assigned. Students are encouraged to change this default password upon first login to the network system.

No food or drinks are allowed in the labs. Headphones MUST be used at all times (except in class situations and at the instructor’s discretion). Violations will result in a $50 fine. MacLab 1, MacLab 2, MacLab 3, MacLab 4, the Writing Lab, Sound Lab, Animation Lab, Video Lab, Nesin Grad School Labs, and the computer workstations in the Library are included in this rule. Repeat offenses will be assessed for further disciplinary action through the Judicial Review process.

All problems with computer equipment should be reported to the IT Systems and Desktop Administrator using the Technical Request form found at http://www.mcalabs.net.

COPY MACHINE
There is a copier in the Library for the convenience of students. Students may pay for copies by logging into their PaperCut Account. Money may be added to their account by purchasing a print card from the Business Office. The copier in the mail room is for faculty and staff use only. See also the section entitled “Library.”

COUNSELING
All students experience stress at some time in their college experience. Having someone who is objective and
knowledgeable to talk to can be important and, for those times, MCA students can set up an appointment with the Director of Student Life or VP for Student Affairs. For students in need of ongoing treatment, referrals can be made to local professionals if necessary. Student Affairs Staff are located in Rust Hall Monday through Thursdays in the Achievement Center and on Fridays at Gibson Hall.

Memphis College of Art has partnered with the University of Memphis’ Counseling Psychological Services to offer our students counseling for $14 per session. The Psychological Services facility is located on the U of M campus at 400 Innovation Drive off Central Avenue. Psych Services is in room 126 on the first floor. Appointments can be made at 901-678-2147 or through MCA’s Student Affairs staff.

CRIME STATISTICS
Pursuant to the 1989 “College and University Security Information Act” (Public Chapter No. 317) enacted by the Tennessee General Assembly and the Federal “Student Right to Know” legislation, MCA is required to publish the nature, volume, and extent of reported crime on the MCA campus. Detailed reports are available from the Director of Safety. For the current Crime Statistics Tables, please see Memphis College of Art’s Annual Safety Report (ASR) which can be found online at www.mca.edu or can be requested as a hard copy through the Student Affairs or Campus Safety Offices.

DISABILITIES, SERVICES FOR STUDENTS
Services for students with disabilities are offered through the office of Student Affairs. Students must make an appointment with the Director of Student Life or VP for Student Affairs, prior to each semester of enrollment. At this meeting documentation of any disability is required.

The required documentation must be current, in most cases within the past three years, and must be signed by a qualified practitioner. It must provide a comprehensive assessment including recommendation for accommodations as well as for treatment. Students with ADD/ADHD must present evidence of a clinical interview by qualified professionals, their educational and medical history, and evidence of a diagnosis of ADD/ADHD that substantially limits one or more major life functions based on the criteria published in the DSM-IV (American Psychiatric Association).

Accommodations for students with disabilities may include:
1. Alternative testing [extended time/distraction-free environment]
2. Taped textbooks
3. Note takers
4. Sign language/oral interpreters
5. Assistive technology (computer/magnifier, etc.)

Student/Instructor Notification Procedures
1. Before the beginning of each semester, the student must identify himself/herself as disabled to the Director of Student Life or VP for Student Affairs and provide appropriate documentation to prove the disability exists.
2. The student and Student Affairs staff member must meet to identify the precise education-related limitation imposed by the person’s disability and how this limitation could be overcome with a reasonable accommodation. (A reasonable accommodation is any modification or change in the educational environment or in the way things are customarily done that enables an individual with a disability to have equal educational opportunities. An accommodation is not reasonable if it imposes an undue hardship upon the institution or would alter the essential requirements of an academic course or program.)
3. The student and Student Affairs staff member will select an accommodation that is most appropriate for the individual and the college.
4. The Student Affairs staff member will provide the student with a letter, addressed to the instructor, verifying the accommodation request. It is the student’s responsibility to present and discuss the letter to the instructor.
5. Any student who has questions about these procedures or the accommodation request should contact the VP for Student Affairs and/or Director of Student Life.
6. The student may identify himself/herself at any time during the semester; however, to receive the appropriate services, the identification of the disability and request for accommodations must be made at the beginning of the semester. The day of a test or due date for a project would be too late to request an accommodation. A student who fails a test or misses a “due date” and then identifies himself/herself is NOT entitled to a retest or time extension.

**Please Note:**
It is the responsibility of the student to identify himself/herself to individual faculty members and to present each individual faculty member with a letter specifying the accommodation request.

Rights and Responsibilities of Persons with Disabilities
Persons with disabilities at MCA have the right to:
1. Equal access to courses, programs, services, jobs, activities, and facilities;
2. Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on an individualized basis;
3. Appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability except as required by law;
4. Information reasonably available in accessible formats.

Persons with disabilities at MCA have the responsibility to:
1. Meet the college’s qualifications and essential academic and institutional standards;
2. Identify themselves at the beginning of each semester as an individual with a disability when seeking an accommodation;
3. Provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations, and the needs for specific accommodations;
4. Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids.

EMAIL
All enrolled MCA students are assigned an MCA email address: firstname.lastname@mca.edu. Students are encouraged to check this email daily for important communications from faculty and staff. Email and passwords can be set up at http://our.mca.edu. MCA email accounts can be accessed at http://www.gmail.com by logging in with your assigned MCA email address. A default password will be issued to all students to reset passwords. The MCA student email address will remain active indefinitely after graduation as long as it is being used. If inactive for one year, the account will be deactivated and will be deleted after 90 days if request for reactivation is not received.
EMERGENCIES
The Associate Vice President for Operations will make evacuation and closing decisions during all emergencies. MCA’s ConnectED messaging system will notify faculty, staff, and students by text message, voice mail and email should the need arise or if there is follow up information to be communicated. Please be prepared to respond immediately to instructions from MCA Safety Officers and to assist in any way needed. The MCA website at www.mca.edu will also be updated with instructions and contact information as soon as possible after the event.

EMERGENCY FUNDS
The VP for Student Affairs or Director of Student Life administers emergency loans for students who have an unforeseen crisis that warrants assistance. Short term loans of up to $100 are available. Students may receive loans up to two times per semester. These loans must be repaid within two weeks from the date of receipt.

EMERGENCY NOTIFICATION
MCA students, staff, and faculty will have the option of participating in the college’s emergency notification system, ConnectED, by providing the college with personal contact information for email, cell phone for text notification, and voice mail messages in the case of important campus information or emergency situations. See the Office of Student Affairs for more information.

Earthquake
Rust Hall - In the event of an earthquake, take cover under stairs, tables or desks (drop/cover/hold on). Cover your head and neck if possible. Stay away from windows. Do not go into a doorway. After the quake check yourself and others for injuries, then proceed as quickly as possible outside the building. Assemble at Veteran’s Plaza. Do not use matches or any type of open flame. Do not return to the building until the all clear has been given by safety personnel.

Gibson Hall - In the event of an earthquake, take cover under tables or desks (drop/cover/hold on). Cover your head and neck if possible. Stay away from windows. Do not go into a doorway. After the quake, check yourself and others for injuries, then proceed as safely and quickly as possible outside the building. Assemble at the grass lot located south of the building. Do not use matches or any type of open flame. Once at the grass lot, stay with the other personnel. Do not return to the building until the all clear has been given by safety personnel.

Nesin Graduate School - In the event of an earthquake, take cover under stairs, tables, or desks (Drop/Cover/Hold-on). Cover your head and neck if possible. Stay away from windows. Do not use elevators. Do not go into a doorway. After the quake, check yourself and others for injuries, then proceed as safely and quickly as possible outside the building. Assemble at the fire station located east of the school. Do not use matches or open flame. Once at the fire station, stay with your teacher or other students. Do not return to the building until the all clear has been given by safety personnel.

Nesin Graduate School - In the event of a fire, a continuous ringing of the bell signals a fire alarm. All faculty are to evacuate their students immediately to the fire station located to the east of the college. Proceed outside by the route indicated at your position on the Evacuation Procedures placards located throughout the building. Do not use the elevators. Once at the plaza stay with your teacher and class. Do not return to the building until the all clear is given by safety personnel.

Injury
First aid materials are available in each studio area. A master first aid kit is stored in the kitchen area of the main floor and the security office on the ground floor. If an accident occurs that requires more than nominal attention, remain calm. Have a staff member or the monitor assist. Dial 911 for an ambulance and then 507-3030 to alert Safety Officers. They are trained in CPR and can assist the ambulance in locating you.

Tornado/Violent Storms
Tornado warnings (a tornado has been sighted) in Shelby County are communicated by the outdoor siren system.

Rust Hall - In the event of a tornado warning siren, all faculty and students are to immediately evacuate to Callicott Auditorium. Do not go outside. Stay away from windows. Once in the auditorium, stay with your teacher and class. Do not return to your class until the all clear is given by safety personnel.

Gibson Hall - In the event of a tornado warning siren, all occupants are to assemble immediately in the conference room located in the middle of the building. Do not go outside. Stay away from windows. Do not return to your office until the all clear is given by safety personnel.

Nesin Graduate School - In the event of a tornado warning siren, all faculty are to evacuate their students immediately to the center basement area. Do not go outside. Stay away from windows. Once in the basement, stay with your teacher and members of your class. Do not return to class until the all clear is given by safety personnel.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended, is a federal law that provides that the institution will maintain the confidentiality of student education records, that a written institutional policy must be established, and that a statement of adopted procedures covering the privacy rights of students be made available.

MCA will release the following “Directory Information” about a student unless the student requests that it be withheld:
Name, Dates of attendance, Major, Class, Honors and awards, Degree(s) conferred (including dates)

MCA does not disclose the following information, as it is not considered “Directory Information:” Local or permanent address, phone number and email, class schedule, demographic information (e.g., date of birth, age, sex, race). Students have the right to withhold the disclosure of any or all of the “Directory Information” listed. Students should consider very carefully the consequences of any decision to withhold “Directory Information.” Any future request for such information from non-institutional persons or organizations will be refused (i.e. potential employers, banks or insurance companies, etc.).

MCA will honor a student’s request to withhold any “Directory Information” once a written request has been submitted to the Registrar’s Office, but cannot assume responsibility to contact a student for subsequent permission to release information. Regardless of the effect on the student, MCA
MCA accords all the rights under the law to enrolled students. MCA will not disclose any information from a student's education records without the written consent of the student concerned, except under the following circumstances:

1. To members of the MCA community who have been determined by MCA to have legitimate educational interests;
2. To officials of other schools to which a student wishes to transfer, provided that student receives a copy of the record if desired and has an opportunity for a hearing to challenge the content of the record;
3. To certain authorized federal, state, and local officials;
4. In connection with the student's application for or receipt of financial aid;
5. To organizations conducting studies for MCA for the purpose of developing, validating or administering predictive tests, administering financial aid, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons outside the organization, and such information is destroyed when no longer needed;
6. To accrediting organizations;
7. In connection with an emergency, to persons deemed by MCA to be appropriate to protect the health or safety of the student or other persons;
8. Pursuant to a court order or lawfully-issued subpoena, provided the student is notified in advance of compliance (advance notice may not apply to certain subpoenas issued in connection with law enforcement activities);
9. In connection with disclosure of the outcome of a disciplinary proceeding relating to an alleged crime of violence or nonforcible sexual offense, to the victim of such crime or offense;
10. In connection with a legal proceeding instituted by MCA against a student to the extent education records of the student are relevant to the proceeding;
11. In connection with a disciplinary proceeding against the student, provided that the final result of the disciplinary proceeding is disclosed only upon a finding that the student is an alleged perpetrator of a crime of violence or nonforcible sexual offense and has violated MCA rules or policies;
12. To a parent regarding a student's violation of any federal, state or local law or MCA policy governing the use or possession of alcohol or a controlled substance, provided the student is under the age of 21; and
13. In connection with a disclosure of information concerning sex offenders and other individuals required to register pursuant to federal law.

Only those members of the MCA community, individually or collectively, acting in the student's educational interests, are allowed access to student education records. These members include personnel in the Office of the Registrar, including student workers in that office who have a signed statement of confidentiality on file, and the professional staff of the Office of Student Affairs, and college officials with a legitimate educational interest.

Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. If the decision of the Registrar is in agreement with the student’s request, the appropriate records will be amended. If not, the student will be informed of his or her right to a formal hearing. Student requests for formal hearings must be made in writing to the VP for Student Affairs, who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and time of the hearing. A student may present evidence relevant to the issue raised, and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense.

Decisions of the hearing will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decision. They will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decision of the hearing, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place in the record statements setting forth any reason for disagreeing with the decision of the hearing panel. The statement will be placed in the education record and will be released whenever the record in question is disclosed.

Students who believe that the adjudication of their challenge was not in keeping with the provisions of the Act, or who allege that MCA has otherwise failed to comply with the requirements of FERPA may file a complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

Parental Notification

When a student reaches the age of eighteen, or begins attending a postsecondary institution (regardless of age), FERPA rights transfer from the parent to the student. In other words, at the postsecondary level, parents have no inherent rights to inspect their child’s education records. For this reason, MCA generally directs all of its communication relating to attendance to the student. In turn, it is MCA's expectation that each student maintains an active and open communication with his/her parent(s) regarding academic progress. Students may consent to allow the institution to release grades and other academic information to parents by completing a "Student Consent to Release Education Information" form from the Registrar’s Office. With this release form on file, college officials will be free to discuss any aspect of the student’s academic progress with the parent at their request. This release will remain in effect throughout the duration of the student’s enrollment at MCA unless repealed, in writing, by the student.

A “college official” is any person employed by MCA in any administrative, supervisory, academic or research, or support staff position; certain persons or companies with whom MCA has contracted (such as an attorney, auditor, or collection agent); any person serving on MCA's Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, including student workers with a signed statement of confidentiality on file.

The law provides students with the right to inspect and review information contained in their education records, to challenge the content of their education records on the grounds that information contained in those records is inaccurate or misleading, or other information in violation of their privacy rights, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable.
Students wishing to review their education records must make written requests to the Registrar listing the item(s) of interest. Records covered by the Act will be made available by appointment within 45 days following a request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a “hold” exists, or a transcript of an original or source document which exists elsewhere). Education records are any records maintained by MCA or a party acting for MCA that are directly related to a student. Education records do not include records relating to MCA employees, student medical records, or records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto, which are in the sole possession of the maker of the record and are not accessible or revealed to any individual except a substitute.

Students may not inspect and review the following as outlined by the Act:
1. Financial information submitted by their parents;
2. Confidential letters and recommendations associated with admission to the college, application for employment, or honors in situations in which students have waived their rights of inspection and review;
3. Education records containing information about more than one student, in which case the institution will permit access only to that part of the record that pertains to the inquiring student; or
4. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

FINANCES: COSTS AND AID

FINANCIAL AID/SCHOLARSHIPS

Award Letters - The Financial Aid Office uses the Award Letter to notify incoming and returning students of financial aid awards or any changes to awards. Please note that student eligibility for all financial assistance is contingent upon meeting federal, state, and institutional guidelines. In some circumstances, it will be necessary to adjust the total financial aid to conform to government regulations. Recipients of aid are liable for any resulting tax obligations. No institutional aid will be paid over the amount of tuition.

Students who are not preregistered will have their financial aid awards based on full-time attendance. Students should review their Award Letter to determine what aid they wish to accept and notify the financial aid office of any enrollment or aid adjustments needed. If no changes are requested it will be presumed the student plans to accept all aid listed on the Award Letter.

Portfolio Merit Scholarships - Students awarded a portfolio merit scholarship during the application process must maintain a cumulative grade point average (CGPA) of at least a 2.0 for freshmen (0-29 credits); 2.25 for sophomores (30-59 credits); 2.50 for juniors (60-89 credits); 2.75 for seniors (90+ credits); 3.00 for graduate students to renew these awards. These renewable scholarships are based on full-time attendance and will be prorated for part-time enrollment. Renewal is evaluated each May after the first year for undergraduate students and each semester for graduate students. Scholarships that are not renewed will be re-awarded the semester after achieving the required CGPA.

FINANCES

TUITION

$30,910 MFA, MAT Traditional graduate tuition and fees, per year ($1,290 per credit hour)
$29,550 Undergraduate tuition and fees, per year ($1,235 per credit hour)
$635 MAArtEd, Job Embedded, Plus 30 , and Add-On Endorsement graduate tuition per credit hour (for part-time licensed, practicing art teachers)
$650 Audit fee per course

FEES

$90 Annual student activity fee (flat rate)
$610 Annual facility fee

HOUSING

$2,550 Per semester At The Park
$3,325 Per semester Metz Hall (single, shared suite)
$3,325 Per semester Fogelman Hall (single, shared suite)
$2,800 Per semester Parkside (doubles)
$3,050 Per semester Parkside Efficiency

TOTALS

$53,500 Estimated undergraduate budget for residential students, including: tuition, fees, books/supplies, housing, meals, transportation, misc., and loan fees.
$36,900 Estimated undergraduate budget for students living at home, including: tuition, fees, books/supplies, transportation, misc., and loan fees.
$46,560 Estimated graduate budget including: tuition, fees, books/supplies, transportation, misc., loan fees, and housing.
$30,860 Estimated graduate budget for MAArtEd/alternative licensure student. (Teaching professionals must submit a Teaching Verification form to the Financial Aid office to receive this special discounted rate.)

PART-TIME TUITION CALCULATION

Part-time tuition is calculated using the cost per credit hour of each program (BFA, MFA, MAT, Traditional, MA, Non-Degree Art Ed Programs)

Special Merit Scholarships - Instructors nominate students for consideration based upon improvement of effort and result, and/or high accomplishment. Approximately 30 scholarships and awards of varying value are given during the spring semester for the following academic year. These range from $50 to $5,000.

These awards recognize merit or excellence in a particular discipline or division. All degree-seeking students are eligible to be nominated for a Special Merit Scholarship. Special Merit Scholarships are based on full-time attendance and pro-rated for part-time enrollment of six credit hours or more. These scholarships are awarded over the academic year, one half each semester. Students that attend just one semester of the academic year will only receive half the annual award. Merit scholarships will not be paid over the amount of tuition. Merit scholarship students will be required, as part of their scholarship criteria, to participate in MCA’s Give Back community service program by working up to 30 hours per semester during the two semesters of their award. This effort will be directed by the Community Volunteer Initiative.
committee. Merit Scholarship recipients are asked to write thank you notes to donors and will be instructed through the Office of Advancement.

**Need-Based Awards** – May be awarded to students who have applied for federal aid, including loans, and show financial need. Need awards can be adjusted based on a change in the student’s aid package or financial aid estimated family contribution. Need awards can be renewable as long as the student makes the required academic progress.

**Federal and State Financial Assistance** – To qualify for any federal financial assistance, a Free Application for Federal Student Aid (FAFSA) must be completed each year. Tennessee resident students should complete the FAFSA by February 1 (the 2014 deadline for the TSAA TN state need grant eligibility).

To be eligible for assistance, a student must meet the eligibility requirements of the program to which he/she is applying. For continued eligibility to receive federal financial assistance, a student must be making satisfactory progress toward the completion of their course of study. Federal progress standards are used when determining eligibility for state and federal programs including (PELL Grant, Supplemental Education Opportunity Grant, Tennessee State Assistance Grant, TELS Lottery Scholarship Grant, Federal College Work-Study, Direct Student Loans, Parent and Student Loan Supplements).

**Satisfactory Academic Progress Standards**
Each aid recipient’s academic record will be evaluated at the end of each semester to determine satisfactory academic progress. If the student is not maintaining the required Cumulative Grade Point Average (CGPA) or pace (completion of coursework) they will be placed on financial aid warning or probation or may become ineligible for financial aid funds. For a student to be considered as progressing normally, they must meet both a required qualitative standard (Cumulative Grade Point Average - CGPA) and a quantitative standard (pace) as described below.

- Freshmen students (1-29 credit hours) must have at least a 1.75 CGPA.
- Undergraduate students with 30+ earned credit hours must have at least a 2.0 CGPA.
- A student’s pace (the ratio of earned hours to attempted hours) must be at or greater than 67%.
- Graduate students must have at least a 3.0 semester and cumulative GPA and complete 67% of all attempted hours.
- Maximum Time Frame: All degree requirements must be completed within 150% of the published length of a degree program in order to maintain financial aid eligibility.
- Attempted Hours: Credit hours for which a student is officially registered at the conclusion of the semester’s “Add” period.
- Withdrawals: Grades of “W” are counted as attempted courses and count toward the maximum time frame.
- Pass/Fail: Courses do count toward attempted hours.
- Repeated Coursework: Classes will not be covered by federal financial aid except if the repeated coursework is replacing a failing grade. Students may retake any class with a grade above “F” for any reason one time and receive federal aid toward that class.
- Transfer Credits: Transfer credit accepted by MCA toward the student’s degree is counted in pace calculation.

- 2nd Bachelor’s Degree: A student who has already been awarded a bachelor’s degree may apply for a second degree if different from the first. Students working toward a second bachelor's degree are no longer eligible for grants and are limited in how much they can borrow under the Federal Direct Loan Program.

**Failure to Meet Satisfactory Progress Requirements**
A student who does not meet satisfactory progress requirements will be placed on Financial Aid Warning, which allows the student to receive financial aid for one additional semester. The student will be monitored for satisfactory progress again at the end of the warning period.

A student who fails to meet satisfactory progress requirements after Financial Aid Warning will be placed on Financial Aid Suspension and is not eligible to receive financial aid without a successful appeal. Should the student not wish to appeal, the student must meet satisfactory progress requirements before aid eligibility can be reestablished. An appeal process is available for the student who experienced a personal injury or illness, death of a relative, or other circumstances that affect the ability to meet progress standards.

A student who wishes to appeal can download the Suspension Appeal Form at www.mca.edu or request this form from the Financial Aid or Registrar’s Office.

Appeals may be approved outright or may be approved with an Academic Plan. In either case, should the appeal be approved, the student will be allowed to receive financial aid for a probationary semester.

At the completion of the probationary semester, the student whose appeal was approved without an academic plan will be reviewed for progress compliance. If the student was on an academic plan and is still not meeting satisfactory progress standards as stated in the academic plan, the student will be placed on Financial Aid Suspension and will be ineligible for financial aid. The student may appeal the Financial Aid Suspension.

If the student’s appeal is denied the student will be ineligible for financial aid until the student meets the satisfactory progress requirements.

**Academic Plan**
If it is determined based on the appeal that the student will require more than one term to meet progress standards, the student may be placed on probation and an academic plan developed for the student. The student's progress will be reviewed at the end of each term. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV funds as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

**Financial Aid Loss of Eligibility**
A student who loses eligibility to participate in federal student aid programs may regain eligibility by enrolling at Memphis College of Art (or at another institution) at his/her own expense for a semester and meeting/gaining satisfactory academic progress standards. The mere passage of time does not restore eligibility to a student who has lost eligibility for failure to make satisfactory progress—students who have been academically suspended from the college are not automatically eligible to participate in federal or state aid programs.
Student Loans
Student loan funds will only be applied to the student’s account if they have maintained eligibility for the loan by enrolling on at least a half-time basis. Loan funds will not be released until attendance has been established and reported for each of the student’s classes. Periods of early registration or breaks between semesters cannot be considered as part of the attendance period, and therefore loan funds may not be dispersed at those times.

Refund or Repayment of Over-awards
Since financial aid is awarded on the assumption that a student will attend full-time, it is necessary to adjust financial aid awards for students who are enrolled less than full-time. Financial aid awards will be revised to reflect the reduction in educational expenses. The resulting revision may bring a reduction, cancellation, and/or repayment of financial aid funds. Refunds or repayments allocated back to an appropriate federal program will be returned in accordance with federal regulations. Overawards resulting from changes in the student’s financial situation, marital status (spouse’s income), additional awards, employment, etc, will result in a revision of the need analysis computation and may require reduction, cancellation, or repayment of financial assistance that exceeds the student’s calculated need.

Refund Checks
Students who have financial assistance awarded over the cost of tuition, fees, and MCA student housing (if applicable) will be issued a refund check for their account balance. Refund checks will be made available in the Business Office on the second Wednesday of classes, after 1 PM. Students who are not complete with financial aid requirements prior to three weeks prior to the beginning of a term, may cause a delay in their refund.

Return of Title IV Funds
Return of Title IV Aid - The Higher Education Amendments of 1998 established that financial aid must be earned through class attendance. When a student withdraws from all classes, the Financial Aid Office must calculate the amount of financial aid earned by attendance date. Any Title IV aid received in excess of the earned amount cannot be applied to the account.

Earned Aid - A student has not earned 100% of their financial aid until that student has attended more than 60% of the term. If a financial aid recipient withdraws on or before the 60% point of the term, there is a portion of the aid that has not been earned. The percentage of earned aid is determined by taking the number of days attended divided by the total number of days in the term.

Return of Fees - The unearned portion is repaid by both the student and the school. The school can use any fee adjustment refund generated by the withdrawal to pay the portion it owes back. However, depending on the time of withdrawal, the student may also be responsible for repaying a portion of the balance that had been previously paid by the financial aid. As a result, when a student withdraws, a balance will be created for the difference between the refund and the Return of Unearned Aid Amount. The student is responsible for paying his balance.

Post-Withdrawal Disbursements - If a student withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal. Loan funds will not be applied until written confirmation is received from the borrower. If no confirmation is received, the loan is cancelled.

Non-Title IV Aid - Refunds applicable to non-Title IV funds will be distributed to the respective aid accounts in the same proportion as the aid awarded.

Dropping All Classes - To avoid financial penalties and aid adjustments when a student must withdraw from a semester, students should drop all classes prior to the beginning of the semester. If all classes are dropped prior to the start of the semester, that student will not be considered a student for that semester and thus, not entitled to receive any form of financial aid. Aid will be cancelled and returned to the appropriate program(s). On the first day of the semester, students have begun to earn aid and a Return of Title IV Aid calculation must be completed.

Failing Classes - If a student fails all classes in a semester that student may be subject to a Return of Title IV Aid calculation. If that student has “earned” at least one F grade (i.e. attended beyond the 60% point and received a grade of F for poor performance), then no calculation is required. However, if the student received all F grades because that student stopped attending at some point in the semester, then a R2T4 calculation is required based on the last date of attendance. If a last date of attendance cannot be determined, the 50% point of the semester will be used as the withdrawal date. The student may then owe the college money.

Verification
Verification is a federally mandated review process. The Financial Aid Office is required to obtain and compare information submitted on tax documents, the verification form, and the FAFSA. Students are randomly selected for verification and must complete the MCA verification form and submit all required documents. Verification can be a lengthy process; therefore we strongly recommend that students and their families submit the form and all requested documents as soon as they are requested.

