Student Handbook

2015-16

Information valid as of June 2015.
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</table>
## Contact Information

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

### Office Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td><a href="mailto:b.porter@moreheadstate.edu">b.porter@moreheadstate.edu</a></td>
<td>606-783-2093</td>
<td>Ground Floor, Grote-Thompson Hall</td>
</tr>
<tr>
<td>Office Coordinator, Brenda Porter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Associate, Sunshine Stamper</td>
<td><a href="mailto:jl.stamper@moreheadstate.edu">jl.stamper@moreheadstate.edu</a></td>
<td>606-783-5102</td>
<td>Ground Floor, Grote-Thompson Hall</td>
</tr>
<tr>
<td>Main Office Fax</td>
<td></td>
<td>606-783-9159</td>
<td></td>
</tr>
<tr>
<td>Residence Hall Front Desk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Dr. Carol Christian</td>
<td><a href="mailto:c.christian@moreheadstate.edu">c.christian@moreheadstate.edu</a></td>
<td>606-783-9025</td>
<td>Grote-Thompson Hall</td>
</tr>
<tr>
<td>Assistant Director, Academic</td>
<td><a href="mailto:jbcarter@moreheadstate.edu">jbcarter@moreheadstate.edu</a></td>
<td>606-783-2093</td>
<td>Grote-Thompson Hall</td>
</tr>
<tr>
<td>Services, Jennifer Carter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director, Admissions and</td>
<td><a href="mailto:t.rhodes@moreheadstate.edu">t.rhodes@moreheadstate.edu</a></td>
<td>606-783-9028</td>
<td>Grote-Thompson Hall</td>
</tr>
<tr>
<td>Public Relations, Tim Rhodes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director, Guidance</td>
<td><a href="mailto:glratliff@moreheadstate.edu">glratliff@moreheadstate.edu</a></td>
<td>606-783-2133</td>
<td>Grote-Thompson Hall</td>
</tr>
<tr>
<td>Counseling Services, Garrick Ratliff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Director, Residence Life</td>
<td><a href="mailto:b.vonjo@moreheadstate.edu">b.vonjo@moreheadstate.edu</a></td>
<td>606-783-5427</td>
<td>Grote-Thompson Hall</td>
</tr>
<tr>
<td>Brimah Vonjo</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Website/Email</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU Emergency Resources</td>
<td><a href="http://www.moreheadstate.edu/emergency">www.moreheadstate.edu/emergency</a></td>
<td>606-783-2035 or 911</td>
<td></td>
</tr>
<tr>
<td>Full Service, Primary Care and</td>
<td><a href="mailto:counselingandhealthservices@moreheadstate.edu">counselingandhealthservices@moreheadstate.edu</a></td>
<td>606-783-2055</td>
<td>112 Allie Young Hall</td>
</tr>
<tr>
<td>Counseling Services</td>
<td></td>
<td>606-783-2123</td>
<td></td>
</tr>
<tr>
<td>Emergency counseling services are available on weekends and evenings by calling MSU Police.</td>
<td><a href="http://www.moreheadstate.edu/ucc">www.moreheadstate.edu/ucc</a></td>
<td>606-783-2035 or 911</td>
<td></td>
</tr>
<tr>
<td>MSU Police</td>
<td><a href="mailto:police@moreheadstate.edu">police@moreheadstate.edu</a></td>
<td>606-783-2035</td>
<td>100 Laughlin Bldg.</td>
</tr>
<tr>
<td>Police - City of Morehead</td>
<td></td>
<td>606-784-7511</td>
<td>105 East Main St.</td>
</tr>
<tr>
<td>David Sexton, Chief</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Claire Regional Medical Center</td>
<td></td>
<td>606-783-6500</td>
<td>222 Medical Circle</td>
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### MSU Numbers of Interest