Any differences between information entered on the verification form or other requested documents and the FAFSA will result in a new determination of financial need. This new determination of financial need may alter the student’s financial aid eligibility.

Timing of Verification
To avoid a delay in processing student aid, verification documents must be submitted three weeks prior to the beginning of a term in order to allow processing time for the student’s financial aid. If verification documents are submitted later than three weeks prior to a term start, disbursement of aid may be delayed.

Student aid will not be disbursed if the college has conflicting information within the verification documents or if documents have not been received by 120 days after the last day of the student’s enrollment.

Procedures and Requirements for Verification
Each student selected for verification will receive a verification letter and worksheet informing the student of verification procedures and documents the college will require to complete verification. The Financial Aid Office will explain to the student which documents must be submitted and establishes a reasonable deadline based on the type of information requested.

Federal Pell, SEOG, Work-Study, subsidized loans, and any state grant or scholarship funds are not disbursed until all required documentation is received and reviewed by the financial aid office and verification is completed.
Upon receipt and review of all verification documents, any errors will be corrected on the FAFSA if warranted, and the FAFSA will be reprocessed. The Financial Aid Office will recalculate the student’s award eligibility if necessary and issue a revised Award Letter notifying the student of the changes.

VETERANS AFFAIRS BENEFITS

Applying for VA Benefits
Eligible students should submit their benefits application (form 22-1990) through the VA’s web site (www.gibill.va.gov). The VA will produce a Certificate of Eligibility. Students receiving veteran benefits cannot be certified without this document. Students who wish to continue their VA benefits from the previous year should submit notice of enrollment annually to the Financial Aid Office. A copy of the Certificate of Eligibility provided by the VA should be submitted if the student’s service has changed (i.e. if they have returned to or returned from active duty).

Certification
The VA requires that the Financial Aid Office certify dates of enrollment for each veteran seeking educational benefits. To gain certification, students must first apply for their benefits online with the Veterans Association and submit their VA Certificate of Eligibility to the MCA Financial Aid Office.

After enrolling for a future term, students will provide notice that they would like to use benefits for that term. Certifications will be sent to the VA up to three months prior to its start date.

After a student’s enrollment has been certified, the VA will send the student an e-mail detailing the terms of certification and the expected VA payment (if applicable) toward their tuition and fees. Questions about benefit eligibility and coverage can be directed to the VA’s Educational Benefits line at 888-442-4551.

Yellow Ribbon Program
The Yellow Ribbon program was designed to help assist eligible individuals in paying for their higher education. Only individuals entitled to the maximum benefit rated (based on service requirements) may receive this funding. Assistance from the Yellow Ribbon program is available each fall and spring semester the selected individual enrolls in classes and is distributed during each payment period. The MCA Yellow Ribbon contribution match will supersede an MCA Admissions scholarship offer.

Satisfactory Progress - Students may follow the Financial Aid Suspension Appeals guidelines if a student does not agree with the methods or decisions used in reference to the Yellow Ribbon or Veteran Benefit programs.

STUDENT FINANCIAL AID RIGHTS
You have the right to:
1. Know what financial aid is available.
2. Know the deadlines for applications for financial aid programs.
3. Know how financial aid will be distributed, how decisions on distribution are made, and the basis for these decisions.
4. Know how financial need was determined, including costs for tuition and fees and room and board.
5. Know what resources (such as parents’ contribution, other financial aid, student assets, etc.) were considered in calculating the need.
6. Know how much of financial need, as determined by the institution, has been met.

7. Request an explanation of the various programs in the student’s award package.
8. Know the school’s refund policy.
9. Request an accommodation for special circumstances.

Student Financial Aid Responsibilities:
1. Read directions thoroughly, complete all application forms accurately, and comply with any deadlines.
2. Provide any supplemental information or documentation required by the Financial Aid Office.
3. Read, understand, and keep copies of any forms you are required to sign.
4. Repay any student loan received.
5. Attend an entrance interview and an exit interview if Title IV loans are received while in attendance at MCA.
6. Notify the Financial Aid Office of any change in enrollment status or financial status (including any scholarships or grants received from outside sources); changes of address and enrollment status must also be reported to lender(s) for any loan(s).
7. Satisfactorily perform the work agreed upon in a Federal or MCA Work-Study program.
8. Know and comply with all requirements for continuation of financial aid, including satisfactory progress requirements.

TUITION REFUND POLICY
The MCA tuition refund policy is based upon the date of formal withdrawal from the college or from a course. Formal withdrawal from the college must be made to the Vice President for Student Affairs. Withdrawal from a course must be made to the Registrar in writing. Withdrawal may not be retroactive to an earlier date. Failure of a student to officially withdraw will void any entitlement he or she may have to a refund. No refund will be made to any student suspended or dismissed for any academic or disciplinary reasons. Refunds cannot be made for employment conflicts, medical problems, moving out of town, or other reasons that are beyond the college’s control or responsibility.

The following refunds apply to students who withdraw from the college, a course, or who drop to part-time status:
1. 100% refund of tuition will be made for courses canceled by MCA or dropped on, or before, the last business day prior to the first day of classes.
2. 75% refund of tuition will be made if withdrawal is between the 11th and 15th class days of the semester.
3. 50% refund of tuition will be made if withdrawal is between the 16th and 20th class days of the semester.
4. 25% refund of tuition will be made if withdrawal is between the 21st and 25th class days of the semester.
5. No refund will be made if withdrawal is after the 20th class day of the semester.
6. No refund will be made of student activity fees.
7. A pro-rata refund policy is in effect for all degree-seeking students who receive some type of Title IV federal or state financial aid funds (PELL, SEOG, TSAA, TELS Lottery, Direct Loans, PLUS Loans, and/or college Financial Aid) is awarded according to a pro-rated refund policy as defined in 34 CFR 682.606. Ask the Financial Aid Office and/or the Business Office for information concerning this policy. Refund calculations for special courses, workshops, seminars, community education, and children’s classes are individually determined and published in the appropriate brochure.

The MCA Summer Term Refund Policy for a 15-day term:
1. 100% refund of tuition will be made for courses canceled by MCA or dropped five days prior to the start day of class.
2. 75% refund of tuition will be made if withdrawal is
within four days before the first day of class through the first two class days of the summer term.
3. 50% refund of tuition will be made if withdrawal is between the third and fifth class days of the summer term.
4. No refund will be made if withdrawal is after the fifth class day of the summer term.
5. No refund will be made of student activity fees.
6. A pro-rata refund policy is in effect for all degree-seeking students who receive some type of Title IV federal or state financial aid funds (PELL, SEOG, TSAA, TELS Lottery, Direct Loans, PLUS Loans, and/or college Work-Study). Financial Aid will be awarded according to a pro-rated refund policy as defined in 34 CFR 682.606. Ask the Financial Aid Office and/or the Business Office for information concerning this policy. Refund calculations for special courses, workshops, seminars, community education, and children's classes are individually determined and published in the appropriate brochure.

Housing Refund Policy
Housing refunds for students withdrawing from the college will be made according to the Tuition Refund Policy (above). Lease agreements signed in the fall term are for the academic year unless a student graduates or withdraws from the college. Leases may not be broken. Students with extenuating circumstances may appeal for a cancellation of the lease agreement in writing to the Director of Student Life.

Tuition Payment Plan
In an effort to assist families in managing college costs, MCA has established a Four-Payment Plan for each semester of the academic year. The MCA Plan features:
• Outstanding tuition and student housing balances for each semester (after all allowances are made for scholarships, grants, and loans) are divided into four equal payments. The first payment is due upon receipt of the fall or spring invoice from the MCA Business Office and is required of all students prior to the student’s beginning classes. Subsequent payments are made in 30-day intervals. A Promissory Note, which indicates all payments and dates, must be signed and dated.
• If the student is receiving or anticipating receiving any federal financial aid, all applications and required documentation must be completed and returned to the MCA Financial Aid Office.
• No interest or application fees are necessary or required as long as payments are made as scheduled. A late fee of $100 or 10% of the payment due will be assessed if the payment is not made as promised.

HAZARDOUS MATERIAL DISPOSAL AND STORAGE
MCA is continuously seeking to be an environmentally-friendly campus. As part of this effort all studio spaces in Fogelman and Metz Halls and the college’s main buildings will have receptacles for waste materials such as water-based paint, aerosol cans, liquid and solid solvents. Absolutely no discarded materials, liquid or solid, may be put down sinks or thrown in the regular trash receptacles unless authorized by Safety Officers.

Students are not allowed to store any flammable or caustic materials in the student residences or in studios except in approved cabinets designated for storage of these materials both in the fourth floor Fogelman/Metz Studios and painting studios. Flammable and caustic materials must be disposed of in designated solvent containers only. Unauthorized materials or materials not properly stored will be confiscated.

All students will receive information and training regarding Environmental Protection Agency requirements. Students found to be careless or in disregard of this EPA effort will be disciplined accordingly. 1st offense: verbal warning; 2nd offense: written warning; 3rd offense: Judicial Committee formal or informal resolution (see Judicial Review Process).

HEALTH
Students who become ill can see a doctor at The University of Tennessee Health Services at 66 N. Pauline. There is an initial fee of $50 and charges for any additional tests or treatment may be required. Students without medical insurance can receive a significantly discounted rate on clinic visits at Primary Care Specialists on 3109 Walnut Grove Road in Memphis, 901-458-0162. Primary Care Specialists will also, in some cases, be able to discount some lab work, x-rays, and other in-office tests as required. Procedures beyond normal office visits may be discounted on a case-by-case basis. Dental services are available through the University of Tennessee Dentistry Services or the Church Health Center. Ask for more information from the Office of Student Affairs. The Memphis Center for Reproductive Health provides services for both female and male students. This clinic is located just down the street from MCA at 1726 Poplar Avenue. Services can be found at www.mcrh-tn.org. Mental health services and substance abuse services are available in Memphis at low rates based on income to uninsured students. Referrals are available through the Student Life Office depending on assistance needed.

Memphis College of Art has partnered with the University of Memphis’ Counseling Psychological Services to offer our students counseling for $14 per session. The Psychological Services facility is located on the U of M campus at 400 Innovation Drive off Central Avenue. Psych Services is in room 126 on the first floor. Appointments can be made at 901-678-2147 or through MCA’s Student Affairs staff.

HEALTH INSURANCE
All students are strongly advised to carry health insurance; international students are required to carry it. The Student Life Office can assist students in finding health insurance plans that comply with the Affordable Care Act. International students may want to contact ISO Student Health Insurance www.isoa.org, 800-244-1180. It may seem expensive, but the cost of one trip to the emergency room for even a minor emergency could exceed a year’s worth of major medical insurance. For all students’ convenience, there are brochures in the Student Life Office.

HOUSING
MCA offers leased student housing within walking distance of the college at 139 & 149 North Barksdale, 165 North Rembert Street and 1969 & 1973 Poplar Avenue. The Student Life Office publishes an online housing brochure annually with helpful information about rental properties, questions to ask before signing a lease, setting up phone and utility services, and where to do laundry and shop. Students needing housing and/or a roommate, or who are experiencing problems with either, should check with the Director of Student Life.

All MCA student housing regulations are administered and enforced by the Director of Student Life and the Office of Student Affairs. The Student Residence Hall Guide provides detailed housing rules and regulations and is located beginning on page 45.

INCLEMENT WEATHER
If snow or other inclement weather makes streets unsafe or impassable, the college will be closed and classes will be canceled. Announcements over the local media, ConnectED
alert system and via the MCA website (www.mca.edu) will be made. If this occurs during the day, announcements will be made at the college to close operations and cancel evening classes. If this occurs during the night, listen to the radio and TV for morning announcements. Channel 3, Channel 5, and FM100 have been designated the official stations for this information. If the weather is not extreme in the judgment of the administration, the building will be open and classes will be held as scheduled.

**INTERNATIONAL STUDENTS**

Special orientation meetings will be scheduled at the beginning of each semester between new International students and the Director of Student Life to discuss MCA policies, Immigration and Naturalization Service regulations and life in the U.S. and Memphis. At this time, the Director of Student Life will set a time to take international students to apply for their social security cards if they are allowed to participate in the Work-Study program. International students are required to report changes of address or status within 10 days to the Student Affairs Office as required by the Dept. of Homeland Security. Students will also be given information about health insurance, as all international students are required to purchase insurance while students at MCA. International students are required to file federal tax forms with the IRS. A tax meeting is held in March to help students file the required paperwork. The VP for Student Affairs, Dean of Admissions, and Director of Recruitment, can sign I-20 papers for travel. The VP for Student Affairs serves as the International Student Advisor and can help international students apply for work authorization if they are eligible, and update status information.

**LIBRARY**

The MCA Library is located on the first floor of Rust Hall and is available to all MCA students, faculty, and staff.

**Library Hours:**

- **Monday - Thursday**: 8 AM - 8 PM
- **Friday**: 8 AM - 5 PM
- **Saturday**: 10 AM - 4 PM
- **Sunday**: 11 AM - 7 PM

During the summer and in between semesters, the library is open 8 AM – 5 PM Monday through Friday.

**Library Collections**

The MCA Library houses a growing collection of books, periodicals, videos, and online databases that support the research needs of the college curriculum. The library holds over 20,000 volumes and 120 periodical subscriptions and provides access to over 80 online research databases. Distinct print collections include new books, career resources, graphic novels, reference books, course reserves, and MCA graduate theses. Online resources include full-text (JSTOR, Art Full-Text), bibliographic (ArtBibliographies Modern, Design & Applied Arts Index), and image (ARTstor) databases. More information about library collections and access to online resources can be found on the library’s website at www.mca.edu/library.

**Library Technology Resources**

The library provides eight computers, a scanner, Wi-Fi, a copier/scanner, and a printer for student use. There is no charge for printing or scanning. Photocopies are 10¢/page for black and white and $1/page for color and require an active Papercut account.

**Circulation Procedures**

Patrons must display a current ID to check out books. Most items are loaned for 21 days with the exception of new books and graphic novels, which have a seven day loan period. Patrons are responsible for returning library materials on or before their due dates. Overdue notices are emailed to students. Students are responsible for reading all emails generated by the MCA library. Students with lost or overdue books and/or fines are not cleared for graduation, release of transcripts and grades, etc until the delinquency is cleared.

Overdue fines are 20¢ per day, per book. For undergraduate students, a limit of 15 items can be checked out at one time. For graduate students, the checkout limit is 30. If a book is lost or damaged, the retail price of the book, plus a $4 processing fee, is charged. Recalled items are subject to a $1 per day late fee. Reference books, reserve material, and periodicals do not circulate outside of the library.

**Consortia and Public Libraries**

MCA students have borrowing privileges at other Memphis academic libraries through a consortial borrowing agreement.

The following libraries will loan to any MCA student:
- Baptist College of Health Sciences
- Christian Brothers University
- Lemoyne-Owen College
- Memphis Theological Seminary
- Rhodes College
- Southwest Tennessee Community College
- University of Memphis Libraries

Graduate students have borrowing privileges at the previously listed libraries as well as the following:
- Southern College of Optometry
- University of Tennessee Health Science Center

A current MCA ID will be required to borrow materials at these libraries. Please observe the regulations of each particular library and return the materials on or before the due dates. Each institution may have specific limitations on usage for MCA students. Students may also borrow items from the Memphis & Shelby County Public Library System.

**LIFE THREATENING ILLNESSES AND/OR DISABILITIES**

Individuals with a life threatening illness or disability will not be restricted from regular classroom participation as long as they are physically and mentally able to attend class. Likewise, there will be no restrictions from access to any other campus facility.

MCA officials will review the individual circumstances in consultation with medical authorities. The goals shall be to:

1. Identify specific risks that pose a direct threat to the individual;
2. Determine the duration of the risk;
3. Assess the nature and severity of the potential harm;
4. Address the likelihood of and the imminence of potential harm; and
5. Explore accommodations to reduce risk.

Such review will take into consideration recommendations of the US Public Health Service, the Center for Disease Control, and the American College Health Association, the expressed opinion of the personal physician of the individual, and MCA's commitment to the protection of both the public health and individual rights. MCA will not engage in mandatory testing.

**LOCKERS**

Lockers are assigned to students by the Director of Student Life. Students must provide their own locks. Locker numbers are issued on request during the first week of classes.

Lockers must be cleaned out by Campus Clean-up day (the Wednesday following Commencement) of the spring term unless other arrangements are made with the Director
of Student Life. On occasion MCA will have the need to assign two students to share a locker due to space limitations.

**LOST AND FOUND**

Inquire about and turn in lost and found articles at the Office of Safety located on the ground floor of Rust Hall across from Studio 3.

**MAILBOXES**

Each student will be assigned a mailbox on the first floor behind the main desk. Mailboxes should be checked on a daily basis for contact by school officials, current news, special events, and other items of importance. MCA cannot guarantee the delivery of personal mail delivered by the U.S. Post Office to students at the college address. However, every reasonable attempt is made to deliver mail to mailboxes. If a package is sent to a student, a notice will be placed in their mailbox and the package will be held in the cage located in the mailroom. C.O.D. packages will not be accepted by MCA unless prepaid by the student.

**OFFICE HOURS AND SERVICES**

MCA's business hours are 8:30 AM - 5 PM Monday through Friday, although some offices and staff may have slightly different hours. Staff are available throughout the year, however, faculty usually work only during the fall and spring semesters.

**OWNERSHIP OF MATERIALS**

All rights in scholarly works, articles and other publications, artistic, literary, film, tape, and musical works are granted to the faculty, staff, and students who are the authors, except for ‘works made for hire’ and works made with substantial use of college resources. Literary and artistic works includes texts that have been stored or computer media, but excludes computer programs, computer software, technologically delivered courses, or databases that are neither accessory to, nor an electronic expression of, a scholarly text.

All rights in non-scholarly and artistic works created with the use of college funds or facilities, or that capitalize on an affiliation with the college, and granted to the college and income distribution for commercialization of such works shall be 50% author/creator and 50% MCA after copyright and production costs. This includes the creation and production of software, data bases, computer programs, technologically delivered courses, and other media products. Works-for-hire or employee inventions that are created as a specific requirement of college employment or as an assigned college duty are owned by the college with no right or interest vesting in the author or creator.

Nothing in this policy shall preclude a mutually agreed upon contractual arrangement between the college and members of the college community which may differ from the above stated policy.

Anyone in violation of this policy will be subject to review in accordance with the MCA Grievance Process (see under Disciplinary Policies and Procedures).

**PARKING**

The parking lot located on the west side of the main building is for faculty/staff between 8 AM - 5 PM only. The lot includes any part of the driveway, delivery ramp, or grassy area around the drive. Since parking for students is available only at curbside in the park, space is at a premium. Those who violate parking rules are subject to a $20 fine. A third violation will result in the car being towed off the lot at the student’s expense.

Pick up an auto identification sticker from and register any auto(s) with the Office of Safety. This ID tag placed on an auto helps MCA personnel find a student in case of an accident involving his or her car, if lights are left on, or if a car needs to be moved for one reason or another.

The streets around the college are considered city property and are maintained by city police. Park parallel to the curb except where expressly designated for perpendicular parking; observe no parking signs where indicated. The speed limit in the park is 15 m.p.h.

The Levitt Shell near the back door of Rust Hall has parking spaces. This is not MCA property and students are not allowed to park there.

**PETS**

No pets, except for service dogs, are allowed on any MCA property.

**RESIDENCE CLASSIFICATION**

MCA is a private institution and does not charge tuition based on residency. State programs that require residency classification use the Free Application for Federal Student Aid (FAFSA) to do so.

**SAFETY AND SECURITY**

A student's safety and the safety of others are of extreme importance. Artists use many materials that require special consideration in handling. If a student observes another student abusing the safety standards set forth by the school or identifies a safety problem needing correction, he or she should report the incident in writing to one of the Safety Officers immediately or notify any faculty or staff member.

All students, faculty, and staff must wear their identification card so that it is visible at all times while on campus. A student should observe someone who does not appear to have appropriate business with the college, he or she should report the circumstances at once to an MCA Safety Officer, faculty, or staff member. A student should not attempt action of his/her own. Locks and closures which protect students and the facility must not be circumvented. Do not prop doors and windows open. Check the security of the studio, and students who are the last one to use the studio should check the doors and windows and turn off lights before leaving. It is the policy of MCA that all emergencies and all criminal actions occurring on campus be promptly reported to the Office of Safety.

Students are not allowed to inflict a wound upon themselves or others at MCA; this includes (but is not limited to) tattooing, body piercing, branding, scarification, and/or as a component in a work of performance art. Because of the potential health hazards, the use of any animal (human or otherwise) body parts or fluids is forbidden. Failure to follow this procedure will result in disciplinary action (see Judicial Review).


**SCHEDULING OF OUTSIDE EVENTS**

Students wishing to have an event on campus or reserve a space for any reason must do this through the Director of Student Life or VP for Student Affairs. In an effort to make certain that these activities do not conflict with one another, it is necessary to coordinate the calendar of events. A copy of the approved calendar of events is located with the Assistant to the President. Any faculty, staff, or student wishing to help an outside organization book an outside event, must bring the proposal to the VP of their department for cabinet consideration. If the event is approved it must be put on the college’s main calendar by the Assistant to the President.
The appearance of our college is a shared responsibility. It is up to each member of the community to take responsibility for disposing of trash and cleaning up work areas. Graffiti of any kind is unacceptable. The college environment has an impact on the kind of work that is produced. Unnecessary markings and abuse of walls, bulletin boards, furniture, etc., mar our environment. A student who has been careless or abusive in the use of the equipment or of the facility may be required to make restitution for any damages. If it is decided that a student apparently cannot, or will not cooperate with these principles, he or she will be subject to suspension or expulsion (through the Judicial Review Process).

At the end of each semester, every student is responsible for cleaning up his or her studio space and for removing the contents of the lockers (if assigned one). All projects, supplies, artwork, trash, and personal belongings must be removed from the buildings no later than the Wednesday immediately following Review Committees. The college will consider anything a student leaves behind as abandoned and it will become Memphis College of Art property. No student, faculty, or staff member may take any abandoned artwork or property from campus. The college may recycle, reuse, redistribute or discard it at its discretion. Additionally, failure to clean up individually assigned spaces may result in a fine. Loss of studio privileges, probation, or suspension and/or, in the case of graduating students, a hold on transcripts until restitutions are made.

The hours of the shop are 9 AM to 5 PM Monday through Friday. The rules of shop operation are posted in the shop. Please help maintain it and carefully follow the rules for safety. Students may not use the shop until they have learned how to safely operate the equipment from the full-time shop supervisor. Extended evening hours in the Shop during the semester will be announced.

Students must provide lumber, plywood, Plexiglas, etc. The shop provides fasteners, adhesives, tools, plastic shrink-wrap, as well as protective safety gear.

The school’s snack bar is open Monday through Thursday 8 AM to 7 PM and Fridays from 8 AM to 5 PM. The cafe offers breakfast, snacks, and lunch specials, and is located on the ground floor. Meal accounts are available for enrolled students through the Business Office.

Memphis College of Art recognizes that smoking presents a public health hazard. The college is dedicated to providing a healthy, comfortable, and educationally productive learning environment for faculty, staff, students, and visitors. As such, it shall be the policy of the college that smoking will not be allowed in either indoor or outdoor areas of the campus.

The campus is a smoking-free campus, including the prohibition of smoking in all indoor and outdoor areas except for the limited number of designated outdoor smoking areas away from public activity. (By August 1, 2016, the campus will evaluate the success of the program in order to evaluate the ongoing necessity of the designated outdoor smoking areas.) The use of smoking products of any sort shall be prohibited on all college-owned and operated campus grounds both indoors and outdoors. This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus.

**SMOKE-FREE CAMPUS**

The Student Alliance (SA) at MCA is the elected student government which represents the student body and works closely with the VP for Student Affairs. Through elected representatives, students have a liaison with the MCA administration, and plan entertainment events, and certain exhibitions in the student exhibition space. Student government funds are generated by the student activity fee, the administration of which is the responsibility of the elected members. Meetings of the elected representatives are held bi-weekly throughout the semester on Wednesdays in the first floor Conference Room. All students are encouraged to attend and participate.

Every student receives an MCA picture identification card and magnetic access card at registration. During subsequent registrations, students will have their ID’s updated with validation stickers that must be placed on the back of the ID. All students, faculty, and staff must wear their identification card while on campus. Students will not be allowed in the building to work after staff hours without a current ID. Both the access card and ID card are the property of MCA and are not to be given to or used by anyone other than the person for whom it was intended. The ID is required by the library in order to borrow books or materials. There is a $10 charge to replace lost cards. Lost or stolen access cards should be reported immediately to the Office of Safety. Replacement cards can be obtained in the Office of Safety.

Students are encouraged to form organizations with a specific focus and clear objectives. If such groups are interested in using MCA facilities, they must complete a form and submit a statement with their purpose and needs to the Director of Student Life. The organization must be recognized

**GENERAL INFORMATION // SMOKE FREE CAMPUS**

**SCHOOL APPEARANCE/CLEAN-UP**

**SHOP**

**SLEAZE AND SLIME CAFE**

**SMOKE-FREE CAMPUS**

**STUDENT ALLIANCE**

**STUDENT IDS**

**STUDENT ORGANIZATIONS**

“Smoking,” as used in this policy, means smoking any substance including but not limited to, tobacco, cloves, e-cigarettes, etc) and all smoke-producing products (cigars, pipes, hookahs, etc.). College-owned and operated campus grounds include, but are not limited to: all outdoor common and educational areas; all college buildings; college-owned on-campus housing; campus sidewalks; campus parking lots; recreational areas; and college-owned and leased vehicles (regardless of location). In keeping with college policy, the sale, distribution, and sampling of all tobacco products and tobacco-related merchandise is prohibited on all college-owned and operated property and at college-sponsored events. Littering campus with remains of smoking products is prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting college-owned space on college-owned and operated property campus grounds. All Memphis College of Art students, faculty, staff, contractors, and visitors must comply with this policy. Individuals observed smoking on the campus will be informed and asked to stop. Violation of this policy is a violation of the Responsibilities of Students (on page 4 of the MCA Student Handbook). Students violating this policy after an initial warning will be referred to Student Affairs for possible disciplinary action. Students are responsible for ensuring that their visitors know and follow MCA policy. Visitors will be required to leave the campus if they fail to conform to this policy once advised. No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall be retaliated against in any manner. More information on the tobacco-free campus initiative can be found at: http://tobaccofreecampus.org
Students can be eligible to receive work-study monies from two sources: Federal Work-Study is need-based and funded through the federal government and Institutional Work-Study is funded by Memphis College of Art.

**STUDENT SPACE/BUILDING ACCESS**

The studios are open for student use beginning August 17, 2015. Rust Hall is open for 24 hours, seven days a week. The college is closed on Thanksgiving Day and over the Christmas semester break (see academic calendar at the beginning of this handbook for details). After midnight and on weekends, students must enter the buildings through the front entrance with their magnetic access card. MCA Safety Officers are on-duty during night hours to escort students to the parking lots. During holiday semester breaks, students are not allowed in the studios unless they get prior approval from the VP for Academic Affairs. Students registered for summer sessions may use studios.

MFA Graduate student studio space is available on a twenty-four hour basis to MFA students only. Students will pay a $10 deposit for keys/access cards and a $25 fee if the key is lost. Access is not available during holiday breaks, nor following the last day of classes in May or December, once a student graduates. MFA students are to clean and repaint their studio spaces at the end of the academic year with white paint supplied by the college. MFA students will normally retain studio space the summer between their two years of study.

**SUPPLY STORE**

The Supply Store is operated by The Art Center and is located on the ground floor of Rust Hall. Students receive a 15% discount with valid student ID. The Supply Store is open approximately a half-day Monday through Friday. Check with the Supply Store for specific hours.

**TEXTBOOKS**

Textbook information will be made available to students during registration. MCA will provide opportunities for students to purchase textbooks, through Amazon.com or through the college, during the first weeks of the semester. Select textbooks will be made available to students through the library and Achievement Center.

**VISITORS**

After midnight and on weekends, currently enrolled students can enter the building through the front or back entrance of Rust Hall with their magnetic access card. A student must be wearing a current ID badge. One visitor may accompany a student during evening hours with prior approval by the VP for Student Affairs or Director of Student Life. Visitors must remain in the company of the student while in the building and under no circumstances may the visitor use computers, supplies, or other MCA property. The student is responsible for any damage caused by the action of the visitor. Students must check in with an MCA Safety Officer for themselves and their visitors.

**WORK-STUDY**

Students who have been awarded Work-Study through the admissions or financial aid process may work at the college during the academic year and in some cases during the summer months. In addition to the obvious advantage of financing an education, working provides an opportunity to learn new skills, to accept responsibility, to develop good work habits, and to meet and interact with other people. The experience assists in establishing career goals and enhances employment prospects after graduation. A good employment record attests to a student’s reliability, conscientiousness, and responsibility.

**Overview**

Students can be eligible to receive work-study monies if they qualify through the Federal Work-Study Program or if they are MCA employees who receive the monies through non-federal means. The work-study program is part of the student’s financial aid package, but the student must apply and other positions in which students can apply. These position descriptions and applicant requirements will also be some positions available for which students can apply. These position descriptions and applicant requirements will also be some positions available for which students can apply. These position descriptions and applicant requirements will also be some positions available for which students can apply.

**Eligibility**

Eligibility for Work-Study consists of three parts:

1. The Financial Aid Office must receive a college work-study allotment from the federal government and/or MCA’s yearly budget.
2. The student must show need and have a work-study award as part of the financial aid package to qualify for Federal Work-Study eligibility. All work-study allotments will be considered part of the financial aid package.
3. The student must sign the Work-Study Assignment Responsibility Form and return it to the Student Affairs Office as the semester begins.
4. Students with a work-study award who have not worked any hours by the third week after receiving a job assignment will lose work-study eligibility.
5. Work-Study students will be evaluated by the supervisor at the end of each semester of work. A poor evaluation can result in losing the work-study allotment.

The Federal Work-Study program is a financial aid program and the award is part of the financial aid package. Each year a student must complete and submit a Free Application for Federal Student Aid (FAFSA). Applications are available online at www.fafsa.gov after January 1 of each year. Students must be enrolled in at least six credit hours per semester to work during the academic year. Summer employment is available depending upon the availability of funding and the student’s financial need. Students can apply for summer financial aid through the Office of Student Affairs.

**Job Placement Procedures**

Jobs are assigned by the Work-Study Coordinator with preference given to students that held a position the previous year and are requested by the work-study supervisor. There will also be some positions available for which students can apply. These position descriptions and applicant requirements will be made available at the beginning of each semester through the Student Affairs Office.

Students with a work-study award will receive a Work-Study Assignment/Responsibility Form which must be signed by both student and supervisor and returned to the Student Affairs Office as the semester begins.

**Assignment/Responsibility Form**

The Assignment/Responsibility Form which must be signed by the student, the supervisor, and the Work-Study Coordinator is co-administrators of the program and are responsible for ensuring that the program regulations are adhered to.
Academic Administrative Organization
There are five undergraduate BFA majors: Fine Arts, Design Arts, Digital Media, Painting/Drawing, and Photography, and an MFA program in Studio Art, and Photography, and MA/MAArtEd Studies in Art Education. There are seven academic divisions at MCA — Foundations, Professional Practices, Fine Arts, Design Arts, Liberal Arts, MFA, and Studies in Art Education.

The current chairs of these divisions and academic support positions are:
- Academic Dean: Remy Miller
- Assistant Dean: Haley Morris-Cafiero
- Foundation Chair: Elizabeth Brown
- Professional Practices Chair: Remy Miller
- Fine Arts Chair: Susan Maakestad
- Design Arts Chair: Jill Wissmiller
- Liberal Arts Chair: Ellen Daugherty
- Director of MFA Programs: Eszter Augustine-Szitkisz
- Director of Art Education Programs: Shannon Elliott
- Faculty Representative: Maria Bibbs

ACADEMIC ACHIEVEMENT
The Dean’s List is a designation awarded to full-time undergraduate students who achieve a semester grade point average of at least 3.50. This designation is noted on their permanent record.

Undergraduate students may graduate with honors by fulfilling all BFA degree requirements and by completing at least 48 semester hours at MCA. Graduating with academic distinction requires the following cumulative grade point average (CGPA) upon graduation:

- Cum Laude: 3.25–3.49
- Magna Cum Laude: 3.50–3.79
- Summa Cum Laude: 3.80–4.00

This designation is noted on their permanent record. The President’s List is a designation awarded to full-time graduate students who achieve a semester grade point average of at least 3.80. This designation is noted on their permanent record.

ACADEMIC ADVISING
Each student is assigned a faculty advisor for consultation throughout the year on all aspects of academic process and progress. The list of assigned advisors will be available through the Registrar. All students must obtain schedule clearance from their assigned academic advisor prior to course registration each semester. The Office of Academic Affairs is the only substitute allowed, and then only under exceptional circumstances. Semester course schedules will be available one week prior to registration to provide adequate time for planning and consultation with the academic advisor.

While class registration is a logical time to meet with an academic advisor, students are encouraged to consult with their advisor at times other than registration, to track their academic progress throughout the year and their entire college career.

The relationship between a student and his/her academic advisor should be one that promotes an open conversation in a supportive environment. Students are assigned a faculty advisor upon enrollment. As students choose a major they will be reassigned to a faculty person within their discipline. Students may also request a particular advisor through the Registrar’s Office.

ACADEMIC FRESH START
Academic Fresh Start is a system enabling former MCA students who encountered academic difficulty to return to the college and petition for a zero grade point average. A “Fresh Start” is available only once and is irrevocable.

No quality points from course work completed prior to the awarding of Academic Fresh Start are computed in the grade point average. The new grade point average is computed on coursework completed after awarding of Academic Fresh Start. Credits from courses in the prior periods of enrollment will count toward the degree if the grade is a C or above. Previous credit earned with a grade less than C is not carried over, and some courses may need to be repeated to fulfill degree or college requirements in effect at the time of the student’s re-enrollment. A student on financial aid must still meet the requirements for satisfactory progress in order to be eligible for financial assistance. Students considering a Fresh Start should consult with their Admission Counselor to prepare the petition. The student must also consult with the Director of Financial Aid as Academic Fresh Start may impact the student’s future Federal Financial Aid eligibility. The petition is submitted to the Admissions Committee and considered as part of the re-enrollment and must be approved by the Academic Dean.

ACHIEVEMENT SUPPORT
Students on continued probation, returning from suspension, or on an Academic Plan from Financial Aid Probation will be mandated to meet weekly with Achievement Staff in the Achievement Center. Students may request appointments with the Achievement Staff directly through the Achievement Center or through the Office of Student Affairs. Students may also request peer tutoring assistance through the Achievement Center or through Student Affairs. Students on academic probation are encouraged to meet weekly with one of the staff members. Achievement Support Staff can provide assistance with time management, organizational skills, study skills, writing, and with individual class projects or assignments.

ADDING OR DROPPING A COURSE
There is no charge for adding or dropping courses. Students may not add classes after completion of the first week of classes. The end of the “Add” period also marks the college’s census date at which enrollment for the term is officially recorded. Students may drop a class without receiving a “W” on their transcript up through the first week of the semester. After the first week, students may withdraw from a course through the tenth week but will receive a “W” on their transcript. If withdrawal is made after the tenth week, but before the last class day, an “F” will be assigned. A student who intends to drop all classes should see the section following entitled “Withdrawal.”

ADVANCEMENT TO CANDIDACY
During registration for their final semester of study, students will be required to complete an Advancement to Candidacy Application. This application can be obtained in the Registrar’s
GENERAL INFORMATION // ATTENDANCE

Office or online at www.mca.edu/student-services/ registration. Students eligible for graduation will be assessed either a $150-BPA or $200-MFA and Art Education graduation fee in the final semester.

ATTENDANCE
On-time class attendance and participation are both critical aspects of the educational process. As the professor has the responsibility for presenting and directing the main body of day-to-day class content, so too it is each student’s responsibility to engage in the critical/intellectual discourse that evolves from that presentation. Knowledge is gained not merely by accumulating information through lecture or demonstration, but by examination, questioning, and assimilation. It is an active, participatory process that is enriched by the collective of students in any class. A student’s absence from any class has a serious negative effect on not only their own personal development, but also the overall development and success of the class community.

Students are expected to attend ALL of the regular class sessions for each of their registered courses. Furthermore, they are required to be prepared for and participate in class discussions, examinations, and critiques. All work assigned must be completed within the time frame designated by the instructor. It is understandable that an illness or other unavoidable conflict may arise which could result in a student’s absence from a class. For such a situation, a student will be allowed to miss the equivalent of one week of regular class sessions during any semester. These are not to be considered free days. Any absence means that a significant amount of class and lecture materials cannot be repeated. In any case, the student will be responsible for all material covered in the class. Unless it is physically impossible, the student must personally contact the instructor to discuss the absence, as soon as possible, to determine if work can be made up, or if other options are available. Arriving late to class (or leaving early) is also detrimental to the class community. Any two such instances will be equivalent to an absence.

Legitimate emergencies, such as a hospitalization or death in the immediate family, may be excused. In such cases, the student must submit an official documented notice of the circumstances (i.e. hospital notification, obituary, or accident report).

A standard illness is not an emergency, even if a doctor’s care is required.

If a student has more than the allowed absences, the semester grade will be dropped one full letter grade for each additional absence. Excessive tardiness, absences (as determined by the individual instructor in his/her course syllabus) or unfinished work is unprofessional and unacceptable and may result in a failing grade. If a situation develops, beyond the control of the student, which causes or necessitates his or her absence from a class or school, an incomplete grade may be applicable—see section on “Incompletes”—or consult the Academic Dean for clarification.

AUDITING A COURSE
An audited course does not count as credit toward the degree. Non-degree-seeking students may audit any beginning class at the college on a space availability basis. To audit upper-level classes the student must either complete the prerequisite or beginning courses, or receive the instructor’s permission to participate in the class. Students who audit are not required to prepare lessons or papers or to take examinations. Students will receive ‘AU’ on their transcript if, in the judgment of the instructor, they have attended a sufficient number of classes and completed sufficient work to deserve the notation on the transcript. Courses taken as ‘audit’ may not be retroactively shifted to ‘credit’ status.

All students who are registered in audit status are expected to attend the class that they have signed up to audit. An audit student not in regular class attendance will be denied studio use. A currently enrolled graduate student may audit any undergraduate class with permission of the instructor on a space-available basis at no additional cost during the fall or spring semesters.

AWARDING OF DEGREES
All candidates for graduation are encouraged to be present at the commencement exercises to receive their degrees. Payment of a graduation fee is required. Any student whose accounts are in arrears with the Business Office, Library, or any other college office or department will not be issued a degree. A degree will be awarded only if the college’s standards of progress and work quality are met by the candidate.

BFA, MFA, and Art Education degree candidates hold exhibitions in December and May. These contractual exhibitions are scheduled, announced, and published. Exhibitions and the accompanying Artist’s Statement are requirements for degree completion. Each candidate’s installation must be approved by the standing Exhibition Committee. Failure to receive final approval will result in rescheduling the exhibition to the end of the following semester and postponing graduation until that time.

Class Standing — Undergraduate
Freshman 0-29 credits
Sophomore 30-59 credits
Junior 60-89 credits
Senior 90+ credits

COMPLETION RATES
Pursuant to the Federal ‘Student Right to Know’ legislation, MCA is required to publish the graduation/completion rates of first-time, full-time student cohorts calculated on 150% of normal time to completion.

For MCA the following rates apply for fall entering classes:
Fall 2007 47%  
Fall 2008 53%  
Fall 2009 47%  

CONSORTIUM
MCA is a member of the Greater Memphis Consortium of colleges. It is possible under the rules of the consortium for full time students of the college to enroll in courses at other member colleges at no additional cost, as long as the course does not result in a course overload for the semester. Students can register for one course, per semester up to the transfer credit limit (see transfer credit policy). Courses taken under the consortium plan must be pre-approved by the Faculty Advisor. Colleges within the consortium are Christian Brothers University, LeMoyne-Owen College, and Memphis Theological Seminary.

Students interested in enrolling at one of the consortium institutions can find their course schedules in the MCA Registrar’s office or on the website of the prospective school. Arrangements must be approved prior to registering for the semester in which the student wishes to take the course(s).

Grades assigned at the host institution will appear on the student’s transcript and will figure into the student’s GPA. Full credit is given for work satisfactorily completed and approved by faculty review. Upon completion of the semester, students
are required to submit example(s) of writing and/or tests for Liberal Arts classes or images of 5-10 works from studio classes at the host institution. These will be tested against the MCA Gen Ed or relevant studio area rubrics for rigor and alignment with the mission. See also the section entitled “Mobility” for other educational opportunities.

**DEGREE REQUIREMENTS - UNDERGRADUATE**

Candidates for the bachelors degree must successfully complete 120 semester hours of credit. Only candidates for a BFA degree must also fulfill an exhibition requirement in their final semester of residency. All expectations and deadlines are detailed in the Bachelor of Fine Arts Informational Packet entitled “Mobility” for other educational opportunities.

In fulfilling the requirements for a bachelor’s degree, the student may not enroll in advanced courses before completing prerequisite coursework. It is the student’s responsibility to know and understand the degree requirements and the prerequisites for each course. MCA advisors assist the student in planning and following degree requirements; however, the student is ultimately responsible for keeping track of progress toward a degree and for knowing and fulfilling all degree requirements. BFA degree students must complete their degree requirements within 10 years of their enrollment date, whether it is concurrent enrollment or not. In addition to the successful completion of 120 semester hours of credit, candidates for the BFA degree must also fulfill an exhibition requirement in their final semester of residency. All expectations and deadlines are detailed in the Bachelor of Fine Arts Informational Packet that each degree candidate receives at the beginning of the process.

These requirements must be met in the prescribed linear fashion— the completion of one element enables sequential advancement— and coursework with each student’s assigned faculty representatives in their area of major concentration and liberal arts. Failure to meet any of these academic expectations will result in the student’s inability to participate in the Bachelor of Fine Arts Exhibition in the current semester, and graduation will be delayed until all exhibition requirements are met. Students who are not enrolled in coursework but are finishing their BFA Exhibition requirements must pay a $650 audit fee during that term.

**GENERAL INFORMATION // MAJORS & CONCENTRATIONS**

**DEGREE REQUIREMENTS - GRADUATE**

Candidates for the MFA degree must successfully complete 60 semester hours of credit. Of these, 48 must be in studio subjects and 12 in liberal arts (a minimum CGPA of 3.0 must be attained).

Candidates for the MAT degree must successfully complete 40 semester hours of credit. Of these, 25 must be in Art Education, 6 in Visual Art Foundation, 6 in Clinical Fieldwork, and 3 in Thesis & Exhibition (a minimum CGPA of 3.0 must be attained).

Candidates for the MAArtEd degree must successfully complete 31 semester hours of credit. Of these, 16 must be in Art Education, 12 in Visual Art Foundation and 3 in Thesis & Exhibition (a minimum CGPA of 3.0 must be attained).

MFA degree students must complete their degree requirements within five years of their enrollment date whether it is concurrent enrollment or not. Art Education degree candidates must complete their degree requirements within 10 years of their enrollment date whether it is concurrent enrollment or not. For more detailed information about graduate degree requirements, please refer to the Graduate section of this handbook.

**DEGREE REQUIREMENTS - UNDERGRADUATE**

Candidates for the bachelors degree must successfully complete 120 semester hours of credit. Only candidates for a BFA degree must also fulfill an exhibition requirement in their final semester of residency. All expectations and deadlines are detailed in the Bachelor of Fine Arts Informational Packet entitled “Mobility” for other educational opportunities.

In fulfilling the requirements for a bachelor’s degree, the student may not enroll in advanced courses before completing prerequisite coursework. It is the student’s responsibility to know and understand the degree requirements and the prerequisites for each course. MCA advisors assist the student in planning and following degree requirements; however, the student is ultimately responsible for keeping track of progress toward a degree and for knowing and fulfilling all degree requirements. BFA degree students must complete their degree requirements within 10 years of their enrollment date, whether it is concurrent enrollment or not. In addition to the successful completion of 120 semester hours of credit, candidates for the BFA degree must also fulfill an exhibition requirement in their final semester of residency. All expectations and deadlines are detailed in the Bachelor of Fine Arts Informational Packet that each degree candidate receives at the beginning of the process.

These requirements must be met in the prescribed linear fashion— the completion of one element enables sequential advancement— and coursework with each student’s assigned faculty representatives in their area of major concentration and liberal arts. Failure to meet any of these academic expectations will result in the student’s inability to participate in the Bachelor of Fine Arts Exhibition in the current semester, and graduation will be delayed until all exhibition requirements are met. Students who are not enrolled in coursework but are finishing their BFA Exhibition requirements must pay a $650 audit fee during that term.

**BFA Exhibition Requirements:**

- Agreement to and signature on the BFA Exhibitions contract and all sequential requirements stated in each form as outlined in the Bachelor of Fine Arts Informational Packet.
- Attendance at all required meetings.
- Approved Artist Statement.
- If the student has completed all coursework prior to the Exhibition semester, they must enroll for an audit course to participate in the BFA Exhibition during the term.
- Participation in assigned committees.
- Each student’s exhibition must conform to the allowable number of works within the allotted approved space as determined by professional gallery standards of hanging and presentation.
GENERAL INFORMATION // GRADES

- For each degree candidate an Exhibition Deposit of $50, payable to the Business Office, will be charged at the beginning of the process to secure the proper removal of all work at the conclusion of the exhibition. Additionally, the acknowledgement that any work residing after the published deadline will result in a fine and will be immediately removed and discarded— as resources are not available for storage of work.
- For students with prior approval to alter any exhibition materials— including gallery walls, cases and pedestals— the Exhibition Deposit will be held until the proper restoration of materials is made at the conclusion of the exhibition.
- Acknowledgement that student work is not underwritten by any insurance policy, for the unforeseen acts of damage or theft while exhibited, and therefore financial compensation cannot be provided.

ENROLLMENT AT ANOTHER INSTITUTION

In order to take classes at another college or university for transfer back to MCA a student must complete a “Petition to Enroll at Another Institution” form (available from the Registrar). A student may register for a maximum of three credits at another institution while simultaneously enrolled full-time at MCA. During the summer a student may enroll for a maximum of six credits at another institution. Students should check with their Academic Advisor to determine if a course might apply toward their graduation requirements.

Note: The final 30 credits toward the BFA degree must be earned at MCA (or, AICAD Mobility, or a Memphis area Consortium institution). Students with fewer than 31 hours remaining toward their degree who desire to earn graduation credit at another institution must petition the Academic Dean, in writing.

EXHIBITIONS/STUDENT WORK

Consistent with its educational mission, Memphis College of Art exercises curatorial oversight, responsibility and authority with all of its exhibitions. This involves decisions relative to the inclusion of any works in an exhibition based on several criteria. All sponsored exhibitions (in the Main Gallery, Brode Gallery, Lower Gallery, Hyde Gallery, and any other public viewing venues in MCA building) are vetted and approved by appropriate representatives of the college. Once installed, each exhibit has the full endorsement and support of the institution. It is expected that all members of the MCA community will respect both the artist(s) work and the public engagement solicits.

No individual or group may alter, edit, or in anyway interfere with the exhibition as a whole or any of its individual works. If an objection to any aspect of an exhibition arises, it must be brought to the Cabinet of the college for consideration. Failure to comply with this protocol will result in disciplinary action (see Judicial Process).

The BFA Degree Candidate Exhibitions in December and May are contractual Memphis College of Art exhibitions. They will be held in the Main, Lower, and Brode Galleries, or any other space determined appropriate by the Exhibition Committee. These exhibitions are professional shows that are scheduled, announced, and published. Participation in the BFA Exhibition and writing an accompanying artist’s statement are requirements for degree completion. Their faculty sponsor and the Exhibition Committee must approve each candidate’s installation. Failure to receive final signed approval will result in rescheduling the exhibition to the end of the following semester and postponing graduation until that time. At the end of the exhibition, fines will be assessed for uncollected work.

The scheduling of student exhibitions in locations other than established exhibition areas should be referred to the faculty Exhibition Committee. Requests will be addressed on an individual basis. Artworks that are displayed on and around the exterior of the building must have the prior approval of the committee. The building is on public property and any artwork(s) on display must comply with city codes.

Students are free to show their work off-campus as they wish. It is, however, inappropriate to claim that these independent exhibitions are sponsored by MCA, unless they have the specific written sponsorship of a faculty member and the Academic Dean. Various classes, departments, and special groups show their work in the many spaces of the college. Memorials and meetings announce these opportunities. Artworks to be placed outside the buildings and on the grounds of the college require prior approval from the Academic Dean.

Due to potential health and/or safety issues, the college places certain restrictions on materials used in the production of any artworks. None of the following supplies, materials, objects, and/or processes may be included in the production or exhibition of artwork:

- Animals (dead or alive), animal by-products or bodily parts or fluids; decaying material (or material that may decay), animal or vegetable; disfigurement of human bodies (piercing, tattoos, branding, scarification, etc.);
- Objects or materials of potential hazardous nature (ie, petroleum derivatives, out-gassing plastics, chemical solvents)

MCA reserves the right to make use of student work for classroom demonstration, exhibition, and/or for reproduction and inclusion in publications.

MCA assumes no responsibility for loss of or damage to student work while on exhibit at the college, stored at the college, or in transit to or from a college exhibition. “The lack of established pricing for student work prevents insurance coverage for these situations. The college does not assume the responsibility for coverage. Security on the campus is a reflection of the cooperative spirit of the college community. If a student should see someone remove or alter exhibited work, contact the Director of Safety, VP for Student Affairs, or Director of Student Life immediately. The theft, destruction, or damage of another person’s work will result in immediate suspension and may result in expulsion from the college.

GRADES

The work of all students is evaluated throughout the semester with a final grade being assigned at
the completion of that course. The grade is based on the accomplishments of the student and the process of achieving those accomplishments. This includes completed, assigned work but also reflects the attitude and approach taken to the course. It is expected that each student will not only perform at a given level but will also show some improvement, or growth, during the course of the semester. In this way, grades are not based on comparison to other students, but are a personal evaluation of an individual's progress and potential. It is an expectation of the faculty that students will clearly demonstrate a commitment, or passion, for the continued study of the professional program of Memphis College of Art.

The teacher is the sole arbiter in the determination of each grade. Grading is neither a collaborative nor democratic process with the student. It is that teacher's professional assessment of the student success. It is not the intention of any teacher to surprise students with their end-of-semester assessments. Students are encouraged to discuss their ongoing progress with their instructors at any time during the course of the semester. However, a student may appeal a grade if he/she thinks a grade has been unjustly assigned (e.g., a grade is the result of discrimination, caprice, harassment, inconsistency, deviation from the teacher's stated policy). The grounds for a grade appeal shall be limited to the question of whether the teacher applied the same standard equally to all students in the class.

Grading
Grades are issued at mid-term and at the end of the semester. Grades will be mailed to local addresses at mid-term and home addresses at the end of the semester.

Undergraduate Grade Designations
| A | Superior, exceptional — This grade is assigned for those individuals who have truly excelled in the course and indicated the capability of continued success in the discipline.
| B | Above average — The student has demonstrated a definite command of the course material and worked beyond the teacher's minimum expectations/requirements. (Minimum required grade for graduate major coursework).
| C | Average, satisfactory — The student has completed all required work at an acceptable level, participated in class discussion, attended, and been on time for classes.

Grades are issued at mid-term and at the end of the semester. Grades will be mailed to local addresses at mid-term and home addresses at the end of the semester.

Grade Appeal Procedure
Students should feel free to discuss grades with their teachers at any time and, in fact, are encouraged to do so throughout the course of the semester. They can expect open and frank discussion about either grading policy in general or a specific grade. The formal grade appeal procedure is designed for students who feel they have been graded unjustly (e.g., a grade is the result of discrimination, caprice, harassment, inconsistency, deviation from the teacher’s stated policy). The grounds for a grade appeal shall be limited to the question of whether the teacher applied the same standard equally to all students in the class.

| AU | Audit — An option to take a course for no credit or grade.

| INCOMPLETE | A student must petition the faculty member for an incomplete in any course. Cases of hardship for a single class will be granted when justified by the faculty in consultation with the Academic Dean. Documentation of the hardship may be required.

Incomplete — Assigned when the student cannot, for reasons beyond his/her control, complete the course obligations by the end of the semester.

Withdrawal — Chosen by the student up to the eighth week of the semester (check the current academic calendar). The grade is a permanent record on the transcript, but there is no academic penalty (or benefit).

A student must petition the faculty member for an incomplete in any course. Cases of hardship for a single class will be granted when justified by the faculty in consultation with the Academic Dean. Documentation of the hardship may be required.

The work must be completed within four weeks of the beginning of the following semester with a grade submitted by the faculty member or the incomplete, “I,” converts to an “F.” Careful consideration will be given to allow one student more time than all other students in the course to complete the required work.