<table>
<thead>
<tr>
<th>Service</th>
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<th>Phone</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Camden-Carroll Library</td>
<td><a href="mailto:library@moreheadstate.edu">library@moreheadstate.edu</a></td>
<td>606-783-2200</td>
<td>150 Battson-Oates Dr.</td>
</tr>
<tr>
<td>Enrollment Services Admissions</td>
<td></td>
<td>606-783-2000</td>
<td>100 Admissions Center</td>
</tr>
<tr>
<td>Financial Aid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation &amp; Wellness Center</td>
<td><a href="http://www.moreheadstate.edu/wellness">www.moreheadstate.edu/wellness</a></td>
<td>606-783-2083</td>
<td>100 Evans Branch</td>
</tr>
</tbody>
</table>
Dear Craft Academy Students,

Welcome to the Craft Academy!

We encourage you and your family to familiarize yourselves with the 2015-16 Craft Academy Handbook. It includes policies and procedures that serve as the foundational structure and governing guidelines for students accepted into the Academy.

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

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

The Craft Academy at Morehead State offers “Much More” than the chance to expand your knowledge and talents in STEM career areas of interest. The Craft Academy experience will enable you to apply your special interests and talents as you “imagine, invent and make an impact.” We want to help “craft” the next generation of entrepreneurs, scientists, doctors, innovators, creative thinkers and designers with an ingrained sense of civic and regional responsibility.

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

Carol Christian, Ed.D.
Director, Craft Academy for Excellence in Science & Mathematics
Craft Academy Vision, Mission and Goals

VISION

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

MISSION

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

GOAL

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

The Academy will advance scholarly achievement and civic engagement by:

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

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

Students eligible to apply for the Craft Academy must:

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

APPLICATION PROCESSES

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

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

SELECTION PROCESSES

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

- Students selected for interviews will be notified within two weeks after the application deadline date.
- Interviews will be held the third weekend in February.
- Sixty high school sophomores will be selected.
- Notification of selection will occur by March 1.

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

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

TUITION

Participation in the Craft Academy includes 15-18 credit hours at Morehead State University each fall and spring semester at no cost to the student. Students may enroll in more than 18 credit hours, if approved by the assistant director of academic services, at an additional cost. The student will be responsible for paying the current tuition rate for additional courses.

While students are encouraged to take summer courses, the tuition cost for summer courses is not covered by the Craft Academy. Students will be responsible for paying the current tuition rate for additional courses.

Some assistance may be available to help with additional tuition costs. Contact the Craft Academy assistant director of admissions for more information.

HOUSING

Craft Academy students are required to be residential students and live with other Academy students in Grote-Thompson Hall under the supervision of a resident director and residential counselors. Two students will be assigned to each room.

MEAL PLAN

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

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

**CLOSED WEEKENDS**

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

During closed weekends, students will be asked to return home, vacating the residence hall by 7 p.m. on Friday.

The residence hall will re-open at 3 p.m. on Sunday. Craft Academy students must be in the residence hall and on their floor by 10 p.m. Sunday evening.

*Note: Please do not plan on returning to the residence hall before 3 p.m. on these Sundays. Staff members will not be available for early arrival.*
Craft Academy Curriculum

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

- Math Core: 3 courses
- Science Core: 4 courses
- English Core: 2 courses
- STEM Electives: 4 courses
- STEM-X: 5 courses
- General Elective: 1 course

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

Math Core (3 courses)

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

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 152</td>
<td>College Algebra</td>
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<tr>
<td>MATH 141</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 174</td>
<td>Pre-Calculus</td>
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<tr>
<td>MATH 175</td>
<td>Calculus I</td>
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<tr>
<td>MATH 275</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 353</td>
<td>Statistics</td>
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</table>

*Students who have previously completed these courses may take additional math or science courses with approval of the assistant director of academic services. If a student's abilities are determined to be beyond the posted math core, a suitable math schedule will be developed to meet his/her skill levels.*

Science Core (4 courses)

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Agricultural Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 133/AGR 133L</td>
<td>Intro to Animal Science*</td>
<td>3</td>
</tr>
<tr>
<td>AGR 143</td>
<td>A &amp; P of Livestock</td>
<td>3</td>
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</table>