Incomplete grades in more than one class (causing a delay in the educational program) will be granted for extenuating circumstances. However, only one incomplete can be made up without being considered a course overload; all other incompletes will delay advanced standing until they are cleared. Additionally, students receiving an incomplete in a course which is a prerequisite for another course may not register for the upper level course. The incomplete grade will not be entered into the grade point average until the semester in which the grade is actually given.

Grade Appeal Procedure
Students should feel free to discuss grades with their teachers at any time and, in fact, are encouraged to do so throughout the course of the semester. They can expect open and frank discussion about either grading policy in general or a specific grade. The formal grade appeal procedure is designed for students who feel they have been graded unjustly (e.g., a grade is the result of discrimination, caprice, harassment, inconsistency, deviation from the teacher’s stated policy). The grounds for a grade appeal shall be limited to the question of whether the teacher applied the same standard equally to all students in the class.
The grade appeal must be initiated in the first four weeks of the semester following the disputed grade.

1. The student should first contact the teacher to request a discussion of the assigned grade. Questions about grades can usually be resolved in this manner. If the student has any difficulty in contacting the teacher, the Academic Dean’s Office will provide assistance.

2. If the issue remains unsettled, the student may present his/her dispute, in writing, to the Academic Dean. The student should be specific about the nature of the unfairness he or she is alleging.

3. The Academic Dean will conduct an appropriate inquiry and render a decision. In all cases, the Academic Dean’s decision will be final, with written notification to both the student and the teacher.

Replacing a Grade

MCA undergraduate students may repeat a failed course, or a course in which they are required to have a higher grade or for the purpose of raising their CGPA. A grade of “C-” or better is required for all coursework within the major.

In all cases, the highest grade earned will be permanent. Students will NOT receive credit twice for the same course. A student may not take a course at another institution for the purpose of replacing a grade or credit earned or attempted at MCA.

MINIMUM GPA STANDARDS

Freshman must have a GPA of at least 1.75 or each semester during the first 29 semester hours of credit.

All other undergraduate students must have a semester GPA of at least 2.00 in each semester and a cumulative grade point average of 2.00 upon completion of 120 semester hours of credit to qualify for graduation.

MFA and Graduate Art Education candidates must have a semester grade point average of at least 3.00 each semester and a cumulative grade point average of 3.00 upon completion of required degree credits.

PROBATION - (ACADEMIC)

Students who fail to maintain the minimum grade point average will be placed on academic probation for their next regular semester of study, during which they will be allowed to register for a maximum of 12 credits.

SUSPENSION - (ACADEMIC)

Two consecutive semesters of Academic Suspension will result in Academic Suspension for one semester although students may appeal suspension (see below). While on Academic Suspension, the student may not register for any class at MCA. Classes taken at another institution during suspension will be evaluated for transfer credit at the discretion of MCA. Upon return to MCA, the Registrar, Dean, and/or Academic Advisor will assist the student in scheduling classes for the next semester. The student will be required to meet weekly with Achievement Staff. A third consecutive semester of failure to meet the minimum semester GPA standard may result in Academic Dismissal.

Normal Progression - BFA

The example below is an eight-semester plan of normal full-time progressions towards the BFA degree at MCA. Transfer or part-time students may show a different pattern, but an effort should be made to ensure that progress towards the degree proceeds in a parallel manner.

>> 1st Semester (15 credits)
FD (3) Drawing 1
FD (3) 2-D or 3-D Design
FD (3) Digital Foundations
HU (3) Writing 1
AH (3) Art History, Prehistoric to Medieval

>> 2nd Semester (15 credits)
FD (3) Drawing 2
FD (3) 2-D or 3-D Design
FD (3) Color Foundations
HU (3) Writing 2
AH (3) Art History, Renaissance to Contemporary

>> 3rd Semester (15 credits)
CR (3) Concentration Requirement
SE (3) Studio Elective
SE (3) Studio Elective
AH (3) Art History Elective
LA (3) Liberal Arts Elective

>> 4th Semester (15 credits)
CR (3) Concentration Requirement
SE (3) Studio Elective
SE (3) Studio or AH Elective
LA (3) Soc./Behav. Science Elective
LA (3) Liberal Arts Elective

>> 5th Semester (15 credits)
CR (3) Concentration Requirement
SE (3) Studio Elective
SE (3) Studio or AH Elective
LA (3) Math/Natural Science Elective
LA (3) Liberal Arts Elective

>> 6th Semester (15 credits)
CR (3) Concentration Requirement
SE (3) Studio Elective
SE (3) Studio Elective
LA (3) Liberal Arts Elective

>> 7th Semester (15 credits)
CR (3) Concentration Requirement
SE (3) Studio Elective
SE (3) Studio Elective
TD (3) Professional Practices (P2)
LA (3) Liberal Arts Elective

>> 8th Semester (15 credits)
CR (3) Concentration Requirement
SE (3) Studio Elective
SE (3) Studio Elective
SE (3) Studio Elective
LA (3) Liberal Arts Elective

Summary Distribution of Normal Progression
FD - Foundation, 21 credits
P2 - Professional Practices, 3 credits
LA - Liberal Arts, 30 credits
AH - Art History, 12 credits
CR - Concentration Requirements, 18-36 credits
SE - Studio Elective, 18-36 credits
Foundations Studio & General Education
Requirements for the BFA Degree at MCA

**Studio Foundation (21 Credits + 3 P2 credits)**
- FD100 Drawing 1
- FD110 Drawing 2
- FD120 2-D Design
- FD130 3-D Design
- FD140 Idea, Process, & Criticism
- FD160 Color Foundations
- FD170 Digital Foundations
- TD300 Professional Practices (P2)

**Liberal Arts (30 Credits)**
- HU101 Writing 1*
- HU102 Writing 2
- 3 Credits Social or Behavioral Science
- 3 Credits Math or Natural Science
- 3 Credits Literature
- 15 Additional Credits of LA Electives

**Art History (12 Credits)**
- AH101 Art History, Prehistoric to Medieval
- AH102 Art History, Renaissance to Contemporary
- 3 Credits Art History Elective
- 3 Credits Art History Elective

- Foundations 21 Credits + 3 Credits for P2
- Liberal Arts 30 Credits
- Major Coursework 18 to 36
- Studio Electives 18 to 36 (up to 6 Credits may be Art History)

**Students must complete all Foundation requirements before they may progress beyond the introductory level in any studio area.**

*Students scoring a 17 or below in English on the ACT (or comparable value on the SAT) entrance exam or based on faculty recommendation, will be placed in HU100 Developmental Writing. The 3 credits for this class will go toward a Liberal Arts elective.

**PROCEDURE TO APPEAL SUSPENSION**
When a student’s lack of academic progress places him/her on suspension or dismissal, the Registrar will notify the student of the situation and the right to appeal. The student may submit a Suspension/Dismissal Appeal Form (available from the Registrar) within one week of receipt of suspension/dismissal notification. The appeal will be read by a Faculty Appeal Committee who will render a final decision. Written notification will be sent to the student.

If probation is extended, the Registrar, Dean, and/or Academic Advisor will assist the student in scheduling classes for the next semester. As a condition of continued probation, the student will be required to meet weekly with an Achievement Support Staff member. If the appeal is denied, the student may not register for classes at MCA for the following semester. If probation is extended and the student does not meet minimum semester GPA requirements, suspension will result.

**DISMISSAL - (ACADEMIC)**
Failure to meet the terms of probation after returning from suspension will result in dismissal from the college. The student may appeal this decision and should follow the procedure outlined above under “Procedure to Appeal Suspension.” A dismissed student may reapply for admission to the college after one year.

**GRADUATION**
There is a required exhibition (see Exhibitions/Student Work) and a $150-BFA or $200-MFA graduation fee assessed in the student’s final semester at MCA. All students must file an Advancement to Candidacy form no later than the second week of the semester of intended graduation. See the Registrar for the Advancement to Candidacy form or find this online under “Insiders.” The Registrar will ensure that the student has met all the necessary degree requirements in order for the student to be eligible to graduate. Students who complete coursework before participating in the BFA/MFA or Art Ed Exhibition will be required to pay the audit fee of $650 for that term.

**HOLDS**
A student having an outstanding debt to the college or financial aid, library, or admissions holds may not register for classes, drop classes, have transcripts sent, or have any other transaction completed until that debt or hold is satisfied.

**INDEPENDENT STUDY**
The purpose of independent study is to provide for intensive study in an area of special or specific interest to supplement the established curriculum, not as a substitute for existing coursework. Supervising faculty members guide, evaluate, and grade students on their work. The same quality of work and time invested in traditional class settings is expected of students in independent study courses (i.e. six work hours per week per credit for studio coursework and three hours per week per credit for Liberal Arts coursework).

Undergraduate students with a 3.0 CGPA who have completed 60 hours are eligible to register for independent study. No more than one independent study is permitted per semester and a maximum of six credits of independent study may be applied toward a BFA degree. Graduate students must confer with the appropriate Graduate Director for eligibility.

A student interested in an independent study must request the sponsorship of a faculty member who has appropriate interests and competencies to serve as the Supervising Faculty. With the assistance of that faculty member, a student must prepare a written proposal detailing the:
- Nature of the project;
- Proposed semester schedule, including meetings with the sponsor and deadlines;
- Faculty involvement in the project and process;
- Expected outcome of the project (i.e. skills developed, experience gained, work completed);
- Method of evaluating the completed work.

The appropriate Division Chair will review the proposal for an overview of curricular context. The Faculty Advisor must approve the “Application for Independent Study” as a component of the student’s overall course registration, no later than the end of the add period of any semester.
# ACADEMIC POLICIES AND PROCEDURES // MAJOR REQUIREMENTS

## BFA in Digital Media:

### Animation (36 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM200</td>
<td>Introduction to Animation Techniques (FD100, FD120, FD170)</td>
</tr>
<tr>
<td>DM225</td>
<td>2-D Animation 1 (DM200, Foundations)</td>
</tr>
<tr>
<td>DM230</td>
<td>Dynamic Imaging 1 (Foundations)</td>
</tr>
<tr>
<td>DM270</td>
<td>Digital Cinema 1 (Foundations)</td>
</tr>
<tr>
<td>DM300</td>
<td>3-D Animation 1 (DM225)</td>
</tr>
<tr>
<td>DM310</td>
<td>3-D Computer Animation (DM225, POI)</td>
</tr>
<tr>
<td>DM325</td>
<td>Advanced 2-D Animation (DM225, POI)</td>
</tr>
<tr>
<td>DM375</td>
<td>Sound Acquisition and Editing</td>
</tr>
<tr>
<td>DM400</td>
<td>Senior Studio 1 (Sr. Stg.)</td>
</tr>
<tr>
<td>DM405</td>
<td>Senior Studio 2 (DM400)</td>
</tr>
<tr>
<td>DM410</td>
<td>Advanced 3-D Computer Animation (DM310)</td>
</tr>
<tr>
<td><strong>Plus</strong></td>
<td>Dynamic Imaging 2 (DM230)</td>
</tr>
<tr>
<td>DM330</td>
<td>Digital Cinema 2 (DM270)</td>
</tr>
<tr>
<td>DM370</td>
<td>Experimental Production (DM270 or POI)</td>
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### Digital Cinema (36 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM200</td>
<td>Introduction to Animation Techniques (FD100, FD120, FD170)</td>
</tr>
<tr>
<td>DM230</td>
<td>Dynamic Imaging 1 (Foundations)</td>
</tr>
<tr>
<td>DM270</td>
<td>Digital Cinema 1 (Foundations)</td>
</tr>
<tr>
<td>DM330</td>
<td>Dynamic Imaging 2 (DM230)</td>
</tr>
<tr>
<td>DM370</td>
<td>Digital Cinema 2 (DM270)</td>
</tr>
<tr>
<td>DM375</td>
<td>Sound Acquisition &amp; Editing (FD170)</td>
</tr>
<tr>
<td>DM400</td>
<td>Senior Studio 1 (Sr. Stg.)</td>
</tr>
<tr>
<td>DM405</td>
<td>Senior Studio 2 (DM400)</td>
</tr>
<tr>
<td>DM470</td>
<td>Digital Cinema 3 (DM370)</td>
</tr>
<tr>
<td>DM475</td>
<td>Experimental Production (DM270 or POI)</td>
</tr>
<tr>
<td><strong>Plus</strong></td>
<td>2-D Animation 1 (DM200, Foundations)</td>
</tr>
<tr>
<td>DM225</td>
<td>Digital Imaging 1 (PH100)</td>
</tr>
<tr>
<td>DM300</td>
<td>3-D Animation (DM225)</td>
</tr>
<tr>
<td>DM310</td>
<td>3-D Computer Animation (DM225, POI)</td>
</tr>
</tbody>
</table>

*Course Pre Requisites are in Parentheses

## BFA in Photography (36 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH215</td>
<td>Black and White Film Photography</td>
</tr>
<tr>
<td>PH230</td>
<td>Digital Photography Workflow (PH215)</td>
</tr>
<tr>
<td>PH250</td>
<td>Beyond 35mm Photography (PH215)</td>
</tr>
<tr>
<td>PH275</td>
<td>Social Documentary (PH230, PH250)</td>
</tr>
<tr>
<td>PH300</td>
<td>Experimental Photography (PH230, PH250)</td>
</tr>
<tr>
<td>PH325</td>
<td>Studio Lighting (PH250)</td>
</tr>
<tr>
<td>PH330</td>
<td>300 Level PH Elective (PH250)</td>
</tr>
<tr>
<td>PH350</td>
<td>Alternative Processes (PH250)</td>
</tr>
<tr>
<td>PH375</td>
<td>Photo Professional Practices 1 (PH300)</td>
</tr>
<tr>
<td>PH400</td>
<td>Photo Professional Practices 2 (PH325, PH375)</td>
</tr>
<tr>
<td>DM260</td>
<td>Web Design (FD170)</td>
</tr>
<tr>
<td><strong>Plus</strong></td>
<td>Elements of Binding</td>
</tr>
<tr>
<td>PM280</td>
<td>OR</td>
</tr>
<tr>
<td>DM270</td>
<td>Digital Cinema 1 (Foundations)</td>
</tr>
<tr>
<td>IN.PHXX</td>
<td>Photography Internship</td>
</tr>
</tbody>
</table>

## BFA in Painting/Drawing (33 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>PD200</td>
<td>Painting 1</td>
</tr>
<tr>
<td>PD201</td>
<td>Painting 2 (PD200)</td>
</tr>
<tr>
<td>PD220</td>
<td>Life Drawing (FD110)</td>
</tr>
<tr>
<td>PD230</td>
<td>Drawing Composition (FD110)</td>
</tr>
<tr>
<td>PD300</td>
<td>Collage/Mixed Media (PD220, PD230)</td>
</tr>
<tr>
<td>PD310</td>
<td>Contemporary Concepts (PD200, PD220)</td>
</tr>
<tr>
<td>PD320</td>
<td>The Figure (PD220)</td>
</tr>
</tbody>
</table>
| **6 Credits** | 300-level PD coursework (PD300)  
(choose two of four subject classes): |
| PD330    | Landscape                                         |
| PD331    | Still Life                                        |
| PD332    | Abstraction                                       |
| PD333    | Workshop                                          |
| PD400    | Painting/Drawing Seminar (Sr. Stg. or POI)        |
| PD401    | Painting/Drawing Seminar (PD400)                  |
### BFA in Fine Arts:

#### Photography (21 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH215</td>
<td>Black and White Film Photography</td>
</tr>
<tr>
<td>PH230</td>
<td>Digital Photography Workflow (PH215)</td>
</tr>
<tr>
<td>PH250</td>
<td>Beyond 35mm Photography (PH215)</td>
</tr>
<tr>
<td>PH300</td>
<td>Experimental Photography (PH230, PH250)</td>
</tr>
<tr>
<td>PH325</td>
<td>Studio Lighting (PH250)</td>
</tr>
<tr>
<td>PH375</td>
<td>Photo Professional Practices 1 (PH300)</td>
</tr>
<tr>
<td>PH400</td>
<td>Photo Professional Practices 2 (PH325, PH375)</td>
</tr>
</tbody>
</table>

#### Printmaking (18 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM215</td>
<td>Printmaking Fundamentals (Foundations)</td>
</tr>
<tr>
<td>PM240</td>
<td>Relief Printmaking (Foundations)</td>
</tr>
<tr>
<td>PM310</td>
<td>Intaglio Printmaking (Foundations)</td>
</tr>
<tr>
<td>PM320</td>
<td>Lithography (PM215)</td>
</tr>
<tr>
<td>PM400</td>
<td>Printmaking Seminar (PM310 or PM320)</td>
</tr>
<tr>
<td>PM260</td>
<td>Western Paper</td>
</tr>
<tr>
<td>PM270</td>
<td>Eastern Paper</td>
</tr>
<tr>
<td>PM280</td>
<td>Elements of Binding 1</td>
</tr>
</tbody>
</table>

#### Sculpture (27 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC100</td>
<td>Sculpture 1</td>
</tr>
<tr>
<td>SC120</td>
<td>Ceramic Sculpture 1</td>
</tr>
<tr>
<td>SC150</td>
<td>Metalsmithing 1</td>
</tr>
<tr>
<td></td>
<td>12 Credits</td>
</tr>
<tr>
<td></td>
<td>200-Level (or Higher) SC Coursework</td>
</tr>
<tr>
<td></td>
<td>6 Credits</td>
</tr>
<tr>
<td></td>
<td>300-Level (or Higher) SC Coursework</td>
</tr>
</tbody>
</table>

### GRADE POINT AVERAGE

A student’s Grade Point Average may be expressed either as a snapshot of one semester or as a cumulative (CGPA) average of all coursework taken at the college (transfer credits and grades are not considered in calculating the GPA). Probation status is assigned based on an individual semester’s performance.

The GPA is calculated using the following formula for converting a letter grade to Quality Points:

\[
\text{GPA} = \frac{\text{total Quality Points}}{\text{total credits}}
\]

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Sculpture</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>Painting</td>
<td>A-</td>
<td>2.7</td>
</tr>
<tr>
<td>Printmaking</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>Art History</td>
<td>B</td>
<td>3.0</td>
</tr>
</tbody>
</table>

\[
\text{GPA} = \frac{(4.0 \times 3 \text{ cr.}) + (3.3 \times 3 \text{ cr.}) + (2.7 \times 3 \text{ cr.}) + (2.3 \times 3 \text{ cr.}) + (3.0 \times 3 \text{ cr.})}{15 \text{ cr.}} = \frac{48.9}{15} = 3.26 \text{ for Semester}
\]

### BFA in Design Arts (36 Credits)

#### Digital Media

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM200</td>
<td>Introduction to Animation Techniques (FD100, FD120, FD170)</td>
</tr>
<tr>
<td>DM230</td>
<td>Dynamic Imaging 1 (Foundations)</td>
</tr>
<tr>
<td>DM270</td>
<td>Digital Cinema 1 (Foundations)</td>
</tr>
<tr>
<td></td>
<td>6 Credits: 300-Level (or Higher) DM Coursework</td>
</tr>
<tr>
<td>DM400</td>
<td>Senior Studio 1 (Sr. Stg.)</td>
</tr>
<tr>
<td>DM405</td>
<td>Senior Studio 2 (DM400)</td>
</tr>
</tbody>
</table>

#### Graphic Design

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GD200</td>
<td>Design Systems 1 (FD120, FD170)</td>
</tr>
<tr>
<td>GD205</td>
<td>Design Systems 2 (GD200)</td>
</tr>
<tr>
<td>GD300</td>
<td>Design Systems 3 (GD205)</td>
</tr>
<tr>
<td>GD305</td>
<td>Design Systems 4 (GD300)</td>
</tr>
<tr>
<td>GD400</td>
<td>Design Systems 5 (GD305)</td>
</tr>
<tr>
<td>GD405</td>
<td>Design Systems 6 (GD400)</td>
</tr>
</tbody>
</table>

#### Illustration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL240</td>
<td>Drawing from Imagination (Foundations)</td>
</tr>
<tr>
<td>IL270</td>
<td>Drawing Imagined Space (IL240)</td>
</tr>
<tr>
<td>IL360</td>
<td>Conceptualization/Metaphor (IL220, IL240, IL270, PD220)</td>
</tr>
<tr>
<td>IL365</td>
<td>Style and Vision (IL339, IL360)</td>
</tr>
<tr>
<td>IL460</td>
<td>Senior Studio/Business and Presentation (IL230, IL365)</td>
</tr>
<tr>
<td>IL465</td>
<td>Senior Studio/Portfolio and Marketing (IL460)</td>
</tr>
</tbody>
</table>

#### Sequential Narrative

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL220</td>
<td>Visual Storytelling (HU102)</td>
</tr>
<tr>
<td>IL240</td>
<td>Drawing from Imagination (Foundations)</td>
</tr>
<tr>
<td>IL320</td>
<td>Comics: Developing Story and Character (IL220)</td>
</tr>
<tr>
<td>IL410</td>
<td>Comics: Production and Print Publication (IL320)</td>
</tr>
<tr>
<td>IL420</td>
<td>Comics: Serialization and Distribution (IL410)</td>
</tr>
<tr>
<td>GD200</td>
<td>Design Systems 1 (FD120, FD170)</td>
</tr>
</tbody>
</table>
INTERNSHIPS

Purpose
Internships are studio electives at MCA and provide important opportunities for students to work in art-related, professional work environments under knowledgeable supervisors while they earn credit toward their BFA degree. Internships may be paid or unpaid experiences for the duration of one semester or for the summer, and students may earn three to six hours of elective credit for their experience.

Currently, Memphis College of Art has more than 80 preapproved internship sites. The list of internship opportunities in both Fine Arts and Design Arts is available from the Career Services Director and on the MCA web site under "Career Services." The Director of Career Services oversees the Internship Program and the Academic Dean must approve all internship sites.

Setting up the Internship:
Eligibility for internships, requires students: 1) attend an internship orientation prior to registration for the course; 2) be in good academic standing with a cumulative GPA of 2.60; and 3) have earned at least 45 credits at MCA. Registration and payment for all internship electives is required. In the summer only, a "0 Credit" option is available.

To apply for internships, eligible students should 1) consult with their Advisor or the Director of Career Services to discuss the benefits of completing an internship at least one semester prior to the intended internship semester. After consultation with their advisor, students should 2) review the list of available internships on the MCA website under "Career Services" to identify opportunities in which they are interested and meet the qualifications. Next, they should 3) attend an internship orientation and complete and submit an Intent to Apply for Internship (form 1) to the Director of Career Services. Once students have completed the initial process and identified the organizations for which they would like to intern, they may 4) begin setting up interviews with prospective internship sites.

When contacting an internship site to apply, students should submit a professional resume and portfolio with either a printed or electronic cover letter. Once a student is "hired" for the internship site, they will need to complete the Internship Agreement/Registration (form 2) that requires three signatures: 1) Student, 2) Site Supervisor, and 3) Faculty Sponsor. Students who register and complete a "0 credit hour" internships are similar to the three or six credit hour internships in that students opting for this kind of internship also will be overseen by a Faculty Sponsor and evaluated at the end of the semester by their Internship Site Supervisor. Students who register and complete a "0 credit hour" internship will receive "Pass" or "No Credit" on their transcript, based on their end of semester evaluation. The "Pass" or "No Credit" grade will not affect the student's GPA, but will be recorded on the transcript.

Students generally receive approval to participate at an internship without the longer term commitment of an internship site, and offer the student an opportunity to talk with professionals one-on-one and explore a career as a preview to an internship without the longer term commitment of an internship.

Students who receive the Ferris Summer Internship Scholarship* is a $2,500 award for eligible students who complete internships at a high-profile internship site outside of Memphis and the students' hometown, during the summer to help cover living expenses. Students who receive the Ferris Scholarship must register for a three credit hour internship elective (the award cannot apply to a 0 credit hour internship).

*The Ferris Summer Internship Scholarship is contingent each year upon renewed funding by the donor.

Externship Experience
An externship is a short-term career exploration opportunity scheduled by Career Services for students who want to learn more about a particular profession or job site, for example, a design agency, an independent artist, or gallery. Externships last from a couple of hours to a full day depending on the site, and offer the student an opportunity to talk with professionals one-on-one and explore a career as a preview to an internship without the longer term commitment of an internship.

LEAVES OF ABSENCE
Leaves of Absence are designed to allow a student to temporarily suspend his/her attendance at MCA with...
no academic penalty. Leaves can be for academic, personal, or medical reasons. The student must complete paperwork for Leave of Absence with the Vice President for Student Affairs. Students must have an exit interview prior to the leave with the Director of Financial Aid.

LETTER OF GOOD STANDING
Students needing a letter of good standing for insurance or other purposes should see the Registrar. These requests generally take two days to process.

MOBILITY
The Student Mobility Program offers undergraduate students with at least second semester junior standing and a cumulative grade point average of at least 3.0 an opportunity to attend one of the participating Association of Independent Colleges of Art and Design (AICAD) schools.

All students who are qualified are notified each semester by letter from the Director of Student Life, who also acts as the mobility coordinator. The mobility program allows the student the opportunity to spend one semester at another college to study something that is not offered at MCA, to experience a more metropolitan city, or to study under another professor. Tuition is paid at MCA. Other expenses borne by the student include student living costs, art supplies, books, and possibly lab/studio fees. Full credit is given for work satisfactorily completed. All credits earned through the Mobility program will be awarded as Credit/No Credit. Mobility coursework is not intended to replace required coursework in a major or concentration. Upon completion of the mobility semester, students are required to submit 10 studio work images produced while on mobility for review and one mobility writing or exam sample for review.

To apply:
1. Students must submit a statement of purpose explaining how this experience will benefit their artistic development to the Director of Student Life. The proposal should specify immediate artistic goals as well as future artistic goals and plans.
2. Proposals will be presented to the Dean’s Council for consideration and approval.
3. Students will complete an application form that will be presented to an AICAD college of their choice. Students will complete an application form and submit it to AICAD for consideration and approval.
4. The Director of Student Life will contact the host institution on behalf of the student. The mobility program allows the student the opportunity to spend one semester at another college to study something that is not offered at MCA, to experience a more metropolitan city, or to study under another professor. Tuition is paid at MCA. Other expenses borne by the student include student living costs, art supplies, books, and possibly lab/studio fees. Full credit is given for work satisfactorily completed. All credits earned through the Mobility program will be awarded as Credit/No Credit. Mobility coursework is not intended to replace required coursework in a major or concentration. Upon completion of the mobility semester, students are required to submit 10 studio work images produced while on mobility for review and one mobility writing or exam sample for review.

Attendance at one of these institutions requires the approval of the Academic Dean. Not all the AICAD colleges participate in the Mobility Exchange Program—for a current list, see the Director of Student Life.