Astronomy

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ASTR 125</td>
<td>Astro and Physics Methods to Explore the Universe</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 130</td>
<td>Stars, Galaxies and Cosmology</td>
<td>3</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>---------------</td>
<td>----------------------------------------------------------</td>
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</tr>
<tr>
<td>BIOL 171/171L</td>
<td>Biology I and II (or Anatomy and Physiology)*</td>
<td>4</td>
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<tr>
<td>BIOL 244/244A</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111/111L</td>
<td>Principles of Chemistry I*</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 112/112L</td>
<td>Principles of Chemistry II*</td>
<td>4</td>
</tr>
<tr>
<td>CS 170/170L</td>
<td>Intro to Computer Science *</td>
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<tr>
<td>CIS 205</td>
<td>Intro to Programming C++</td>
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<tr>
<td>ESS 108/108L</td>
<td>Physical Geology*</td>
<td>4</td>
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<tr>
<td>ESS 201/201L</td>
<td>Historical Geology*</td>
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<tr>
<td>IET 110</td>
<td>Fundamentals of Computer Technology</td>
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<td>IET 120</td>
<td>Tech Systems</td>
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<tr>
<td>ITEC 141/141L</td>
<td>DC Circuits*</td>
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<td>ITEC 241/241L</td>
<td>AC Circuits*</td>
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<td>PHYS 201/201A</td>
<td>Elementary Physics I</td>
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<td>PHYS 202/202A</td>
<td>Elementary Physics II</td>
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<td>PHYS 231/231A</td>
<td>Engineering Physics I</td>
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<tr>
<td>PHYS 232/232A</td>
<td>Engineering Physics II</td>
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<td>PSY 121</td>
<td>Introduction to Brain and Behavior</td>
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<td>PSY 223</td>
<td>Female Brain and Behavior</td>
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<tr>
<td>SSE 120/120L</td>
<td>Satellites and Space Systems I*</td>
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<tr>
<td>SSE 122/122L</td>
<td>Satellites and Space Systems II*</td>
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</table>

* denotes lab associated with course
English Core (2 courses)
Students are required to take an English course both years of the Craft Academy to fulfill high school English requirements.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Writing I</td>
<td>.</td>
</tr>
<tr>
<td>ENG 200</td>
<td>Writing II</td>
<td>.</td>
</tr>
</tbody>
</table>

STEM Electives (4 courses)
Students can select their four STEM elective courses from the Departments of Agricultural Sciences; Applied Engineering and Technology; Biology and Chemistry; Earth and Space Sciences; Health, Wellness and Human Performance; Mathematics; Computer Science and Physics; or Psychology.

STEM+X (5 courses)
In the five STEM+X courses, students work on research projects under the guidance of faculty. In the last STEM+X course, Craft Academy Seminar, students will develop a culminating project (capstone) that will be presented in a local, state or national forum. Students will work individually or in project teams under the supervision of a faculty member.

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

General Elective (1 course)
Electives allow students to address any pre-college course requirements through dual-credit and/or pursue other interests or general education course requirements.

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

**Semester I (Fall)**
- Math Core
- Science Core
- FYS 101 – STEM+X (Course # 1)
- STEM Elective

**Semester II (Spring)**
- Math Core
- Science Core
- English 100
- STEM+X (Course #2)
- STEM+X (Course # 3)*

**Semester III (Fall)**
- Math Core
- Science Core
- English 200
- STEM Elective
- STEM+X (Course # 4)**

**Semester IV (Spring)**
- Science Core
- STEM Elective
- STEM Elective
- Elective
- Craft Academy Seminar (STEM+X Course # 5)

*Includes an international study component. Travel abroad is optional. This course will require nine weeks of in-class course work, followed by a May or June trip (online study for those electing not to travel).

**Preapproved options for the STEM+X Course # 4 are listed below. Prerequisites may be required for enrollment in these courses.**
**STEM+X Course # 4 Options**

*Note: Prerequisites may be required for enrollment in these courses.*

### Entrepreneurship and Innovation

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>REAL 105</td>
<td>Introduction to Real Estate</td>
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<tr>
<td>ACCT 281</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>ACCT 282</td>
<td>Principles of Managerial Accounting</td>
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<tr>
<td>MKT 204</td>
<td>Marketing</td>
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<td>MKT 345</td>
<td>Marketing Strategies for Small Business</td>
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<td>MNGT 201</td>
<td>Principles of Management</td>
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<tr>
<td>MNGT 310</td>
<td>Small Business Organization</td>
</tr>
<tr>
<td>BBA 350</td>
<td>Entrepreneurship and Innovation</td>
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<tr>
<td>BBA 301</td>
<td>Health Care Systems</td>
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### Design and Creativity

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>ART 109</td>
<td>Digital Foundations</td>
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<td>ART 205</td>
<td>Graphic Design I</td>
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<td>ART 206</td>
<td>Websites I</td>
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<tr>
<td>ITCD 103</td>
<td>Computer Aided Design and Drafting I</td>
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<tr>
<td>ITCD 203</td>
<td>Computer Aided Design and Drafting II</td>
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<tr>
<td>ITCD 215</td>
<td>Introduction to 3D Design and Modeling</td>
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<td>COMS 108</td>
<td>Fundamentals of Speech Communications</td>
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<td>COMS 110</td>
<td>Strategic Messaging</td>
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<td>CVM 201</td>
<td>Media Writing</td>
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<td>PSY 300</td>
<td>Human Factors in Design</td>
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### Civic and Regional Engagement

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<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>EDF 207</td>
<td>Foundations of Education</td>
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<tr>
<td>GOVT 141</td>
<td>United States Government</td>
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<tr>
<td>GOVT 180</td>
<td>Introduction to Political Theory</td>
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<tr>
<td>GOVT 242</td>
<td>State and Local Politics</td>
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<td>GOVT 344</td>
<td>Kentucky Government</td>
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<tr>
<td>RAPP 101</td>
<td>Introduction to Public Policy</td>
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<tr>
<td>RAPP 203</td>
<td>Society, Nature and Development</td>
</tr>
<tr>
<td>SOC 203</td>
<td>American Social Problems</td>
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</table>
STEM+X

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

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

**STEM+X focus areas:**

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

Many courses will incorporate experiential and project-based learning opportunities that involve student collaboration with faculty members and partners in research.

RESEARCH

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

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

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

Pre-College Course Requirements

All Kentucky high school students must complete state-mandated curriculum requirements to graduate. Individual high schools may have additional requirements for graduation. Professional academic advisors and the assistant director of guidance counseling services will work with Craft Academy students to ensure that all requirements are met for both the state and the district.

Students are encouraged to use their elective courses to fulfill as many of their pre-college requirements as possible before the end of their first year in the Craft Academy. In addition, the assistant director of guidance counseling services will work with the Kentucky Department of Education and the students’ home high schools to ensure all state assessments are issued in the appropriate manner, meeting all timelines.
Academic Progress Reports

The assistant director of academic services will work with students to secure progress reports after the fifth and twelfth weeks of classes. An assessment will be sent to instructors requesting data on grades, attendance, tardiness and any recommended tutorial assistance. The instructors will forward the completed assessment to the assistant director of guidance counselor services who will make them available to students.

Students enrolled in a course that is determined beyond their level of preparation or who fall behind academic expectations may be advised to withdraw from the course. With approval of the assistant director of academic services, students may withdraw from or audit the remainder of the class. Students are responsible for all fees associated with withdrawing from or auditing a course.

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

NOTE: Any Craft Academy STEM core curriculum course or state pre-college curriculum course from which a student withdraws must be completed the following semester. Elective courses do not have to be retaken the following semester.