The AICAD colleges are:
- Alberta College of Art & Design
- Art Academy of Cincinnati
- Art Institute of Boston at Lesley University
- California College of the Arts
- Cleveland Institute of Art
- College For Creative Studies
- Columbus College of Art & Design
- Cooper Union School of Art
- Corcoran College of Art & Design
- Emily Carr University of Art & Design
- Kansas City Art Institute
- Laguna College of Art & Design
- Lyme Academy College of Fine Arts
- Maine College of Art
- Maryland Institute College of Art
- Massachusetts College of Art and Design
- Memphis College of Art
- Milwaukee Institute of Art & Design
- Minneapolis College of Art & Design
- Montserrat College of Art
- Moore College of Art & Design
- New Hampshire Institute of Art
- NSCAD University
- OCA University
- Oregon College of Art & Craft
- Otis College of Art & Design
- Pacific Northwest College of Art
- Pennsylvania Academy of the Fine Arts
- Rhode Island School of Design
- Ringling College of Art & Design
- San Francisco Art Institute
- School of the Art Institute of Chicago
- School of the Museum of Fine Arts
- University of the Arts
- Watkins College of Art, Design & Film

See also the section entitled “Consortium” for other educational opportunities.

PLAGIARISM/CHEATING
Plagiarism is using another individual’s words or ideas without acknowledging the source. A student who copies phrases, sentences, paragraphs, or ideas from a published work (internet site, book, magazine, journal, pamphlet, etc) and does not use quotation marks or otherwise acknowledge the source, or turns in someone else’s drawings, sketches, sketchbooks, or other studio assignment as his or her own is plagiarizing. Likewise, cheating or any other form of academic dishonesty is against MCA policy. Cheating, plagiarism, and any type of academic dishonesty will not be tolerated at MCA.

If an instructor has proof of a student plagiarizing another’s work, cheating, or participating in any type of academic dishonesty, that student will receive a course-grade of “F” (they will not have the option of withdrawing from the course) and must meet with the Academic Dean. A second instance of plagiarism/cheating/academic dishonesty may result in expulsion from the college or other sanction, as determined by the informal Judicial Review process.

PROGRAM POLICIES
MCA reserves the right to alter policies pertaining to courses, fees, credit structure, and other notices published in handbooks, bulletins, and the catalog. The college also reserves the right to correct errors of publications. MCA offers classes based upon the educational benefit or course content, not upon the specific instructor assigned. Students are bound by the requirements existing at the time of their admission to the degree program. However, they may elect to obtain their degree under the requirements of any subsequent changes after consultation with and notification of the Registrar. Decisions by the Academic Dean concerning variations from degree requirements, course order, or other academic policies will not set precedent for any other individual or circumstance.

RE-ADMITTED STUDENTS
Students who left MCA in good standing and who wish to be re-admitted must submit a new application. If the student has been absent for three or more years, a new portfolio submission is required.

REGISTRATION
October/November of each year is the Registration period for the following spring semester classes. Likewise, in March/ April the registration period for the fall semester classes of the next academic year begins. Registration information
ACADEMIC POLICIES AND PROCEDURES

will be placed in student mailboxes, emailed, and posted on the MCA website at those times. Prior to course registration, students must meet with their faculty advisor, by individual appointment or on the scheduled “Advising Night,” who will approve and/or advise them on their selected classes. Students will not be able to register without approval from their assigned Faculty Advisor. The Office of Academic Affairs is the only substitute allowed.

Failure to register at the assigned time may require that students:
1. Register during the assigned late registration date(s);
2. Pay a $25 late registration fee;
3. Choose from the remaining available classes.

Students who do not register at the appointed time run the risk of being shut out of limited enrollment classes and may be forced to wait until a later semester to fulfill requirements or complete a prerequisite.

REVIEW COMMITTEES
The Review Committee process requires each student to meet approximately once every 30 credit hours with a three-member faculty committee to assess his or her academic progress. Usually each student is reviewed once per year, but sometimes a student is scheduled in consecutive semesters and at other times there are one or two semester breaks. Students on probation or returning after academic suspension will automatically have a Review Committee.

Students will be notified if they are going to have a Review Committee after midterms and should not schedule a departure from school before their scheduled review. Those who fail to meet with their committee will be automatically suspended for the following semester.

The purpose of Review Committees is for faculty to evaluate each student's studio work as a whole, review semester grades and full transcript, and offer counsel for improvement as well as encouragement for excellence. Freshmen students will present all studio work done in the first two semesters. All others will include all work produced since the last review committee. It is important to bring all of the work from each class. Students should not edit their work and should only present work created in their MCA classes. Students should be prepared to discuss their work and their ideas for continuing growth. Faculty will present an assessment of the success and merit of the entire body of work presented.

SEMESTER LENGTH AND FINAL EXAMS
MCA's semester is 15 weeks long including 14 weeks of in-class time plus one week of exams and time for submission of final studio projects. The end of the semester schedule is as follows: Reading Day is the Tuesday of the fifteenth week. Exams will be held Wednesday - Saturday (or Sunday afternoon in exceptional circumstances) of the 15th week.

TRANSCRIPTS
MCA students may request transcripts in writing by mail, fax or email through the Registrar’s Office at: 1930 Poplar Avenue, Memphis, TN 38104; ph - 901-272-5139; fax – 901-272-5104; e-mail – Registrar@mca.edu. All transcripts require a signature and are free of charge. Students who request a transcript to be sent by overnight service will be required to pay the Business Office $10 per overnight mailing.

TRANSFER CREDIT
MCA will consider transferring a total of 72 credits (including Advanced Placement credits earned while in high school) that have been earned within the past 10 years and are applicable to MCA's undergraduate degree requirements, with a grade of “C” or better from colleges accredited by any of the regional accrediting associations or by the National Association of Schools of Art and Design. Of those 72 credits, a maximum of 12 credits in Art History coursework, and/or 30 credits in liberal arts coursework, and/or 48 credits in studio art may be considered. Grades for transferred credit will not be calculated into the MCA cumulative grade point average.

When transferring to MCA, students must submit official transcripts of coursework attempted at all the regionally accredited institutions they attended. The Office of Academic Affairs will evaluate each course to determine equivalency to MCA courses. Courses without an exact equivalent will transfer in as an elective course related to the specific area where appropriate. Transfer students will not receive credit for courses that are not at the college level or are not appropriate to MCA's curriculum, such as technical or vocational coursework.

Placement of coursework into major course requirements will be determined by portfolio review by the program's Area Head. As not every course from another institution (and not all other non-traditional experiences) have an exact academic equivalency within a degree program, course descriptions, syllabi, and portfolio review will be used to assess comparable and appropriate credit transfer toward MCA's degree program.

Credit Based on Life Experience/Portfolio Proficiency
Entering students can be considered for credit based on life experience through the admissions process for related work or study experience or for credit older than 10 years from MCA or accredited colleges. Credit will be considered for transfer on a case-by-case basis if they are from classes with content unlikely to change significantly over time (i.e. Writing 1 and 2, foreign languages, history, literature, basic math, basic drawing, 2-D design, etc) and for which there are program course equivalencies. These credits will be reviewed for acceptance by the Faculty Admissions Committee with required documentation of resume, portfolio, timeline, and recommendation from an instructor/provider. The committee will review course descriptions if applicable, or program/ experience content. These non-traditional experiences are held to high standards to ensure a quality comparable to the MCA coursework they would replace. Credit transferred to studio elective coursework through portfolio proficiency, or other experiential learning programs will be evaluated by rubric. Credit earned at non-accredited institutions will not generally be accepted, however can be considered through the process described above. Each case will be handled individually by the appropriate discipline or office to guarantee comparable quality with MCA’s curriculum.

Currently enrolled MCA students who plan to attend another college and apply that credit toward their MCA degree must have their plan pre-approved by the Office of Academic Affairs for any required and elective coursework to ensure transfer. Students must complete and obtain required signatures and course transfer verification through the "Petition to Enroll at Another Institution” form. A student may take a maximum of three credits per semester at another institution (six credits during the summer) while simultaneously enrolled at MCA (the Mobility Program being the exception).

It is the policy of MCA to require students to complete the last 30 credit hours of their degree at MCA. If a student withdraws from MCA for at least a semester and takes coursework at another institution, those courses must be declared upon reapplying to the college in order to be considered for transfer credit. Coursework not declared upon readmission will not be transferable.

Advanced Placement Program Examination
Students who earn AP credit during high school may apply those credits to their MCA graduation requirements, within
the guidelines indicated below, MCA uses the college board’s recommended acceptable scores to indicate the student has attained an acceptable level of knowledge of the subject in question, which could be seen as a replacement for comparable collegiate coursework. Credit earned through the advanced placement program will not be included in the calculation of the grade point average.

**Art History**
1. A student must earn a score of three or better on the examination to transfer AP credit.
2. Students will receive three semester credits, satisfying the Art History Survey 1 requirement.

**Liberal Arts**
1. Students must earn a score of three or better on the examination to transfer AP credit.
2. In the case of English or Composition AP courses, students will receive three semester credits applied to the Writing 1 requirement.
3. For all other Liberal Arts AP courses, student will receive three semester credits, which will be applied to the Liberal Arts and Sciences elective requirements.

**Studio Classes**
The Foundation/Core Program at MCA is a carefully planned integrated curriculum designed to provide all students with a consistent background of experience and language for all subsequent coursework at the college. For this reason, all students coming directly from high school will be required to complete the entire MCA Foundation experience and AP credit will be awarded toward studio electives.
1. Student must earn a score of three or better on the examination to transfer AP credit;
2. Students will receive three semester credits, applied as studio elective credit.

**International Baccalaureate (IB) Credit**
A student who has completed IB Higher Level (HL) exams and receives a score of 5 or higher in any of the Liberal Arts subject areas are eligible to transfer 3 college credit hours in the applicable area. Classes that are not considered Liberal Arts courses will not be transferable: Music and Theatre Performance, Computer Science, and Business Management. A student who has completed IB HL exams and receives a score of 5 or higher in Visual Arts will receive 3 college credits toward studio electives credit. A total of 12 credit hours may be applied toward MCA’s graduation requirements. No credit is given for Standard Level (SL) exams. Final determination of credit transfer for IB exams will be made by the Admissions Committee from the official IB transcript.

**College Level Examination Program (CLEP)**
Memphis College of Art will accept credit for successful completion of relevant subject area examinations of the College Level Examination Program (CLEP). Individual departments determine the standards for the acceptance of CLEP credit. Test scores must be submitted directly to the Admissions Office from CLEP. Students may earn up to fifteen (15) elective hours, but cannot satisfy general education requirements with CLEP credit. Credit earned through the CLEP program will be entered on the transcript as passing credit but will not be included in the calculation of the grade point average.

**Courses for Which Students May Obtain Studio Credit**
- All traditional media practice
- General Studio
- Digital Media (computer based creative coursework—offered through an Art program)
- Art Conservation
- Art History
- Visual Art History
- English Language/Composition
- English Literature/Composition
- Speech
- Communication
- US and World History
- Government and Political Science
- European History
- Journalism
- Literature
- Humanities coursework
- Foreign Language
- Philosophy
- Social and Behavioral Science coursework
- Mathematics
- Natural Science coursework
- Performance histories of other arts (appreciation)
- Music
- Dance
- Theatre

**Courses for Which Students Will Not Obtain Transfer Credit**
- Art Appreciation (visual art)
- Institution-specific freshmen experience courses
- Business coursework - except as it may relate to independent studio business practice
- Physical Education
- Health Science and/or Wellness courses
- Computer Science coursework as studio requirement or elective
- Exceptions will be considered on a case-by-case basis

**Quarter Credits Versus Semester Hour Credits**
Credits at MCA are semester credits. Any other credit will be converted to semester hours.

**TRAVEL FELLOWSHIPS**
The following Travel Fellowships are offered each academic year: Hohenberg Traveling Fellowship: Award of approximately $3,500 given for summer travel in Europe, Africa, or Asia. This award is open to all current full-time students (BFA & MFA) who have been at MCA for two consecutive semesters, have a minimum cumulative 3.0 GPA, and are in good standing. Graduating BFA and MFA students are not eligible.

Myrtle Powell Bowld European Traveling Fellowship: Award of approximately $3,400 given for European summer travel. This award is open to all current full-time juniors who have a minimum 3.0 CGPA and are in good standing.

The Student Life office will notify qualified students during the first week of school in the fall semester. To apply, students must submit a completed application, proposal, and portfolio by January 30 to the Director of Student Life. Fellowship recipients are chosen by faculty vote and all applicants will be notified by February 16. Funds will be disbursed once all requirements are met.

**VISITING ARTIST LECTURE SERIES**
Throughout the year, a variety of special lectures are held to augment the classroom experience for all students. These may be presentations by MCA faculty members or by visiting artists or scholars. The events are scheduled at various days and times during the week to accommodate the individual course and work schedules of the community.
ACADEMIC POLICIES AND PROCEDURES

Memphis College of Art students must attend fifty percent (50%) of the extra-curricular lectures, held at the college, per academic year.

WITHDRAWAL FROM THE COLLEGE

Students wishing to withdraw from MCA must do so in writing to the Vice President for Student Affairs. Absence from classes, non-payment of fees, or verbal notification (without written notification following) will not be regarded as official notice of withdrawal. Failure to formally withdraw from courses or from MCA will result in the grade of “F” for each course.

To withdraw, pick up a Withdrawal form from the Student Affairs Office. Complete the form by obtaining signatures from the Business Office, Financial Aid Office, and VP for Student Affairs, signifying a clearance with those individual offices. The form should be returned to the VP for Student Affairs, who will complete the withdrawal process.

Students may withdraw at any time during the semester prior to the last official class day. No record of attendance for the semester will be kept for students who withdraw before the end of the first week of classes. After the first week, students may withdraw from individual courses (but remain enrolled in at least one course) until the tenth week but will receive “W”s on their transcript for those courses.

INVOLUNTARY WITHDRAWAL

Involuntary withdrawals or temporary suspensions will be undertaken when a student exhibits behavior which is not attributable to voluntary conduct subject to disciplinary action. Such behavior shall include but is not limited to: posing a significant threat of danger and/or physical harm to himself or herself and/or other members of the college community; interfering with the rights of other students, staff, or faculty or the college; or the exercise of any activity or function of the college. Withdrawal may be imposed if a student is unable to effectively pursue his or her academic work; disruptive to the normal educative process of the college; or a danger to himself or herself.

Subsequent to the determination of the existence of grounds as outlined in the preceding paragraph, the following procedure shall apply where involuntary withdrawal is recommended. The student shall have an initial conference with the VP for Student Affairs. The student has the right to be accompanied by non-legal counsel or an advisor of the student’s choice. This request shall include:

1. A statement of reasons for the conference.
2. A statement indicating that a recommendation has been made that the student be involuntarily withdrawn, and that the student has the option to voluntarily withdraw or may request a hearing before an informal judicial review committee.
3. A statement indicating that the student elects to waive his/her right to confidentiality of medical and/or psychological records for the purpose of the hearing. Refusal to waive confidentiality will result in the VP for Student Affairs becoming the sole determiner of the sanction and enforcement of the sanction.

GRADUATE STUDIES INFORMATION

PART 1 – GENERAL POLICIES & PROCEDURES

Academic Administrative Organization

There are seven academic divisions at MCA — Foundations, Professional Practices, Fine Arts, Design Arts, Liberal Arts, MFA, and Studies in Art Education. The current heads of these divisions are:

- Academic Dean: Remy Miller
- Assistant Dean: Haley Morris-Cafero
- Director of MFA Programs: Eszter Augustine-Sziksz
- Director of Art Education Programs: Shannon Elliott
- Foundations Chair: Elizabeth Brown
- Professional Practices Chair: Remy Miller
- Fine Arts Chair: Susan Maakesstad
- Design Arts Chair: Jill Wisnmler
- Liberal Arts Chair: Ellen Daugherty
- Faculty Representative: Maria Bibbs

Academic Achievement

The President’s List is a designation awarded to full-time graduate students who achieve a semester grade point average of at least 3.80. This designation is noted on his/her permanent record.

Exhibitions/Student Work

Exhibitions of student work are held in the various exhibition venues of the Nesin Graduate School, Rust Hall, or any other space determined appropriate by the Graduate Directors.

The scheduling of student exhibitions in locations other than established exhibition areas should be referred to the Coordinator of Galleries, Exhibitions, and Lectures. Requests will be addressed on an individual basis. Artworks that are displayed on and around the exterior of the MCA property must have the prior approval of the Coordinator and the Academic Dean and must have a specific and finite exhibition period. All artwork(s) on MCA property must comply with city codes.

Students are free to show their work off-campus as they wish. It is, however, inappropriate to claim that these independent exhibitions are sponsored by MCA unless they have the specific written sponsorship of a faculty member and the Academic Dean.

MCA assumes no responsibility for loss of, or damage to student work while on exhibit at the college, stored at the college, or in transit to or from a college exhibition. The lack of established pricing for student work prevents insurance coverage for these situations. The college does not assume the responsibility for coverage. Security on the campus is a reflection of the cooperative spirit of the college community. If a student should see someone remove or alter exhibited work, contact college personnel immediately. The theft, destruction, or damage of another person’s work will result in immediate suspension and may result in expulsion from the college.

MCA reserves the right to make use of student work for classroom demonstration, exhibition, and/or for reproduction and inclusion in publications and other college promotional initiatives.

Nesin Graduate School and Rust Hall Buildings

Graduate students will have 24/7 access to this building and most areas within during their two-year course of study.

Graduate students must have their MCA ID card at all times while in any MCA building. Faculty or a host graduate student MUST accompany all undergraduate students, alumni or guests while they are in the building. Likewise, students must not lend their keys or access cards to anyone.
The Nesin Graduate School is part of the MCA campus and as such alcohol and non-prescription drugs are prohibited (see Alcohol/Drug Policy in another section of this MCA Student Handbook). This includes, but is not limited to, personal use in individual studios. Serving alcoholic beverages at openings and receptions is permitted under certain circumstances with prior approval. Contact the Graduate Director for procedural details.

Graduate students using Rust Hall must adhere to all applicable building hours and follow the instructions issued by the Campus Safety Officers. Students should familiarize themselves with the parking policy at Rust Hall, detailed elsewhere in this handbook.

All graduating or non-returning students are required to turn in all keys/access cards by the deadline listed on the official semester calendar and to remove all personal belongings and artwork immediately following the last official day of classes of their last semester.

Computer Labs
There are computer labs for the use of graduate students in the Nesin Graduate School. Follow posted policies for all lab equipment and materials. No food or drinks are allowed in the labs. Refer to the section on Digital Technologies elsewhere in the handbook.

Financial Aid Satisfactory Progress
Failure to satisfactorily meet academic progress requirements for federal aid will result in financial aid suspension for the following semester and may result in the permanent loss of federal financial aid. Please see the section on Federal Financial Aid Satisfactory Progress Standards on page 15 in this handbook.

Mailboxes
Each student will be assigned a mailbox in the Nesin Graduate School on the second floor. Mailboxes should be checked on a daily basis for contact by school officials, current news, special events, and other items of importance. MCA cannot guarantee the delivery of personal mail delivered by the U.S. Post Office to students at the college address. However, every reasonable attempt is made to deliver mail to mailboxes. If a package is sent to a student, a notice will be placed in their mailbox and the package will be held in the Rust Hall Mail Room located behind the reception desk in the main gallery. C.O.D. packages will not be accepted by MCA unless prepaid by the student.

Transfer Credits
MFA graduate applicants may transfer up to nine graduate level credits taken at an accredited institution of higher education (accredited by any of the regional accrediting associations of the Department of Education or by the National Association of Schools of Art and Design). Credits must have been completed within the past 10 years, meet MCA’s graduate degree requirements, and carry a grade of “B” or better. The Office of Academic Affairs ensures, through transcripts, course descriptions, syllabi, and portfolio review that courses are similar in quality, scope, and content. Additionally, studio course credit is considered for approval through portfolio review by the Art Education Director and Program Admissions Committee.

Summer Use of Nesin Graduate School
Continuing, full-time MFA graduate students will generally have studio access during the summer between their two years of study. The college does reserve the right to limit, defer, or cancel access due to exceptional situations or circumstances, such as; facility maintenance, renovations, special projects, etc.

MFA Individual Studios
Safety Guidelines: Safety rules are intended to reduce your exposure to toxins and to fire danger. Each student is responsible for cleaning up space and maintaining a clean studio. A deposit of $200 will be required for studio assignment and use. Deadlines and guidelines for studio move-in and move-out are listed on the signed Graduate Independent Studio and Collaborative Workspace Agreement.

- All students working in the building must attend a Health and Safety training workshop and sign a Graduate Independent Studio and Collaborative Workspace agreement before moving into their studio.
- No smoking anywhere inside the graduate building nor within 20 feet of any entry.
- All spraying, including aerosol cans, is sprayed outside on a tarp.
- Wear required protective gear and clothing when handling toxic materials.
- All solvent and medium containers must have lids kept on at all times.
- Consult appropriate MSDS for proper materials handling.
- Follow all school-mandated EPA procedures and MSDS guidelines.
- Consult MFA Director for proper procedure and handling of all materials.
- Headphone use is required for music in the studios.

Maintenance/Appearance
All MFA students are responsible for cleaning the floor, patching, sanding, and repainting the walls of their studio spaces at the end of each academic year, or in some cases at the end of the semester (graduating/non-returning students, etc.). The college will provide appropriate paint, tools, and supplies. Students must make arrangements to receive the painting supplies and schedule final studio inspection in May or December.

MFA Curriculum
Students can focus in Digital Media, Studio Art, Interdisciplinary Studies, or Photography. The MFA curriculum is designed to be completed in four semesters of full-time (in residence) study, with a fifth or sixth semester optional at either the faculty or student’s request. Candidates have five calendar years from the initial date of enrollment to complete the degree.

Curriculum requirements include:

- Successful completion of 60 credits (48 studio and 12 Liberal Arts)
- Minimum GPA of 3.0
- Participation in Graduate Studio Seminar is expected each semester (minimum of four credits)


GRADUATE STUDIES INFORMATION

- Master’s Thesis
- MFA Exhibition and Oral Defense

The recommended course load for MFA students is nine to 15 credit hours with the maximum being 16 credits. Course loads over this limit must have prior written approval by the Graduate Director.

Fulfilling the requirements for a master’s degree, the student may not enroll in advanced courses before completing prerequisite course work. It is the student’s responsibility to know and understand the degree requirements and the needed prerequisites for each course. The Director of MFA Programs and Academic Dean will assist the student in planning and following degree requirements; however, the student is ultimately responsible for keeping track of progress toward a degree and for knowing and fulfilling all degree requirements.

MFA degree students must complete their degree requirements within five consecutive calendar years of their initial enrollment date.

Graduate Credit for Undergraduate Electives
Graduate enrollment in selected undergraduate courses requires more intensive exploration of the subject matter and carries additional assignments. Graduate students may enroll in elective studio courses (200 or above) or upper division liberal arts (300/400) level courses. Graduate students are not allowed to enroll in Foundation classes for credit.

- When enrolling in an undergraduate course for graduate credit, the student must make a contract directly with the course instructor describing the graduate-level work to be accomplished.
- Contracts will outline objectives, materials and methods of execution and philosophical rationale for the entire semester’s work.
- Contracts must be sufficiently comprehensive to ensure three (3) credit hours of graduate-level work.

Graduate Teaching Assistantship Program
In order to prepare students for careers in teaching, Memphis College of Art allows graduate students to be the Instructor of Record for undergraduate classes through the Graduate Teaching Assistantship (GTA) Program.

If the graduate student is interested and qualifies, he or she may participate in the GTA Program after completing 15 hours of graduate credit. The graduate student must demonstrate great technical ability, maturity, and interpersonal skills to be considered. If the graduate student has made significant progress towards their MFA Thesis, they may be allowed to be the Instructor of Record during their final semester.

The Director of MFA Programs will decide whether a graduate student may enter and continue in the GTA Program. The Area Head of the appropriate undergraduate program will decide which classes are available to GTAs and decide if the student may teach the class in the program.

Qualifications:
In order to be considered for the GTA Program, a graduate student must have the following:
1. Good academic standing
2. An overall GPA of 3.0 or higher
3. No administrative holds on their MCA account

Procedure:
Once a department requests a GTA, graduate students who are interested and qualify will first complete a Practicum Teaching Assistantship. A Practicum is an arrangement where graduate students will assist an established instructor in a class and learn how to teach the course. The graduate student will receive no credit or monies during the semester they are conducting the Practicum Teaching Assistantship.

In a Practicum Teaching Assistantship, the student is expected to:
1. Attend the entire session of the undergraduate course every day that it is offered.
2. Assist the Instructor with any preparation that is needed for the course each day.
3. Participate in any out-of-class meetings including, but not limited to, grading, critiques, curriculum development, and field trips.
4. Never discuss any specific information about the class with students without the Instructor present.
5. Lead the class in no more than 20% of the instructional time. This time may be broken up at the Instructor’s discretion into either daily/weekly discussions or presentation of an assignment from demonstration to critique.

In a Practicum Teaching Assistantship, the Instructor is expected to:
1. Meet with the graduate student before the semester starts to discuss the overall goals of the course.
2. Communicate the expectations of the graduate student in a timely manner, preferably in writing.
3. Allow the graduate student to take on a leadership role in a form that is at the Instructor’s discretion.
4. Provide feedback to the graduate student on their performance.
5. Include the graduate student in discussions of grades and other forms of assessment.
6. Complete a Practicum Assessment Form at midterm and at the end of the semester to communicate the graduate student’s progress in the Practicum Assistantship to the Director of MFA Programs. The Instructor and the graduate student are expected to communicate any problems regarding the Practicum Arrangement immediately to the Director of the MFA programs. If issues arise that effect the quality of the undergraduate teaching experience, the Practicum Assistantship will be terminated.

Once the graduate student has completed the Practicum Assistantship and has been recommended to continue by the course Instructor, the graduate student may be considered to be the Instructor of Record of the Practicum Assistantship course, if one is available.

As an Instructor of Record, the graduate student must abide by all policies and procedures established in the Faculty Handbook. Graduate students are not permitted to attend Faculty Meetings and do not have any voting rights in faculty matters. GTAs are held to the policy in the 2015-2016 Memphis College of Art Faculty Handbook that states: College policy requires that all employees restrict their relationships with students to a professional level. Even the appearance of inappropriate conduct is problematic. Employees unsure as to whether a certain activity or relationship constitutes a conflict of interest should discuss it with their immediate supervisor for clarification. Memphis College of Art Employee Handbook (pg. 29)

Midterm (Semester) Review Format
At mid-term, the committee (including the Director of MFA Programs or Area Head) will meet with each student for a midterm evaluation/status report. Students who appear to be at risk will be identified and a subsequent discussion with the MFA Director and Academic Dean will provide detailed advice for corrective measures.
Final (End-of-Semester) Review Format
At the end of each semester the committee (including the Director of MFA Programs) will meet with each student to view a final presentation and discussion of the semester’s body of work. The student is expected to schedule the meeting with their advisors.

At the end of the individual review and discussion with the student, the advising team will discuss, amongst themselves, their assessment of the student. Notes of the committee discussion summary are taken and distributed to the student following the review.

MFA Grading Policy
The academic progress and status of students is assessed through the satisfaction of specific course requirements, weekly meetings with faculty advisors, mid-term and end-of-semester reviews.

During critiques and reviews, the student is expected to articulate his or her objectives and ideas, and discuss sources and technical issues. The students should emphasize the relevance and originality of the ideas expressed in the work. It is expected that all graduate students will be performing at an 'A' level.

MFA students must receive a grade of 'B' or higher in all required professional coursework. A grade less than 'B' in graduate level coursework does not reflect an achievement that MCA considers appropriate for Masters candidates, indicating either a lack of seriousness of purpose, a lack of commitment, a lack of skill level, or the inability of the student to understand the conceptual implications of his/her work. A grade of 'C' must be earned in each elective course taken by the student. Furthermore, the student must also earn a semester GPA of 3.0 in each semester of study and maintain a 3.0 CGPA throughout their tenure of study at MCA.

A grade of ‘C,’ or higher, in any elective coursework remains on the student’s transcript and will satisfy a graduation requirement. A grade of ‘C-’ and lower is unacceptable for any course taken while in graduate study. A graduate grade of ‘NC’ or No Credit, may result in dismissal from the program. Failure to maintain the appropriate GPA will result in academic probation or may be immediately dismissed from the program. Students who fail to maintain the semester grade point average of 3.0 will be placed on academic probation for the following semester. All academic probation ends when the student raises his/her grade point average to the required level. If he/she does not earn a 'B' or higher in the repeated course, he/she will be dismissed from the program.

MFA candidates must have a semester grade point average of at least 3.0 in each semester and maintain a minimum cumulative grade point average of 3.0 through to completion of their program requirements. Students who fail to maintain the semester grade point average of 3.0 will be placed on academic probation for the following semester. All details (allowed course load, Teaching Assistantship, etc.) of the probation are individual and at the discretion of the appropriate Program Director. The student must meet with the appropriate director to discuss his/her academic progress.

At the end of the probation semester, students who fail to raise their grade point average (GPA) to the required level will be subject to either a one-semester suspension or dismissal from the program. During the semester of suspension, the student may not register for any classes at MCA, whether for credit or not. Failure to maintain the appropriate GPA upon return will result in permanent dismissal. Furthermore, students must earn a cumulative GPA of 3.0 or higher in order to qualify for graduation.

Advancement to Candidacy Reviews
At the conclusion of the next to the last semester of study wherein the student is ready to apply for candidacy for a Masters degree, the student must undergo an “advancement to candidacy” review. This review will take place during the scheduled final semester reviews. The student must present the work showing the concept he/she intends to pursue and examine in his/her final semester at this time. The review committee will be composed of the student’s advising committee. A draft of the student’s thesis must be available at Advancement. The thesis draft must contain the historical and theoretical foundation of the concept. The review committee will make one of the following determinations:

- Accept the advancement to candidacy without reservations
### GRADUATE STUDIES INFORMATION

- Accept the advancement to candidacy with reservations.
- The review committee has substantive concerns of the viability of the proposed project and the student’s ability to successfully complete the work. The student may elect to continue on course, or to take an additional semester to complete the work.
- Deny the advancement - requiring an additional semester and resubmission of an advancement proposal.

**MFA Thesis**
The MFA Thesis Project is a unified, comprehensive body of work produced during the last semester of graduate study at MCA. It is presented in the MFA exhibition and defended in an Oral Defense. It must demonstrate an appropriate degree of conceptual as well as technical skill and aesthetic quality. MFA degree candidates hold an exhibition of their thesis projects, which together with the Thesis Paper are requirements for graduation. These exhibitions are scheduled and announced and will be a group show. The group of exhibiting MFA candidates are responsible for producing, planning, and presenting a collaborative show that will fill the gallery. Within the first two weeks of the final semester, the group of exhibiting MFA degree candidates must present the layout of where each student’s work is going to be presented in the gallery and marketing material design.

**Thesis Exhibition**
All MFA candidates are required to exhibit their final body of work during their last semester (or later with permission of the MFA Director) of study. The Thesis shows are held in MCA’s Hyde gallery in the Nesin Graduate School. The Director of MFA Programs sets the thesis show schedule at the end of the semester preceding the exhibitions. Students are required to post a $150 deposit for the use of the gallery (refundable when the gallery has been returned to proper order).

The Master’s Thesis Paper (6-12 pages) describes and clarifies the student’s work in the context of contemporary art. The statement includes philosophy, methods, media, sources and influences. The thesis and supporting documentation (i.e. a catalog of slides and/or photographs, software, etc) are required prior to graduation and become a part of the permanent collection of the MCA Graduate Office. In its final form, the essay may be used as part of an artist’s book or other appropriate art shape.

At the beginning of the final semester, the Graduate Director distributes a schedule outlining all pertinent due dates for the project, thesis paper, final reviews, etc. Final corrected copies of the thesis paper must be delivered to all members of the advising committee at least one week before the student’s final review. The complete bound copy of the thesis paper and documentation will be presented at the final review. The committee signs two copies of the candidate’s bound statement with the packet (i.e. supporting documentation; slides, CD and/or photographs; resume; artist’s statement; etc) only after viewing and approving the MFA exhibition. The Graduate Director and the student each receive a copy.

**Oral Defense Format**
After the Thesis Exhibition has been installed (but before the formal opening), the MFA candidate will present a defense of the work to the advising committee (including the Director of MFA Programs). The student is expected to be coherent in presenting the work in its conceptual, technical and aesthetic development and position within the context of contemporary artmaking. New issues and questions/comments may emerge during the process of this review, for which the candidate is expected to respond.

At the conclusion of the review, the committee will meet to assess the candidate’s presentation. It is possible that a final recommendation for alteration of the exhibit will be made before the formal opening of the exhibit.

**Graduation Requirements (MFA)**
The following must be delivered to the Graduate Director during the week prior to graduation. The appropriate Director’s signature must appear on title page of thesis. Provide 2 copies of packet, one for departmental records, one for the library. Additional copies of work for faculty should be arranged with them individually.

**Packet**
- Résumé or CV
- Artist’s statement (1 page)
- Documentation of artwork, e.g. slides, CD, DVD
- List of works
- Thesis Paper

**Thesis Paper Guidelines**
- 6-12 page paper, double-spaced, 11 point font, 1” margins, pages numbered
- Title page with signatures approving final draft for file (format provided by the MFA Director)
- Abstract
- Bibliography with at least five references
• Written in form appropriate to content of work (i.e. footnoted paper, essay, narrative, poetic structure, short-story...) (In some cases, this may be presented in the form of an artist’s book.) The thesis should address the context, content, form, artist’s intention and/or influences.

Graduate Studios
Safety Guidelines: Safety rules are intended to reduce your exposure to toxins and to fire danger. Each student is responsible for cleaning up space and maintaining a clean studio. A deposit of $200 will be required for studio assignment and use.
• No smoking inside any building, including the studios
• No aerosol cans used in the building
• If you take something outside to spray, leave it outside until dry
• Wear gloves when handling toxic materials
• Use odorless mineral spirits (Gamsol is the best brand) — no paint thinner, regular mineral spirits, turpentine or resins
• All solvent and medium containers must have lids kept on at all times
• No burning of any substance indoors
• No welding
• Headphone use is required for music in the studios

At the beginning of each semester the Office of Safety will be provided with a list of currently enrolled graduate students. MFA students who have their MCA ID card at all times while in the studios will be allowed 24 hour access to the graduate building. All undergraduate students, alumni or guests MUST be accompanied by faculty or a host graduate student while they are in the building, or they will be asked to leave.

Nesin Graduate School Security
MFA students will pay a deposit for keys/access cards to the graduate school building and will have access on a 24-hour basis. This 24 hour access is not available following the last day of classes in May. Students must not lend their keys or access cards to anyone. The lending of access keys/cards, will result in disciplinary action. The Graduate School is part of the MCA campus. Alcohol and drugs are prohibited on any part of the MCA campus (see Alcohol/Drug Policy in the MCA Student Handbook). This includes, but is not limited to, personal use in individual studios and exhibition receptions.

MFA Studio Maintenance/Appearance
All MFA students are responsible for cleaning, patching, sanding, and repainting the walls and floor of their studio spaces at the end of each academic year, or in some cases at the end of the semester (graduating/non-returning students, etc.). The college will provide matching paint. Students must make arrangements to receive the painting supplies and schedule final studio inspection in May or December.

PART 3 - GRADUATE STUDIES IN ART EDUCATION
The Art Education Programs prepare artist/teachers who take a Constructivist approach to teaching by creating meaningful and relevant art experiences for their students. Our artist/teachers are reflective practitioners who know that teaching art is an art form. They prepare for teaching art by critically analyzing and synthesizing artistic and educational theory and practice.

MA in Art Education Curriculum
The MA in Art Education program is designed for experienced educators who are ready to further develop their artistic, scholarly, and leadership capabilities in primary and secondary education, or for other professionals seeking education positions where licensure is not required. The program explores new approaches to creating, teaching, and researching visual art processes.

The program promotes the expansion of the field of art education by preparing professionals for a wide variety of contexts, including schools, museums, cultural institutions, community-based organizations, social service agencies, and alternative settings. Emphasis will be placed on collaborative research as well as independent studio experiences as students work closely with nationally recognized art educators. MA students develop a focus for scholarly inquiry with the support of mentoring faculty, fellow students, and studio work.

Each MA in Art Education candidate is required to complete 31 credit hours, comprising the following components:

**Major Core - 16 credits**
- AE605 Research Seminar 1 credit
- AE620 Curriculum and Instruction 3 credits
- AE650 Art Ed for Diverse Populations 3 credits
- AE640 Technology in Art Education 3 credits
- Art Education Core Electives 6 credits

**Studio Workshop - 12 credits**
- FA601 - Studio Practice Workshop 3 credits
- FA621 - Studio Practice Workshop 3 credits
- FA603 - Studio Practice Workshop 3 credits

**Art History elective**
- Thesis Paper & Exhibition – 3 credits
- AE755 Art Education Thesis 3 Credits

**MAT Curriculum - Initial Licensure Program**
The MAT program is for artists who seek a visual art K-12 teaching license. There are two options to meet licensure and degree requirements. Both options integrate hands-on experience in teaching with studio preparation ensuring students are informed by practice, current theory, and research.

The first option is a full-time, traditional program of study consisting of 40 credits. Students are required to complete two 29-hour practicums and a semester of student teaching to meet requirements for licensure in addition to passing all state required Praxis exams.

The second option is a part-time Transitional Licensure program of study consisting of 34 credits. To be considered for this program, students must be employed full-time as a transitionally licensed visual art teacher in Tennessee. Student will work full-time while attending school part-time to meet licensure requirements. Student Teaching is not required if students successfully meet all local and state licensure requirements in the allotted three year time period.

Upon completion of one of these programs and obtaining passing scores on all state required Praxis exams, graduates are eligible for the Visual Art K-12 certification in Tennessee and by reciprocal agreement, most other states. The 19 hours of coursework required for Transitional Licensure can be applied toward the MAT degree.

*Note: Undergraduate coursework needed to meet basic requirements for licensure is not counted towards graduate work.*
GRADUATE STUDIES IN ART EDUCATION

MAT - TRADITIONAL

Major Core - 25 credits
AE505 Research Seminar 1 Credits
AE510 Survey of Art Education 3 Credits
AE520 Curriculum and Instruction 3 Credits
AE530 Classroom Management 3 Credits
AE540 Technology in Art Ed 3 Credits
AE550 Art Ed for Diverse Populations 3 Credits
AE560 Educational Psychology 3 Credits
AE561 Art for the PreK-Grade 8 Student 3 Credits
AE563 Arts for the Secondary Student 3 Credits

Studio/AH – 6 Credits
Studio Elective 3 Credits
Art History Elective 3 Credits

Clinical Experiences - 6 credits
29 Hour Elementary Field Experience
29 Hour Secondary Field Experience
AE740 Student Teaching Internship 6 Credits

Thesis Paper & Exhibition – 3 Credits
AE750 Art Education Thesis

MAT (JOB-EMBEDDED)

Major Core - 25 credits *

Studio/AH – 6 Credits*

Thesis Paper & Exhibition – 3 Credits*

*See coursework listed above for the Traditional MAT.

JOB-EMBEDDED - LICENSURE ONLY

Certification Core - 19 credits
AE505 Research Seminar 1 Credits
AE510 Survey of Art Education 3 Credits
AE520 Curriculum Development 3 Credits
AE530 Classroom Management 3 Credits
AE540 Technology in Art Education 3 Credits
AE550 Art Ed for Diverse Populations 3 Credits
AE560 Educational Psychology 3 Credits
AE561 Art for the PreK-Grade 8 Student 3 Credits
AE563 Arts for the Secondary Student 3 Credits

Add On Endorsement
Teachers who are currently licensed in another K-12 academic area and have a strong background in the visual arts can add a teaching endorsement in art by completing two methods courses and passing Praxis Content Area Exams.

Graduate Credit for Undergraduate Electives
Graduate enrollment in selected undergraduate courses requires more intensive exploration of the subject matter and carries additional assignments. Graduate students may enroll in elective studio courses (200 or above) or upper division liberal arts (300/400) level courses.

- When enrolling in an undergraduate course for graduate credit, the student must make a contract directly with the course instructor describing the graduate-level work to be accomplished.
- Contracts will outline objectives, materials and methods of execution and philosophical rationale for the entire semester’s work.
- Contracts must be sufficiently comprehensive to ensure three (3) credit hours of graduate-level work.

Art Education Grading Policy
Art Education students are required to earn a minimum cumulative grade point average of 3.0 by completion of their program. To remain in good academic standing, graduate students must maintain a semester GPA of 3.0. Failure to do so may result in probation, suspension, or dismissal.

Probation:
Graduate students who fail to maintain a semester grade point average of 3.0 will be placed on academic probation for the next regular semester of study. The student must meet with the Program Director to discuss his/her academic progress. All details (course load, practicums, etc.) of the probation are individual and at the discretion of the Program Director. At the end of the probation semester, students who fail to raise their grade point average (GPA) to the required level are at risk of being suspended or dismissed from the program.

Suspension:
Two consecutive semesters of academic probation will result in academic suspension for one semester. During the semester of suspension, the student may not register for any classes at MCA, whether for credit or not. Classes taken at another institution during suspension will be evaluated for transfer credit at the discretion of MCA. Upon return to MCA, the Program Director and Registrar will assist the student in scheduling classes for the next semester. The student will be required to meet weekly with one of the Achievement Staff. A third consecutive semester of failure to meet the minimum semester GPA standard will result in Academic Dismissal.

Procedure to Appeal Suspension:
When a student’s lack of academic progress places him/her on suspension or dismissal, the Registrar will notify the student of the situation and the right to appeal. The student may submit a Suspension/Dismissal Appeal Form (available from the Registrar) within one week of receipt of suspension/dismissal notification. The appeal will be read by a Faculty Appeal Committee, which will render a final decision. Written notification will be sent to the student. If probation is extended, the Program Director and Registrar will assist the student in scheduling classes for the next semester. As a condition of continued probation, the student will be required to meet weekly with an Achievement Support Staff member. If the appeal is denied, the student may not register for classes at MCA for the following semester. If probation is extended and the student does not meet minimum semester GPA requirements, suspension will result.

Dismissal - (academic)
Failure to meet the terms of probation after returning from suspension will result in dismissal from the college. The student may appeal this decision and should follow the procedure outlined above under “Procedure to Appeal Suspension.” A dismissed student may reapply for admission to the college after one year.

Final Grade Definitions:
A Exceptional – This grade is assigned for those individuals who excel in the process, product, and professionalism expected in the course. The student has shown a profound understanding
of all of the principles covered in the course and demonstrated professional dispositions expected of an educator. This student goes beyond the stated expectations of the course.

| B+ | Above Average – The student has demonstrated a definite command of the course material and worked beyond the expectations/requirements.
| B  | Average, satisfactory – The student has completed all required work at the expected level and demonstrated professionalism as student and educator.
| C  | Below Expectations – The student has not met course and/or professional expectations as outlined by the instructor and the department. Students may be required to retake coursework to maintain a cumulative 3.0 grade point average.

| NC | No Credit. Student did not demonstrate an adequate commitment to the class/studio practice. Student will receive no credit for the semester and will either be placed on academic probation or may be immediately dismissed from the program.
| I  | Incomplete, assigned when the student cannot, for reasons beyond his/her control, complete the course obligations by the end of the semester.

Clinical Experiences
Candidates enrolled in an initial licensure program are required to complete clinical experiences that include field experiences and either student teaching or job-embedded clinical practice.

Field Experiences – Licensure Requirement/Non Credit Bearing
Field experiences are ongoing practice opportunities to apply content and pedagogical knowledge in K-12 settings and relevant communities of practice to progressively develop and demonstrate knowledge, skills, and dispositions. Field experiences will enable all candidates the opportunity to work with students with diverse learning needs and varied backgrounds. Informal field experiences will be required components of coursework for all art education students regardless of degree. Successful completion of two formal field experiences consisting of 29-hours in an elementary/middle school setting and 29-hours in a secondary setting is a required prerequisite to entry into the Student Teaching clinical practice. Prior to entering a 29-hour field experience placement, candidates are required to:
1. Complete AE505 Graduate Research Seminar (1 credit)
2. Attend Clinical Experience meeting
3. Submit an acceptable federal background check that includes fingerprinting (you may be required to meet with department faculty to discuss concerns) The cooperating teacher, clinical supervisor, and Art Education faculty will evaluate candidates participating in the 29-hour Field experiences. It is based on their recommendations that candidates can advance to the next stage of clinical experiences.

Student Teaching – 6 Credits
Student Teaching in Art Education is required for students seeking licensure who do not hold a full time art teaching position. The student teaching experience is a planned clinical practice semester of at least 15 weeks that includes full day teaching and observation activities as an initial step in the induction process for teacher candidates. This 6-credit course is a full time clinical experience in which students teach in elementary and secondary schools under direct supervision of cooperating teachers. Cooperating teachers guide the students' gradual assumption of full-time responsibilities in their role as art teachers. Students observe, plan, and implement art experiences that build upon, complement, and reinforce concepts from the content area. They apply appropriate strategies to maintain a positive, safe, and aesthetic learning environment. Supervisors, assigned by MCA, make site visits to observe and critique each student's progress:

1. Prior to entering the clinical practice semester, students will have successfully completed two 29-hour field experience placements, passed the Praxis II Art Content and Analysis (5135) test, and completed all major core coursework with a cumulative 3.0 GPA.
2. Students will meet regularly with the clinical supervisor and or department faculty to focus on application and analysis of teaching knowledge in the classroom.
3. No other courses may be taken by student teachers during the clinical practice semester except for seminar coursework. In exceptional cases, student teachers may seek the approval of the head of the Art Education Department to take no more than one additional course during student teaching provided: (1) the course does not interfere with the student teacher’s full participation in all activities associated with student teaching and (2) no other opportunity exists for the student to take the course before completion of the teacher education program.
4. Cooperating teachers, clinical supervisors, and department personnel will evaluate the student teacher throughout the clinical experience. The Art Education Department Faculty will conduct the final evaluation of all student teaching candidates.
5. Failure to meet the student teaching clinical practice requirements as outlined in the Student Teaching Handbook and/or failing to consistently demonstrate professional dispositions may result in the termination and/or unsuccessful completion of the clinical practice.

Advancement to Candidacy Reviews
Prior to the graduate student’s last semester of study he/she must undergo an Advancement to Candidacy Review. This review will take place with his/her faculty advisor during the registration period preceding the final semester.

Graduation Requirements (MAT or MAArtEd)
MAT and MA Art Education students are required to meet all expectations of the Art Education Thesis course and other capstone experiences as outlined by the department. In their final semester, students will be expected to turn in their thesis, research posters, teaching portfolios, and exhibition documentation for final approval from the department. All items must be delivered to the instructor of the Art Education Thesis course prior to graduation. Final approval for graduation will be based on satisfactorily meeting all capstone expectations and department approval.

Developmental and Final Digital Portfolio
All students must maintain a developmental portfolio of program artifacts and other documents as per department guidelines. The Developmental Portfolio will be used to create a final Digital Portfolio that students will submit for review in AE750/AE755 Art Education Thesis. The Final Digital Portfolio is a document of mastery in the program, and expression of the artist/teacher model, and should be aesthetically unified. The Final Digital Portfolio for MA Art
Education students should demonstrate their work as art leaders and advocates. Students must submit a copy of their Final Digital Portfolio to the department.

**Thesis/Action Research Paper**
The Thesis is a unified, comprehensive body of work produced by the MAT and MA Art Education candidate during the capstone experience of graduate study that encompasses research and problem solving completed during the final semester. The thesis is presented in APA format and should describe and clarify the student’s work in the context of art and art education, including philosophy, methods, media, sources and influences. Students may also be required to develop additional materials based off of research to meet course requirements. MA Art Education candidates are typically expected to complete an Action Research project that will impact their current classroom practice with research and findings reported. For both programs of study, this is a substantial research paper. Students will be expected to follow department and course guidelines to receive final approval. Students will submit three, clean, color copies to the Art Education Department for binding after receiving final approval.

**Exhibition**
All MAT and MA Art Education students are required to participate in a final exhibition. Exhibitions take place once a year and students may be required to participate in the exhibition after completing the Thesis semester. Students should plan on submitting a minimum of 6 works for consideration. All submitted work must have been completed since being accepted into the Art Education Programs at MCA. The Art Education Department and other college representatives as appropriate will review artwork submitted for this exhibition. Not all work submitted for the show will be selected for the exhibition.

**CAMPUS HOUSING POLICIES**
Welcome to Memphis College of Art student housing! The MCA student residences provide affordable, convenient housing for MCA students. We are happy to have you living in our community and look forward to sharing in your college experience.

**Introduction to Campus Housing**
Space in MCA housing is rented on a first-come, first-served basis. Freshman students are required to live in campus housing if they live outside a 30 mile radius of the college. This can be waived through the Admissions Office. Priority is given after that to current residents and returning students. Our four residence halls are At the Park (ATP), Fogelman Hall (FH), Metz Hall (MH) and Parkside (PS). Two students of the same sex, or four in Fogelman/Metz Halls, will share each. Parkside also has three efficiency single apartments for upper level students.

Leases are available from the MCA Admissions Office or the Director of Student Life. Housing is made available to students at the end of each semester. Residential students must read, sign, and adhere to the lease. Students who are under 18 years of age must obtain a parent’s signature on the lease as well. A $300 housing deposit must be charged for an entire semester’s rent. Of the deposit, $200 is held for up to one student’s room reservation. The remaining $200 is held non-refundable after June 15. After August, any student who cancels his/her lease will forfeit his/her deposit and will be advised that MCA maintenance staff will be entering an apartment, school personnel will knock and announce themselves. Residents should cooperate and recognize and respect individual differences.

**COMMUNITY LIVING**
**Rights and Responsibilities**
Residential students at MCA have rights as well as responsibilities which work together to make the campus housing liveable for all residents.

MCA housing has consideration as its primary objective in all residential situations. Students are expected to have the utmost consideration for their peers in housing, as well as MCA neighbors, at all times. Those students lacking consideration in their behavior/actions will be subject to disciplinary action, including removal from MCA housing.

**You are entitled to:**
1. Pursue your artistic and academic goals in a safe, clean environment that is conducive to personal and professional growth and development.
2. Individual “space” in which to live.
3. Fair and impartial disciplinary action.

**You are responsible for:**
1. Respecting the individual “space,” rights, and possessions of others.
2. Recognizing and respecting individual differences.
3. Helping to maintain a safe, clean living and learning environment that is conducive to personal and professional growth and development.
4. Adhering to MCA school policies as well as local, state, and federal laws.

**Apartment Checks/Entry**
Authorized school personnel may enter campus apartments without prior notice if there is reasonable belief that a violation of school policy and/or local, state, and federal law has occurred or is in progress. Before entering an apartment, school personnel will knock and announce themselves. Residents should cooperate and open the door immediately. In emergency situations, authorized school personnel reserve the right to immediate access without giving prior notice. Please be advised that MCA maintenance staff will be entering the room to make repairs. Notification will be left on the outside of your door when maintenance has been in your apartment.

**Resident Assistant**
Three Resident Assistants (RA), supervised by the Director of Student Life (DSL), are MCA students who live in campus housing and serve as liaisons between residential students and the Student Life Office. You may contact the RAs to obtain assistance with roommate conflicts, housing emergencies, maintenance requests, and information about housing rules and regulations. The RAs are responsible for assisting students with residential living. An RA is on call from 11 PM to 7 AM each night of the week. The on-duty RA can be contacted at 901-283-0501. Additional daytime office hours will be posted on the RA’s door for non-emergency issues. During posted hours the RA is available to discuss general housing concerns.

The Director of Student Life (DSL) is on duty in the RA’s absence. Other college personnel may also be contacted if needed. Please see Important Telephone Numbers for this information posted on the inside of the main entry door in each housing unit.

**Housing Orientation**
A mandatory housing orientation is held at the beginning of each semester (see the calendar in the back of this book for date and time). At this session, students have the opportunity to meet housing staff, discuss housing policies and procedures, and ask questions. All housing policies will be covered in this meeting.

**Campus Housing Policies**
Priority is given after that to current residents and returning students. Our four residence halls are At the Park (ATP), Fogelman Hall (FH), Metz Hall (MH) and Parkside (PS). Two students of the same sex, or four in Fogelman/Metz Halls, will share each. Parkside also has three efficiency single apartments for upper level students.

Residential students at the end of each semester (see the calendar in the back of this book for date and time). At this session, students have the opportunity to meet housing staff, discuss housing policies and procedures, and ask questions. All housing policies will be covered in this meeting.
Authorized MCA personnel will conduct weekly announced walk-throughs of campus housing. Walk-throughs will consist of an inspection of each apartment and safety equipment. Each room will be visited once per month. Please keep your living area, as well as appliances owned by MCA, clean and in good working condition. Fines may be assessed for excessive filth and untidiness. In no instance are students to remove fire safety equipment from their specific location. Removal of a smoke alarm from the wall or removing the batteries is considered a serious violation that could potentially jeopardize human safety.