WITHDRAWING FROM A COURSE

To officially withdraw from a course with a grade of “W,” students must submit a Craft Academy Course Withdrawal Approval form and receive approval from the assistant director of academic services by the withdrawal deadline determined by the University (see academic calendar). The withdrawal must not impede a student’s ability to complete both state and Academy graduation requirements.

Upon approval for course withdrawal, the student must submit an official University withdrawal form from the Office of the Registrar, located in 201 Ginger Hall. Students are responsible for paying any fees incurred.

AUDITING A COURSE

By auditing the course, the student agrees to continue attending the class and completing all designated assignments for no academic credit. Approval must be received from the assistant director of academic services. While audits do not negatively impact a student’s GPA, the Academy counts an audited course as the one “D” or “E” a student can receive prior to dismissal from the program. Any audited course must be retaken the following semester with a successful outcome of a grade of “C” or better.
GRADES

Mid-term and final grades will be sent to students via their MSU email account and will be mailed to the students’ home address.

Students who excel academically will be recognized with one of the honors below:

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

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

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Academic Standing

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

**ACADEMIC WARNING**

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

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

**ACADEMIC PROBATION**

A student will be placed on Academic Probation if the student’s first-semester GPA is between 2.25 and 2.74, or receives a grade of “D” or “E” in any course. Students can only be on Academic Probation for one semester before returning to their home school.

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

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

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

Students may return for a second year if they:

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

Students will not be eligible to return to the Academy:

- If after the first semester, their MSU GPA falls below a 2.25; or receives a “D” or “E,” or receives two grades below a “C” in any subject;
- If a student accumulates two grades below a “C” at any time;
- If a student has significant instances of breach of policy; or
- If a student fails to demonstrate that the residential and academic environment is beneficial for their continued social, emotional and academic well-being.

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

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

Failure to comply with study hours without prior approval for absence or failing to be in a required study place during head count will result in disciplinary action.

*Note: Students who are not in good academic standing will be required to report to the designated residence hall study room during required study time where additional support services will be available. The assistant directors of guidance counseling and academic services, with feedback from the student's professors, will determine if and when additional study hours will be lifted.*

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

**FIRST-YEAR STUDENTS**

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

- In their room with the door open
- Approved residence hall commons areas
- Designated residence hall study room

**SECOND-YEAR STUDENTS**

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

**TUTORING**

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

Tutoring will be available in the residence hall study area or at one of MSU’s Tutoring & Learning Center locations. The Tutoring & Learning Center provides an environment for tutoring and learning with peer tutors to ensure academic success in the classroom. Tutoring services are offered FREE of charge in 220 Allie Young Hall and on the first floor of the Camden-Carroll Library by the Commons Area. For more information, call 606-783-5105 (TLC Library), 606-783-5200 (TLC AY) or visit www.moreheadstate.edu/tutoring.

*Note: If appointments with the Tutoring & Learning Center conflict with supervised study times, students may, with permission from the assistant director of academic services, check out of the residence hall and check-in at the Tutoring & Learning Center.*
Academic Expectations

ATTENDANCE

Craft Academy students are expected to prepare for, attend, be on time and participate in all class sessions. Students must contact their resident counselor (RC) and professor(s) in advance if they need to miss class for any reason. Students are advised to follow-up with an email to the professor as well.

UNPLANNED ABSENCES

When an absence cannot be predicted (i.e. illness), students should send their RC and faculty member(s) an email and then follow-up in person when appropriate. Students who miss class as a result of illness will be required to visit the Counseling & Health Services Clinic.

EXCESSIVE ABSENCES

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

CRAFT ACADEMY/MSU-ENDORSED ABSENCES

The assistant director of academic services must approve all classes missed due to Craft Academy or MSU-endorsed activities at least one week prior to the scheduled absence. If approved, the student will receive an official letter to take to their professor(s) to explain the upcoming event. Students must present the letter to the faculty member of each class they will miss. Students should arrange to complete any assignments, quizzes, exams, etc., that will be missed prior to their absence.