Room and Roommate Changes
All roommates are assigned for the duration of the lease agreement (one academic year). Residents are strongly encouraged to work out minor differences with roommates. The RA and the DSL are available to mediate conflicts between roommates. In the event a conflict cannot be resolved, the DSL must be informed. No room changes will be made without prior mediation. Room changes will be made only if an alternative situation exists.

If there is a vacancy available in campus housing, the reassignment may occur. In the event a student moves from one building to another with a different price structure, the rent will be adjusted to reflect the move.

Note: Should you have a roommate conflict, and if you, your roommate, and other residents are able to find a workable solution, please present this to your RA or the DSL. They will be more than happy to assist with any changes to accommodate you.

Residents are prohibited from sharing the apartment with persons not assigned by the college. Residents are also prohibited from exchanging apartments with other residents without permission from an RA or DSL. MCA reserves the right to reassign apartments and roommates when necessary and to consolidate residents in the event of vacancies. MCA will make every effort to give prior notice to the residents involved before any reassignments occur.

Quiet Hours
Quiet hours have been instituted to provide a better living and learning environment for all residents. The hours are as follows:

- Sunday - Thursday: 11 PM to 8 AM
- Friday - Saturday: Midnight to 8 AM

During quiet hours, residents are to lower the volume of music and to keep all activities contained within their individual apartments. Music, conversations, and other disruptive noise should not be heard in other apartments or the hallway during these times. Three or more violations of quiet hours will result in disciplinary action being taken.

Consideration Hours
MCA observes 24-hour Consideration Hours. Students should be considerate of the level of noise emanating from the residence as a whole, their apartments, and cars in MCA parking, at all times regardless of what time of day or night it is.

Guests
Visitation hours in the residence halls are:

- Sunday - Thursday: 9 AM to Midnight
- Friday - Saturday: 9 AM to 2 AM

Residents are responsible for their guests’ behavior. All guests must be escorted out of the residence halls by the end of the visitation hours. Guests must always be in the company of the student resident—no exceptions. A guest is anyone not assigned to live in that residence, which includes MCA students and non-students.

Overnight guests may stay a maximum of two consecutive nights and may not return for an overnight stay for at least five days thereafter. Students must obtain an approved overnight guest pass prior to their guest’s arrival. The pass must be signed and turned in to the Student Life Office at a minimum of 24 hours in advance. The form must be submitted during regular office hours, 8:30 AM to 4:30 PM. Overnight guests are not permitted during fall break or spring break.

Programming
Each semester the Student Life Office will present programs to enhance residential life and to help create a sense of community among residential students. Such programs may include theme parties, movie/pizza nights, pot luck parties, or guest speakers. Please tell your RA if you have suggestions about activities that would make residential life more exciting for you and your fellow students.

Holiday Breaks
MCA housing will remain open to students during the Fall and Spring Breaks. MCA housing is officially closed during the December holidays between the Fall and Spring semester. Students who need to remain in campus housing during this time must put in a written request with the DSL no later than November 20, 2015. Students remaining in the residences without prior permission will be charged a fee of $300. Permission to stay over the winter break is usually given to students who reside outside of the United States. Additionally, students who remain over breaks may be requested to switch apartments due to repairs, construction, or consolidation. Students are encouraged to take valuables with them during extended breaks. Students that stay beyond the move-out deadline without prior approval will be fined $50 per day.

Holiday Decorations
Holiday decorations are a welcome addition to the campus housing. However, certain precautions must be taken. Only artificial trees may be used. All decorations must be flameproof. No decorations may be placed in common areas and all decorations must be removed before the resident leaves for break.

Pets
Residents are prohibited from keeping pets/animals, with the exception of fish, in campus housing. Aquarium capacity may not exceed one ten gallon tank per apartment. The aquarium must be kept clean or the resident will be asked to remove the fish from the premises.

Prohibited Items
Waterbeds, weight lifting equipment, and any other heavy object that could cause damage to the floor is prohibited. No candles or other fire hazards are permitted.

Disciplinary Procedures
The disciplinary process is part of the educational experience and is designed to help foster a positive and safe campus community for students, faculty, and staff. Depending on the severity of the situation, any and all of the following disciplinary measures may be applied toward residential students:

- Verbal warning
- Fines
- Judicial Committee Review
- Community Service
- Written Warning/report
- Dismissal From the Residence Hall
FACILITIES

Common Areas: All residents are responsible for ensuring that common areas are kept neat and tidy at all times. Community property and living conditions in common areas are the responsibility of all residential students. Any damage that occurs in common areas (hallways/studios etc) will be charged to the residents of that building. The responsible parties are notified and charged with according to MCA policies. In cases of a student being deemed dangerous to themselves or the community, the student will be dismissed immediately from housing and escorted by a college official only to retrieve their belongings. The residents of Fogelman/Metz Halls have the added convenience of having a Toxic Lounge along Poplar Avenue. Fogelman/Metz Halls have central heat and air and At The Park has radiant heat and window unit air conditioners. Central heat in ATP will be turned on as the weather gets colder. We expect that there may be some difficulty adjusting the proper temperature in each apartment during the late fall and early spring as outside temperatures vary dramatically from day to day. Please be advised that you may need to use your air conditioner or open windows (if applicable) during these periods to assist in regulating temperatures. You may borrow a small electric heater online via work order requests, to assist with temperature regulation during these periods.

Laundry Room Laundry facilities for ATP and PS students are located in the Toxic Lounge along Poplar Avenue. Fogelman/Metz Halls residents have the added convenience of having a washer and dryer in each apartment. Each resident will use their ID card to access the laundry facilities. These machines are coin-operated and available 24 hours a day. Memphis College of Art is not responsible for items left unattended in the machines or laundry room. Prices for each load are as follows:
- Washer: $0.75
- Dryer: $0.75

Parking Lot The residents parking area is behind the buildings. Parking is limited and is available on a first-come, first-served basis. Please be sure that your MCA parking decal hang tag is visible in the front window of your vehicle. Please immediately report unauthorized persons and vehicles to one of the RAs or Security personnel.

Safety and Security It is each student’s responsibility to help maintain a secure environment for the entire MCA community. To ensure the safety and security of all resident students please, adhere to the following guidelines:
1. Get to know the Resident Assistant (RA) and all campus security personnel—they are here to help you.
2. Make sure that security doors, apartment and balcony doors, and windows are properly secured - NEVER prop doors open. Each time the security doors are found propped, there will be a $50 fine charged to the entire residential community in that specific building or area-unless the responsible...
party is identified. A $100 fine will be assessed for such violations. Repeated violations of unlocked doors will result in a fine as assessed by the DSL.

3. Stay with your visitors while they are on MCA property. You will be responsible for your guests, and their behavior, while they are in MCA housing. Please do not leave them unattended, unescorted, or uninformed of the guidelines that you must uphold as an MCA resident. This applies to MCA students and non-students. Do not allow unknown individuals into student housing. In the event an unknown individual asks for someone at the door, do not let them in until you have contacted the person they are visiting and they have agreed to have them in the building as their guest.

4. Be aware of your surroundings.
5. Only walk in well-lit areas.
6. Call an RA or Campus Security if you see suspicious behavior. If you feel that there is immediate danger, call 911.
7. Do not loan your keys to anyone. Report lost or stolen keys to an RA or campus security personnel immediately.

Note: Propping doors is a violation of our safety guidelines at MCA. Furthermore, this type of activity has the potential to endanger all residents living in MCA housing. As such, students found propping doors will be subject to disciplinary action including fines, work assignments, suspension, and dismissal from the college.

Emergency/Fire Alarms
In the event of a fire emergency residents should quickly vacate the building through the nearest exit and proceed to the gathering point designated for the building. Emergency evacuation plans are posted on the back of the apartment entry doors. All students are expected to familiarize themselves with their specific evacuation plan.

Gathering points:
Fogelman/Metz Halls: parking lot across from Halls Parkside and At The Park: Rembert Street

After evacuating the building, make sure that fire personnel have been contacted. Everyone must follow the instructions of the RAs, Campus Safety, MCA Staff, and fire personnel.

In the event of a small kitchen or trash fire, residents should put out the fire with the fire extinguisher located in their apartment or the hallway. Report this fire and the discharge of the extinguisher to your RA immediately. Never try to extinguish a fire that is already out of control. Tampering with smoke detectors, fire extinguishers or fire alarms is prohibited and considered a serious violation and may result in disciplinary action including fines, dismissal from the residence hall, and/or arrest and prosecution.

Each apartment contains a smoke alarm. Residents should check alarms periodically. A red LED display light normally indicates that the alarm is working. If your smoke detector emits a single beep every few minutes, it is indicated that the batteries require replacement. Batteries must be replaced approximately every three months. Please notify the RA of a beeping smoke detector.

Never disconnect your alarm.

First Aid/Disaster Preparedness
A first aid kit is kept in the RA’s apartment should students encounter small cuts or need a band-aid. Also, available in the RA’s apartment is a disaster preparedness kit stocked with flares, flashlights, etc. In the event of a disaster or severe weather, please follow the directions given by the RAs to ensure the safety of the entire residence hall. In the event of severe weather, residents may be instructed to move to the basement of At The Park apartments. Fogelman/Metz Hall residents will gather in first floor apartments as instructed by the RA on duty.

Missing Student Notification Policy
Memphis College of Art is required to notify appropriate law enforcement agencies if any student, regardless of age, is determined to be missing. MCA reserves the right to notify additional individuals or authorities at its discretion—including the parents or guardians of students over 18 years of age. These notifications must be made within 24 hours of determination that a student is missing.

A student shall be deemed missing when he or she is reported absent from MCA housing for more than 24 hours without any known reason. Other events that could cause a person to be considered missing include contact from a concerned individual, including university officials, about an individual’s absence or lack of contact that is contrary to his/her normal behavior and/or if unusual circumstances may have caused the absence.

The report of a missing person is a serious matter. If a student has reason to believe that a person is missing from the MCA campus, immediately notify Campus Safety, an RA, the Director of Student Life, or the VP for Student Affairs. Be prepared to supply information on the missing person.

When a student is reported missing Campus Safety shall:
1. Initiate an investigation to determine the validity of the missing person report;
2. Contact the Director of Student Life or VP for Student Affairs;
3. Make a determination as to the status of the missing student;
4. Notify Memphis Police agencies within 24 hours after determining that the student is missing (this does not preclude contacting law enforcement in less than 24 hours if circumstances warrant a more immediate implementation. The investigation will continue until the missing student is located or contacted.

GENERAL INFORMATION
Damage Deposit/Security Deposit
All damage deposits will be held until the end of the school year (or semester) when the student checks out of campus housing. No refunds will be available until at least 30 days after the check-out date. See Apartment Damage Charges section. Students who decide to break their lease and depart MCA housing between the Fall and Spring semester will forfeit any damage deposit according to the lease agreement. Additionally, MCA will hold departing students accountable for the full amount of rent.

Apartment Damage Charges
Below is a partial list of damages and the corresponding fines and/or replacement costs that may be charged for damage at check-out. To avoid these charges, apartments must be left in the condition found at check-in. Charges not listed will be handled on a case-by-case basis. Charges not covered by the damage deposit will be applied to the student’s account.

Approximate Replacement costs for furniture/appliances:
- Bed with drawers $400
- Bed without drawers $250
- Mattress $125
- Dining table $375
- Chest with drawers $300
- Dinette chair $150
- Work table $100
- Work chair $75
- Wardrobe $450
After move-out, apartments will be fined based on the scale below. Fines for common areas will be split between all dorm residents. Individual residents may have additional fines based on the condition of their bedroom. Any damages will be extra.

<table>
<thead>
<tr>
<th>Clean</th>
<th>Somewhat dirty</th>
<th>Moderately dirty</th>
<th>Very dirty</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$50 fine</td>
<td>$100 fine</td>
<td>$150 fine</td>
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</table>

Returning Students
Current residents or students who wish to live in MCA student housing the following school year should heed the following procedures:
1. Notify the DSL no later than April 15, 2016 that you intend to live in MCA student housing.
2. Submit a $100 deposit to the Business Office and sign a new housing lease with the DSL no later than April 15, 2016.

Check-in/Check-out Procedure
Every resident must check into housing and check out of housing at the beginning and end of their lease agreement period with a Resident Assistant (no exceptions). Students are to check in at their respective residence hall once they arrive on campus. The RA will hand out a completed Room Condition Report (RCR) and show the student to his/her room.
1. Students will be issued keys in Student Affairs once they have received financial aid and business office clearance.
2. Each resident is expected to perform an apartment walkthrough and complete a Room Condition Report to ensure that the apartment, its fixtures, appliances, and furniture are in good condition. Additionally, this offers the opportunity to make any additions to the condition list of the room.

At the end of the year (or semester) when it's time to vacate your apartment you should do the following:
1. Make an appointment for a walk-through with the RA one week prior to your departure.
2. Pack up or remove all personal belongings and furniture from the apartment. Failure to remove all belongings from MCA facilities will result in a loss of the $200 damage deposit.
3. Do a thorough cleaning of the apartment making sure that the appliances are clean. Also, make sure that all trash is removed.
4. Complete a final walk-through with the RA. The current condition of your apartment (check-out condition) will be directly compared to the statements on the check-in condition on your Room Condition Report.
5. Turn in your keys. Students who fail to turn in their keys will be charged the cost of lock changes.
6. Residents also have the option of completing and turning in an Express Checkout Form and envelope.

Both residents should be present for the final walkthrough. Residents who do not sign a Room Condition Report, and perform all of the duties listed above or complete an Express Checkout Form, will forfeit their $200 damage deposit due to improper check-out, and may be subject to additional fines.

Express checkout forms can be used when residents depart after an earlier RA walkthrough. Each resident will be given an Express Checkout Form and key envelope prior to move-out. Residents are required to fill out the form and turn in their keys to their RA before the regular housing move-out date to avoid fines.

Mailboxes - Housing
Fogelman/Metz Hall mailboxes are located near the elevator on the first floor of each building. Each resident will have his/her mailbox key. ATP and Parkside residents should have their mail sent to MCA’s mailing address and mail will be delivered to their student mailbox in Rust Hall. Packages for all housing residents should be mailed to MCA’s mailing address, 1930 Poplar Ave., Memphis, TN 38104. The college encourages all mail sent to students be sent to the colleges main address to be placed in the student’s Rust Hall mail box. Residents are encouraged to forward their mail through the US Postal Office web site to have mail sent to home or local addresses during the summer break. This can be completed at www.usps.com/manage/forward-mail.htm.

Repairs/Maintenance/IT Requests
In order to maintain the quality and standards of MCA campus housing, please report all damages and repair items to maintenance online at mca.edu. Residents should never try to repair items themselves. Maintenance will fill the request as soon as possible. The maintenance and IT departments have key access to your apartment, but will only enter after knocking and announcing themselves. If maintenance or IT personnel enter your apartment while you are not home, a work status report will be left on your door knob.

Repairs and maintenance requests that require immediate action must be reported to the RA or the DSL immediately. They will see that maintenance is contacted. If these individuals are not available, call the other college personnel listed on the Important Telephone Numbers list at the end of this publication or notify MCA Campus Safety at 901-507-3030.

Pest Control
Memphis College of Art has contracted a pest control service which sprays the housing facility each month. If you encounter a pest problem, please submit a work order online at mca.edu.
Shuttle Runs/Housing Transportation
The Office of Safety and Security will coordinate transportation for student residents in the mornings and evenings from the housing buildings to the main campus building. A current schedule of the schedule runs will be posted at the housing and on the website and announced during housing orientation.

Withdrawals from the College
Residents who wish to withdraw from the college must also withdraw from campus housing. The residence must be vacated within 24 hours of the academic withdrawal. Extensions on the 24-hour period may be granted for extenuating circumstances by the DSL and VP for Student Affairs. Rent refunds are based on the College Tuition Refund Policy in this Handbook.
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<th>S</th>
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<tbody>
<tr>
<td>2</td>
<td>- Tuition for Fall 2015 for Returning Students Due</td>
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<tr>
<td>9</td>
<td>- Peer Mentor Training 1 PM in Callicott</td>
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<tr>
<td>16</td>
<td>- Orientation Movie Night @ 8 PM in Callicott</td>
<td>- Graduate Registration @ 5 PM in Rust Hall &amp; Nesin Graduate School</td>
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<tr>
<td>23</td>
<td>- Study Group @ 1-3 PM in Studio 1</td>
<td>- First Day of Classes</td>
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<tr>
<td>30</td>
<td>- Study Group @ 1-3 PM in Studio 1</td>
<td>- Late Registration</td>
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<td>- 24-Hour Building Access Begins</td>
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<tr>
<td>31</td>
<td>- Work-Study Checks Available in Business Office</td>
<td>- Study Group @ 7:30-10 PM in Studio 1</td>
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<td>- Work-Study Timesheets Due</td>
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</table>

- **W**: Housing Move-In
- **T**: New Student Registration
- **F**: Welcome Fair @ 11:30 AM to 1 PM in Rust Hall
- **S**: Notes / Projects / Ideas

- **W**: Pizza Dinner @ 5-6 PM, 4th floor Fogelman
- **T**: Community Cook Out @ 6:30 PM, Back Steps of Rust Hall
- **F**: Orientation
- **S**: Shopping Trip @ 1:30 PM, Meet at Gibson Hall

- **W**: Housing Move-In
- **T**: New Student Housing Meeting @ 8-9 PM
- **F**: Downtown Trolley Night
- **S**: Student Alliance Mixer @ 8 PM in Sleaze and Slime Cafe

- **W**: Refund Checks Available after 1 PM in the Business Office
- **T**: Student Alliance Meeting @ Noon in Conference Room
- **F**: Welcome Fair @ 11:30 AM to 1 PM in Rust Hall
- **S**: Last Day to Withdraw From a Class with 50% Tuition Refund

- **W**: Last Day to Drop a Class with 100% Tuition Refund
- **T**: New Student Registration
- **F**: Orientation
- **S**: Student Alliance Mixer @ 8 PM in Sleaze and Slime Cafe

- **W**: Housing Move-In
- **T**: New Student Housing Meeting @ 8-9 PM
- **F**: Downtown Trolley Night
- **S**: Student Alliance Mixer @ 8 PM in Sleaze and Slime Cafe

- **W**: Last Day to Add/Drop a Class
- **T**: Last Day to Withdraw From a Class with 75% Tuition Refund
- **F**: Returning Student Housing Meeting @ 3:45-4:45 PM in Rust Hall Conference Room
- **S**: Shopping Trip @ 1:30 PM, Meet at Gibson Hall
16
Sunday

Orientation Movie Night @ 8 PM in Callicott

17
Monday

First Day of Classes
Late Registration
24-Hour Building Access Begins

18
Tuesday

19
Wednesday

20
Thursday

21
Friday

Last Day to Add/Drop a Class
Last Day to Withdraw From a Class with 75% Tuition Refund
Returning Student Housing Meeting @ 3:45 in Rust Hall Conference Room

22
Saturday

Shopping Trip @ 1:30 PM // Meet at Gibson Hall
23
Sunday

Study Group @ 1-3 PM in Studio 1

24
Monday

25
Tuesday

Study Group @ 7:30-10 PM in Studio 1
Work-Study Timesheets Due

26
Wednesday

Student Alliance Meeting @ Noon in Conference Room
Refund Checks Available After 1 PM in Business Office
Last day to Withdraw From a Class with 50% Tuition Refund

27
Thursday

Welcome Fair @ 11:30AM-1PM in Rust Hall

28
Friday

Downtown Trolley Night

29
Saturday
S

6

13
• Study Group @ 1-3 PM in Studio 1

20
• Study Group @ 1-3 PM in Studio 1

27
• Parent’s Weekend
• Study Group @ 1-3 PM in Studio 1

M

7
• Labor Day: No Classes

14

21

28

T

1
• Study Group @ 7:30-10 PM in Studio 1
• BFA Exhibition Info Meeting @ Noon in Callicott

8
• Study Group @ 7:30-10 PM in Studio 1

15
• Study Group @ 7:30-10 PM in Studio 1
• Work-Study Checks Available in Business Office
• Internship Orientation @ 11:45AM in DA:Media

22
• Study Group @ 7:30-10 PM in Studio 1

29
• Study Group @ 7:30-10 PM in Studio 1
Notes / Projects / Ideas
30
Sunday

Study Group @ 1-3 PM in Studio 1

31
Monday

Work-Study Checks Available in Business Office

1
Tuesday

Study Group @ 7:30-10 PM in Studio 1
BFA Exhibition Info Meeting @ Noon in Callicott

2
Wednesday

Student Day
Achievement Center Open House @ 11:30 AM-1 PM
Community Dinner @ 5:30 PM in Rust Hall

3
Thursday

Senior Student Career Planning Workshop @ 11:45 AM in Rust Hall Conference Room

4
Friday

Last Day to Withdraw From a Class With 25% Tuition Refund

5
Saturday
6
Sunday

7
Monday

Labor Day - No Classes

8
Tuesday

Study Group @ 7:30-10 PM in Studio 1

9
Wednesday

SA Meeting @ Noon in Conference Room
Work-Study Timesheets Due

10
Thursday

BINGO! @ 8 PM in Sleaze & Slime Cafe

11
Friday

Movie Night @ 7-8 PM in Callicott

12
Saturday

Home Depot Shopping Trip @ 1:30 PM // Meet at Gibson Hall
13
Sunday

Study Group @ 1-3 PM in Studio 1

14
Monday

15
Tuesday

Work-Study Checks Available in Business Office
Internship/Externship Orientation @ 11:45-12:25 in DA Media
Study Group @ 7:30-10 PM in Studio 1

16
Wednesday

17
Thursday

Constitution Day @ Noon in the Sleaze & Slime Cafe

18
Friday

19
Saturday

Canoe Trip, Sign Up With Student Life
20
Sunday

Study Group @ 1-3 PM in Studio 1

21
Monday

22
Tuesday

Study Group @ 7:30-10 PM in Studio 1

23
Wednesday

SA Meeting @ Noon in Conference Room
SA Coffee Night & Pancake Breakfast @ 8:30-10 PM in Sleaze & Slime
Work-Study Timesheets Due

24
Thursday

Resume Writing Workshop 12:15-1:15 PM in DA Media

25
Friday

Parent’s Weekend
Downtown Trolley Night

26
Saturday

Parent’s Weekend
October 2015

S  M  T

4  • Study Group @ 1-3 PM in Studio 1

11  • Study Group @ 1-3 PM in Studio 1

18  • Study Group @ 1-3 PM in Studio 1

25  • Study Group @ 1-3 PM in Studio 1

5  • Mid-term Grading Period Begins

12  • Fall Break: No Classes
    • Work-Study Timesheets Due

19

26  • Study Group @ 7:30-10 PM in Studio 1
    • Work-Study Timesheets Due
    • SA Nominations

27  • Study Group @ 7:30-10 PM in Studio 1
    • Graduate School Application Workshop @ 12:15-1PM in DA Media
    • SA Nominations

Fall Break: No Classes
Work-Study Timesheets Due
Mid-term Grading Period Begins
Pumpkin Carving 7-9 PM in Rust Hall 2nd Floor Mezzanine
Study Group 7:30-10 PM in Studio 1

Study Group @ 7:30-10 PM in Studio 1
SA Nominations

Notes / Projects / Ideas
27
Sunday

Parent’s Weekend
Study Group @ 1-3 PM in Studio 1

28
Monday

29
Tuesday

Study Group @ 7:30-10 PM in Studio 1

30
Wednesday

1
Thursday

Travelling Fellowship Application Deadline
Interview Skills Workshop @ 11:45 AM-1:15 PM in DA Media

2
Friday

Externship Application Deadline @ 4:30 PM

3
Saturday

Shopping Trip @ 1:30 PM // Meet at Gibson Hall
4
Sunday

Study Group @ 1-3 PM in Studio 1

5
Monday

Mid-Term Grading Period Begins

6
Tuesday

Study Group @ 7:30-10 PM in Studio 1

7
Wednesday

SA Meeting @ Noon in Conference Room

8
Thursday

9
Friday

Mid-Term Grading Period Ends

10
Saturday
11
Sunday

12
Monday

Fall Break (No classes)
Work-Study Timesheets Due

13
Tuesday

Fall Break (No Classes)

14
Wednesday

15
Thursday

Work-Study Checks Available in the Business Office
Advising Dinner @ 4-7 PM in Main Gallery

16
Friday

Advising Day // Registration Forms Due to Registrar

17
Saturday

Memphis National Portfolio Day
18
Sunday

Study Group @ 1-3 PM in Studio 1

19
Monday

20
Tuesday

Pumpkin Carving @ 7-9 PM // 2nd Floor Mezzanine
Study Group @ 7:30-10 PM in Studio 1

21
Wednesday

SA Meeting @ Noon in Conference Room

22
Thursday

Externship Days

23
Friday

Externship Days
Last Day to Withdraw From a Course

24
Saturday
<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
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<tbody>
<tr>
<td>1</td>
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</tbody>
</table>
| • Daylight Savings Time: “Fall Back”  
• Study Group @ 1-3 PM in Studio 1 | 2        |          |
| 8        |          | 3        |
| • Study Group @ 1-3 PM in Studio 1 | 9        |          |
| 15       | 16       | 10       |
| • Study Group @ 1-3 PM in Studio 1 | 17       |          |
| 22       | 23       | 24       |
| • Study Group @ 1-3 PM in Studio 1 | 30       |          |
| 29       | 30       |          |
|          |          | 30 Day of Classes  
• Deadline for Internship Applications  
• SA Elections  
• Work-Study Checks Available in Business Office |

**November 2015**

- Study Group @ 7:30-10 PM in Studio 1
- Thanksgiving Dinner @ 5:30-8 PM in Rust Hall
- Study Group @ 7:30-10 PM in Studio 1
- Work-Study Timesheets Due
- Last Day of Classes
- Deadline for Internship Applications
- SA Elections
- Work-Study Checks Available in Business Office
Notes / Projects / Ideas

- Community Dinner @ 5:30-8 PM in Rust Hall
- Fall Mobility Application Deadline
- Work-Study Checks Available in Business Office
- Movie Night @ 8 PM in Callicott
- Shopping Trip @ 1:30PM, Meet at Gibson Hall
- Thanksgiving Holiday: No Classes
- Student Building Access Reopens @ 8 AM
25
Sunday

Study Group @ 1-3 PM in Studio 1

26
Monday

Work-Study Timesheets Due

27
Tuesday

Graduate School Application Workshop @ 12:15-1 PM in DA Media
Study Group @ 7:30-10 PM in Studio 1

28
Wednesday

SA Coffee Night @ 9 to Midnight in Sleaze & Slime Cafe

29
Thursday

30
Friday

Downtown Trolley Night
Work-Study Checks Available in Business Office

31
Saturday

SA Halloween Party
1
Sunday

Study Group @ 1-3 PM in Studio 1
Daylight Savings Time // "Fall Back"

2
Monday

Gallery Talk @ Noon to 1PM in DA Media

3
Tuesday

Study Group @ 7:30-10 PM in Studio 1

4
Wednesday

SA Meeting @ Noon in Conference Room

5
Thursday

Community Dinner @ 5:30-8PM in Rust Hall

6
Friday

7
Saturday
8
Sunday

Study Group @ 1-3 PM in Studio 1

9
Monday

Work-Study Timesheets Due

10
Tuesday

Study Group @ 7:30-10 PM in Studio 1

11
Wednesday

P2 Networking Mixer @ 4:30-6 PM, Main Gallery

12
Thursday

13
Friday

Work-Study Checks Available in Business Office
Fall Mobility Application Deadline
Movie Night @ 8 PM in Callicott

14
Saturday

Shopping Trip @ 1:30 PM // Meet in Gibson Hall
15
Sunday
Study Group @ 1-3 PM in Studio 1

16
Monday

17
Tuesday
Study Group @ 7:30-10 PM in Studio 1

18
Wednesday
SA Meeting @ Noon in Conference Room
Make Your Own Sundae Bar @ 8-9:30 PM in Sleaze & Slime Cafe

19
Thursday

20
Friday

21
Saturday
22
Sunday

Study Group @ 1-3 PM in Studio 1

23
Monday

24
Tuesday

Thanksgiving Dinner for Students @ 5:30-8 PM in Rust Hall
Study Group @ 7:30-10 PM in Studio 1
Work-Study Timesheets Due

25
Wednesday

Thanksgiving Holiday // No Classes
No Building Access For Students After Noon

26
Thursday

Thanksgiving Holiday // No Classes

27
Friday

Thanksgiving Holiday // No Classes
Student Building Access Reopens @ 8 AM

28
Saturday
29
Sunday

30
Monday
Last Day of Classes
Deadline for Internship Applications // SA Elections
Work-Study Checks Available in Business Office

1
Tuesday
Spring Tuition Due
SA Elections

2
Wednesday
Study Day
Final Exam Period Begins

3
Thursday

4
Friday

5
Saturday
Final Exam Period Ends
• Spring Tuition Due
• Study Day

• All Academic Work Due
• Last Day of Work-Study

• Housing Move-Out

• Work-Study Checks Available in Business Office
<table>
<thead>
<tr>
<th>W</th>
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<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>• Final Exam Period Begins</td>
<td>• Review Committees</td>
<td>11</td>
<td>• Final Exam Period Ends</td>
</tr>
<tr>
<td>9</td>
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<td>12</td>
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</tr>
<tr>
<td>• Work-Study Timesheets Due</td>
<td>• Review Committees</td>
<td>13</td>
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<td>23</td>
<td>24</td>
<td>15</td>
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<tr>
<td>• College Closed Through Jan. 3, 2016</td>
<td>• 24-Hour Building Access Ends</td>
<td>16</td>
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Notes / Projects / Ideas

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6
Sunday

7
Monday

All Academic Work Due
Last Day of Work-Study

8
Tuesday

9
Wednesday

Work-Study Timesheets Due

10
Thursday

Review Committees

11
Friday

Review Committees
Last Day of Academic Responsibility
Work-Study Checks Available in Business Office
24 Hour Building Access Ends

12
Saturday
Sunday

Monday
Housing Move-Out

Tuesday
Work Study Checks Available in Business Office

Wednesday

Thursday

Friday

Saturday
20
Sunday

21
Monday

22
Tuesday

23
Wednesday

College Closed Through Jan. 3, 2016

24
Thursday

25
Friday

Downtown Trolley Night

26
Saturday
DECEMBER // 2015

27
Sunday

28
Monday

29
Tuesday

30
Wednesday

31
Thursday

1
Friday

2
Saturday
### January 2016

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<td>• Orientation Movie Night @ 8 PM in Callicott</td>
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<td>• Study Group @ 1-3 PM in Studio 1</td>
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<td>• Study Group @ 1-3 PM in Studio 1</td>
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</tbody>
</table>

- College Re-Opens
- First Day of Classes
- MLK Day - No Classes
- Graduation Registration Day @ 5 PM in Nesin Graduate School
- Late Registration
- 24 Hour Building Access Begins
- Study Group @ 1-3 PM in Studio 1
- Last Day to Add/Drop a Class
- Last Day to Drop a Class with 75% Tuition Refund
- Work-Study Timesheets Due
- Study Group @ 7:30-10 PM in Studio 1
- MLK Day - No Classes
- Last Day to Add/Drop a Class
- Last Day to Drop a Class with 75% Tuition Refund
- Study Group @ 1-3 PM in Studio 1
- College Re-Opens
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</table>

- Student Day
- Refund Checks Available, Business Office, After 1 PM
- SA Meeting @ Noon in Conference Room
- Community Dinner @ 5:30-8 PM in Sleaze & Slime Cafe

Notes / Projects / Ideas
3
Sunday

4
Monday

College Re-Opens

5
Tuesday

6
Wednesday

7
Thursday

8
Friday

9
Saturday
10
Sunday

11
Monday

12
Tuesday
Graduate Registration Day @ 5 PM in Nesin Graduate School

13
Wednesday

14
Thursday
Housing Move-In
Pizza Dinner and New Student Housing Meeting Starting @ 5 PM // 4th Floor Fogelman

15
Friday
New Undergraduate Student Registration Day
Peer Mentor Event @ 8 PM in Rust Hall
Last Day to Drop a Class with 100% Tuition Refund

16
Saturday
Orientation
Student Alliance Mixer @ 8 PM in Sleaze & Slim Cafe
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event/Details</th>
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<tbody>
<tr>
<td>17</td>
<td>Sunday</td>
<td>Orientation</td>
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<td>Movie Night @ 8 PM in Callicott</td>
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<td>18</td>
<td>Monday</td>
<td>MLK Day // No Classes</td>
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<tr>
<td>19</td>
<td>Tuesday</td>
<td>First Day of Classes</td>
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<td>21</td>
<td>Thursday</td>
<td>BFA Exhibition Info Meeting @ Noon in Callicott</td>
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<td>22</td>
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<tr>
<td>23</td>
<td>Saturday</td>
<td>Shopping Trip @ 1:30 PM // Meet in Gibson Hall</td>
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</table>
24
Sunday

Study Group @ 1-3 PM in Studio 1

25
Monday

Last Day to Add/Drop a Class
Last Day to Drop a Class with 75% Tuition Refund

26
Tuesday

Study Group @ 7:30-10 PM in Studio 1
Work-Study Timesheets Due

27
Wednesday

Student Day
SA Meeting @ Noon in Conference Room
Refund Checks Available, Business Office, After 1 PM
Community Dinner @ 5:30-8 PM in Sleaze & Slime Cafe

28
Thursday

29
Friday

Work-Study Checks Available in Business Office

30
Saturday
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<td>Study Group @ 1-3 PM in Studio 1</td>
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<td>FAFSA Priority Deadline for TN Residents&lt;br&gt;Last Day to Withdraw From a Class with 50% Tuition Refund</td>
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<td>Work-Study Checks Available in Business Office</td>
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<td>Study Group @ 7:30-10 PM in Studio 1</td>
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<td>Senior Career Planning Workshop @ 12:15-1 PM in DA Media&lt;br&gt;Study Group @ 7:30-10 PM in Studio 1</td>
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<td>Study Group @ 7:30-10 PM in Studio 1</td>
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<td>Valentine's Day&lt;br&gt;Study Group @ 1-3 PM in Studio 1</td>
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</table>
| 10  | • SA Meeting @ Noon in Conference Room  
     • Work-Study Timesheets Due |         |         |
| 17  |         | • Internship Orientation @ 12:15-1 PM in DA Media |         |
| 24  | • SA Meeting @ Noon in Conference Room  
     • Work-Study Timesheets Due  
     • SA Coffee Night & Pancake Breakfast @ 8:30-10 PM in Sleaze & Slime Cafe | • Internship Workshop at 11:45 AM-1 PM in DA Media |         |
| 25  |         |         |         |

Notes / Projects / Ideas

• Downtown Trolley Night
• Home Depot Shopping Trip @ 1:30PM // Meet at Gibson Hall
• Admissions Weekend Workshop
• Leadership Retreat

• Resume Writing Workshop @ 11:45 AM-1 PM in DA Media
• Community Ed TA Workshop @ 11:45 AM-1 PM in DA Media
• Movie Night @ 8 PM in Callicott
• SA Coffee Night & Pancake Breakfast @ 8:30-10 PM in Sleaze & Slime Cafe
• SA Meeting @ Noon in Conference Room  
  • Work-Study Timesheets Due
• Internship Orientation @ 12:15-1 PM in DA Media
31
Sunday

Study Group @ 1-3 PM in Studio 1

1
Monday

FAFSA Priority Deadline for TN Residents
Last Day to Drop a Class with 50% Tuition Refund

2
Tuesday

3
Wednesday

4
Thursday

Internship Orientation @ 12:15-1 PM in DA Media

5
Friday

Movie Night @ 8 PM in Callicott

6
Saturday

Admissions Weekend Workshop
7
Sunday

Study Group @ 1-3 PM in Studio 1

8
Monday

Last Day to Withdraw From a Class with 25% Tuition Refund

9
Tuesday

Senior Career Planning Workshop @ 12:15-1 PM
Study Group @ 7:30-10 PM in Studio 1

10
Wednesday

SA Meeting @ Noon in Conference Room
Work-Study Timesheets Due

11
Thursday

Resume Writing Workshop @ 11:45-1 PM in DA Media

12
Friday

13
Saturday
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<td>Sunday</td>
<td>Valentine's Day, Study Group @ 1-3 PM in Studio 1</td>
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<td>Leadership Retreat</td>
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Sunday

Study Group @ 1-3 PM in Studio 1

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Monday

23
Tuesday

Study Group @ 7:30-10 PM in Studio 1

24
Wednesday

SA Meeting @ Noon in Conference Room
SA Coffee Night and Pancake Breakfast @ 8:30-10 PM in Sleaze & Slim Cafe
Work Study Timesheets Due

25
Thursday

Internship Workshop 11:45 AM-1 PM in DA media

26
Friday

Downtown Trolley Night

27
Saturday

Home Depot Shopping Trip @ 1:30 PM // Meet at Gibson Hall
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<td>• Study Group @ 1-3 PM in Studio 1</td>
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<td>13</td>
<td>• Spring Break Begins</td>
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<td>• Daylight Savings Time: “Spring Forward”</td>
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<td>• Study Group @ 1-3 PM in Studio 1</td>
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<td>• Mid-Term Grading Period Begins</td>
<td>• Career Fair Prep @ 12:15-1 PM in DA Media</td>
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</table>
Notes / Projects / Ideas
28
Sunday

Study Group @ 1-3 PM in Studio 1

29
Monday

Work-Study Timesheets Due

1
Tuesday

Study Group @ 7:30-10 PM in Studio 1

2
Wednesday

SA Meeting @ Noon in Studio 1

3
Thursday

Advising Dinner @ 4-7 PM in Main Gallery, Rust Hall

4
Friday

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Saturday
6
Sunday

Study Group @ 1-3 PM in Studio 1

7
Monday

Mid-Term Grading Period Begins

8
Tuesday

Study Group @ 7:30-10 PM in Studio 1

9
Wednesday

Work-Study Timesheets Due in Business Office

10
Thursday

11
Friday

Mid-Term Grading Period Ends

12
Saturday
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<td>Spring Break Begins // No Classes</td>
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20
Sunday

Spring Break Ends

21
Monday

22
Tuesday

Study Group @ 7:30-10 PM in Studio 1

23
Wednesday

SA Meeting @ Noon in Conference Room

24
Thursday

Advising Dinner @ 4-7 PM in Main Gallery, Rust Hall

25
Friday

Advising Day // Registration Forms Due
Easter Egg Hunt in Rust Hall

26
Saturday
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</table>
| • SA Meeting @ Noon in Conference Room | • Downtown Trolley Night | • Career Fair  
• Spring Mobility Application Deadline  
• Last Day to Withdraw From a Course | • Shopping Trip @ 1:30 PM // Meet at Gibson Hall  
• Admissions Weekend Workshop |
| 13  | 14  | 15  | 9   |
| 20  | 21  | 16  | 10  |
| • SA Coffee Night @ 9 to Midnight in Sleaze and Slim Cafe | • Work-Study Checks Available in Business Office  
• Movie Night @ 8 PM in Callicott | • Ferris Scholarship Application Deadline  
• Work-Study Checks Available  
• Freshman Careers Dinner @ 4-6 PM in 4th floor Fogelman |  
| 27  | 28  | 22  | 23  |
| • SA Meeting @ Noon in Conference Room  
• Make Your Own Sundae Bar @ 9-11 PM in Sleaze & Slim Cafe | • Work-Study Checks Available in Business Office | • Shopping Trip @ 1:30 PM // Meet at Gibson Hall |  
| 29  | 30  |     |     |

Notes / Projects / Ideas
27
Sunday

Study Group @ 1-3 PM in Studio 1

28
Monday

29
Tuesday

Career Fair Prep in DA Media @ 12:15-1 PM
Study Group @ 7:30-10 PM in Studio 1

30
Wednesday

SA Coffee Night @ 9 PM to Midnight in Sleaze & Slime Cafe

31
Thursday

1
Friday

Career Fair
Spring Mobility Application Deadline
Las Day to Withdraw From a Course

2
Saturday

Shopping Trip @ 1:30 PM // Meet at Gibson Hall
3
Sunday

Study Group @ 1-3 PM in Studio 1

4
Monday

Study Group @ 7:30-10 PM in Studio 1

5
Tuesday

Study Group @ 7:30-10 PM in Studio 1

6
Wednesday

SA Meeting @ Noon in Conference Room

7
Thursday

FRIDAY

Work-Study Checks Available in Business Office
Ferris Scholarship Application Deadline
Freshman Career’s Dinner @ 4-6 PM // 4th Floor Fogelman

9
Saturday
Sunday
Study Group @ 1-3 PM in Studio 1

Monday
Work-Study Timesheets Due

Tuesday
Study Group @ 7:30-10 PM in Studio 1

Wednesday

Thursday

Friday
Movie Night @ 8 PM in Callicott
Work-Study Checks Available in Business Office

Saturday
17
Sunday

Study Group @ 1-3 PM in Studio 1

18
Monday

19
Tuesday

Study Group @ 7:30-10 PM in Studio 1

20
Wednesday

SA Coffee Night @ 9 PM to Midnight in Sleaze & Slime Cafe

21
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22
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Downtown Trolley Night

23
Saturday

Shopping Trip @ 1:30 PM // Meet at Gibson Hall
• Last Day of Classes
• Summer Session 1 Tuition Due

• All Academic Work Due

• Housing Move-Out
• Summer Session 1 Begins

• Summer Session 2 Tuition Due

• Memorial Day: No Classes

• Study Day

• Work-Study Timesheets Due

• Study Day

• Housing Move-Out
• Summer Session 1 Begins

• All Academic Work Due

• Memorial Day: No Classes

• Study Day

• Work-Study Timesheets Due

• Last Day of Classes
• Summer Session 1 Tuition Due

• Memorial Day: No Classes

• Summer Session 2 Tuition Due

• Memorial Day: No Classes

• Housing Move-Out
• Summer Session 1 Begins

• All Academic Work Due

• Last Day of Classes
• Summer Session 1 Tuition Due

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• Work-Study Timesheets Due

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• Last Day of Classes
• Summer Session 1 Tuition Due

• Memorial Day: No Classes

• Study Day

• Work-Study Timesheets Due

• Memorial Day: No Classes

• Housing Move-Out
• Summer Session 1 Begins

• All Academic Work Due

• Last Day of Classes
• Summer Session 1 Tuition Due

• Memorial Day: No Classes

• Study Day

• Work-Study Timesheets Due

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• Summer Session 1 Begins

• All Academic Work Due

• Last Day of Classes
• Summer Session 1 Tuition Due

• Memorial Day: No Classes

• Study Day

• Work-Study Timesheets Due

• Memorial Day: No Classes
Notes / Projects / Ideas
24
Sunday

Study Group @ 1-3 PM in Studio 1

25
Monday

26
Tuesday

Study Group @ 7:30-10 PM in Studio 1

27
Wednesday

SA Meeting @ Noon in Conference Room
Make Your Own Sundae Bar @ 9-11 PM in Sleaze & Slime Cafe

28
Thursday

29
Friday

30
Saturday
1
Sunday

2
Monday
Last Day of Classes
Summer Session 1 Tuition Due

3
Tuesday
Study Day

4
Wednesday
Final Exam Period Begins

5
Thursday

6
Friday

7
Saturday
Final Exam Period Ends
8
Sunday

9
Monday

All Academic Work Due
Last Day of Work-Study

10
Tuesday

Work-Study Timesheets Due

11
Wednesday

12
Thursday

Review Committees

13
Friday

Review Committees
Commencement Rehearsal
Work-Study Checks Available in Business Office

14
Saturday

Commencement @ 10AM
Sunday

Monday
- Housing Move-Out
- Summer Session 1 Begins

Tuesday

Wednesday
- Campus Clean Up Day

Thursday
- Horn Island Begins

Friday

Saturday
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<td>Sunday</td>
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<td>Summer Session 2 Tuition Due</td>
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29
Sunday

Horn Island Ends

30
Monday

Memorial Day // No Classes

31
Tuesday

1
Wednesday

2
Thursday

3
Friday

Summer Session 1 Ends

4
Saturday
June 2016

- Summer Session 2 Begins
- Summer Session 3 Tuition Due
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- Summer Session 1 Ends
- Summer Session 2 Ends

Notes / Projects / Ideas

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5
Sunday

6
Monday
Summer Session 2 Begins

7
Tuesday

8
Wednesday

9
Thursday

10
Friday

11
Saturday
19
Sunday

20
Monday
Summer Session 3 Tuition Due

21
Tuesday

22
Wednesday

23
Thursday

24
Friday
Summer Session 2 Ends

25
Saturday
26
Sunday

27
Monday

28
Tuesday

29
Wednesday

30
Thursday

1
Friday

2
Saturday
• Independence Day: College Closed

• Summer Session 3 Begins

• Summer Academy Begins

• Community Education Reception
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- Summer Session 3 Ends
- Summer Academy Ends

Notes / Projects / Ideas

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3
Sunday

4
Monday

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Tuesday

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Wednesday

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Thursday

8
Friday

9
Saturday
10
Sunday

Summer Academy Begins

11
Monday

12
Tuesday

13
Wednesday

14
Thursday

15
Friday

16
Saturday
17
Sunday

18
Monday

19
Tuesday

20
Wednesday

21
Thursday

22
Friday
Summer Session 3 Ends

23
Saturday
Summer Academy Ends
24
Sunday

25
Monday

26
Tuesday

27
Wednesday

28
Thursday

29
Friday

30
Saturday
IMPORTANT TELEPHONE NUMBERS

MCA Emergency Dispatch
901-507-3030

RA On-Duty Phone Number:
901-283-0105

MCA Personnel/Representatives:
Heather Coleman
Resident Assistant, ATP/Parkside
Parkside, Rm. 17
901-490-0414
heather.coleman@mca.edu

Joshua Strydom
Resident Assistant, Fogelman Hall
Fogelman Hall, Rm. 100
901-487-0443
joshua.strydom@mca.edu

Samantha Nemazie
Resident Assistant, Metz Hall
Metz Hall, Rm. 100
214-335-8899
samantha.nemazie@mca.edu

Ashley Walker
Director of Student Life
901-272-5120 (Office)
901-490-3237 (Cell)
awalker@mca.edu

Susan Miller
VP for Student Affairs
901-272-5152 (Office)
901-283-0107 (Cell)
smiller@mca.edu

EMERGENCY SERVICE NUMBERS:
Police 911
Ambulance 911
Fire 911
Poison Center 800-222-1222
MCA Security Dispatch 901-507-3030

NON-EMERGENCY SERVICE NUMBERS:
Police 901-636-4631
Fire 901-458-3311
MCA Security Dispatch 901-507-3030
Baptist Minor Medical, Union Ave. 901-274-3336
Annoyance Call Center 901-557-6222
Shelby County Health Dept. (Immunizations) 901-544-7600
Psychological Services Center @ UofM 901-678-2147
Primary Care Specialists 901-458-0162

BOOKSTORES
Burke’s Book Store
936 South Cooper Avenue
901-278-7484

Booksellers at Laurelwood
387 Perkins Road Extended
901-683-9801

Barnes and Noble
2774 N. Germantown Pkwy
901-386-2468

Rhodes College Book Store
2000 N. Parkway Rhodes Campus
901-843-3535

Tiger Book Store
3533 Walker Avenue
901-324-2808

University of Memphis Bookstore
506 University St.
901-678-2011

CHURCHES AND SYNAGOGUES
Baron Hirsch Congregation (Orthodox)
400 South Yates Rd.
901-683-7485

Central Church (Non-Denominational)
2005 Winchester, Collierville, TN
901-888-4673

Christ United Methodist Church
4488 Poplar Avenue
901-683-3521

Church of the River (Unitarian)
292 Virginia Avenue West
901-526-8631

First Assembly of God
8650 Walnut Grove Road
901-843-8600

First Baptist Church
200 East Parkway (East Parkway at Poplar)
901-454-1131

Grace-St. Luke’s (Episcopal)
1720 Peabody
901-272-7425

Idlewild Presbyterian
1750 Union Avenue
901-726-4681

Immaculate Conception (Catholic)
1695 Central (at Belvedere)
901-725-2700

Lindenwood Christian Church (Disciples of Christ)
2400 Union (corner E. Parkway and Union)
901-458-8506

Mississippi Boulevard Christian Church
70 N. Bellevue
901-729-6222

Temple Israel (Reform)
1376 Massey Road East
901-761-3130

CONSORTIUM COLLEGES
Christian Brothers University
Central and East Parkway
901-321-3000

LeMoyne-Owen College
2774 N. Germantown Pkwy
901-435-1000
Memphis Theological Seminary  
168 East Parkway South  
(E. Parkway and Union)  
901-458-8232

Rhodes College  
2000 North Parkway  
901-843-3000

HOSPITALS AND HEALTH CARE  
Baptist Minor Medical Center  
3295 Poplar Avenue  
(Poplar and Holmes)  
901-327-8188

Crisis Center/Suicide Prevention  
901-274-7477

Family Services of the Mid-South Counseling  
901-324-3637

Health Department  
814 Jefferson Avenue  
901-222-9000

Methodist Hospital  
1265 Union Avenue  
901-516-7000

Regional Medical Center  
880 Madison Avenue  
901-545-6969

Center for Reproductive Health  
1726 Poplar Avenue  
901-274-3550

Primary Care Specialists  
3109 Walnut Grove Road  
901-458-0162

Sexual Assault Resource Center  
901-272-2020

Southern College of Optometry  
1225 Madison  
722-5200

University of Tennessee Student Health Services  
910 Madison, Ste. 922  
901-448-5630

University of Memphis  
Psychological Service Counseling  
901-678-2174

HOTELS AND MOTELS  
Comfort Inn  
100 North Front Street  
(downtown)  
901-526-0583

Crowne Plaza Hotel  
300 N. Second St (downtown)  
901-525-1800

GenInn  
1177 Madison Avenue  
901-692-9136

Hampton Inn  
Peabody Place (downtown)  
175 Peabody Place  
901-260-4000

Holiday Inn Select  
160 Union Avenue (downtown)  
901-525-5491

The Peabody  
149 Union Avenue  
901-529-4000

MUSEUMS AND GALLERIES  
Chucalissa Indian Village  
1987 Indian Village Drive  
www.cas.memphis.edu/chucalissa  
901-785-3160

David Lusk Gallery  
64 Ricker Street  
901-767-3800

Dixon Museum Gallery and Gardens  
4339 Park Avenue  
901-761-5252

Memphis Brooks Museum  
Overton Park  
(free admission with MCA ID)  
901-544-6200

National Ornamental Metal Museum  
374 Metal Museum Drive  
901-774-6380

Pink Palace Museum  
3050 Central Avenue  
901-454-5600

Rhodes College  
Clough Hanson Gallery  
2000 North Parkway  
901-843-3442

University Gallery of Fine Arts  
University of Memphis Campus  
Communication/Fine Arts Bldg  
901-678-2224

MUSIC AND VIDEO STORES  
Blacklodge Video  
831 S. Cooper Street  
901-272-7744

Spin Street Music  
3484 Poplar Avenue  
(Highland at Poplar)  
901-327-8730

PLACES OF INTEREST  
Beale Street  
Downtown Memphis (blues, jazz,  
live entertainment, restaurants, etc.)

Graceland  
3489 Elvis Presley Blvd.  
901-332-3322
DIRECTORY // IMPORTANT TELEPHONE NUMBERS

Memphis Zoo
Overton Park
Students can enter the zoo for free if they plan to engage in artwork (sketching, photographing, etc.). They should enter through gate 1 and have their MCA ID. 901-276-9453

Memphis Queen Riverboat Cruises
45 Riverside Drive
901-527-2628

Shelby Forest
910 Riddick Road
Millington, TN
800-471-5293

Stax Museum
916 E. McLemore Ave.
901-943-7685

Sun Studio
706 Union Avenue
901-521-0664

SUPPLIES
Art Center Supply Store
1636 Union Avenue
901-276-6321

Home Depot
1627 Poplar Ave
901-722-3535

Campbell’s Blueprint
3124 Broad Avenue
(drafting supplies, photostats, prints)
901-327-7385

Memphis Photo Supply
561 Erin Drive
901-767-2702

Gate City Hardware
and Paint Company
2500 Summer Avenue
901-458-3050

Nurre Glass Company
2605 Summer Avenue
901-452-1135

Plastico
32 Flicker Street
(industrial plastics)
901-452-6527

Tom Eubanks Lumber
814 Scott Street
901-452-1124

THEATERS
Malco Movie hotline
901-681-2020

Circuit Playhouse
1711 Poplar Avenue
901-728-5631

Orpheum Theatre (summer films)
203 South Main Street
901-525-3000

Playhouse on the Square
51 South Cooper Street
901-726-4656

Rhodes College (McCoy Theatre)
2000 N. Parkway
901-843-000

St. Mary’s Buckman Fine Arts Center
60 Perkins Rd. Ext. (corner Perkins and Walnut Grove)
901-537-1486
buckmanarts.com
Theatre Memphis
630 Perkins Extended
682-8601

Theatre Works
2085 Monroe Avenue
901-274-7139
Theatreworksmemphis.org
Notes
Notes