NOTE: Students in poor academic standing or with excessive absences may not be eligible to participate in activities.
**Academic Honesty**

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

Academic dishonesty includes, but is not limited to:

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

Plagiarism includes, but is not limited to:

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

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**Online Courses**

Craft Academy students may only take one online course per academic year. A student should enroll in online courses only if:

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

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**Study Abroad**

Academy students will have the option to participate in at least one study abroad trip. Study abroad experiences can be embedded into courses or research projects. These courses are not limited to the STEM areas but may also include STEM+X and arts and humanities courses.

These courses are designed and well supervised by faculty members and chaperones. One adult supervisor to every 10 students will accompany students on trips.

Resources may be available to students in need of financial assistance.
Graduation

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

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

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

GRADUATING WITH HONORS AND HONORS WITH DISTINCTION

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

**Honors**

- Maintain a 3.4 - 3.74 cumulative MSU GPA
- Successfully complete a supervised research project and fulfill the requirements of the research policy
- Participate in extended service project(s) of 60 hours or more (minimum 15 hours each semester)
- Be in overall good standing (no current attendance or disciplinary contracts)
- Contribute positively to the culture of the Academy

**Honors with Distinction**

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

Students have the option of exceeding the required (60) credit hours while in the Academy, and summer learning is an option for those who wish to earn additional credits in their areas of interest. Summers also provide an opportunity for students to conduct research, complete an internship or work at MSU.

Tuition, meals and housing costs for summer courses are not included in the Craft Academy experience. Financial assistance may be available to help with tuition and housing for summer courses. For more information, contact the Academy director.

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

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

SUMMER CLASSES

Craft Academy students have the option to enroll in summer courses at an additional cost to the student.

If enrolling in summer courses at another university, please remember all Craft Academy curriculum CORE and STEM+X requirements are required to be taken through MSU.

SUMMER EMPLOYMENT

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

SUMMER INTERNSHIPS

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

Note: Internships that require the student to live on campus will also require that the student be enrolled in summer classes at an additional cost to the student.
Conduct Assessment Protocol (CAP)

Stage I: Stage I of CAP is initiated if a student misses any class, does not follow protocol for reporting an absence, exhibits disrespectful or disruptive behavior in class or out of class, or fails to comply with protocols and procedures or when Craft Academy staff members receive a concern about a student.

Action(s): Concerns related to Stage I of CAP will result in the student in question meeting with the assistant director of guidance counseling. During the meeting, the student will be given the opportunity to respond to the allegations. If a concern is identified the staff member and the student will establish a written procedure to address the concerns.

Stage II: Stage II of CAP is initiated if a student has three or more absences; has multiple occurrences of not following protocol for reporting absences; exhibits disrespectful or disruptive behavior in class or out of class; fails to comply with protocols and procedures on more than one occasion; or violates conditions resulting from a Stage I concern.

Action(s): Concerns related to Stage II of CAP will result in the student in question meeting with the assistant director of guidance counseling. During the meeting, the student will be given the opportunity to respond to the allegations. If a concern is identified, the staff member and the student will establish a written procedure to address the concern(s). The student’s parent/guardian(s) will be notified of the concerns and an action for improvement will be established.

Stage III: Stage III of CAP is initiated if a student has five or more absences; has three or more occurrences of not following protocol for reporting absences; exhibits disrespectful or disruptive behavior in class or out of class on more than two occasions; fails to comply with protocols and procedures; or violates conditions resulting from a Stage II concern.

Action(s): Concerns related to Stage III of CAP will result in the student in question meeting with the assistant director of guidance counseling. During the meeting, the student will be given the opportunity to respond to the allegations. If a concern is identified the staff member and the student will establish a written procedure to address the concern(s). The student and parent/guardian(s) will be required to participate in a conference with the assistant director of guidance counseling and the director of the Craft Academy.

Stage IV: Stage IV of CAP is initiated if a student has seven or more absences; has four or more occurrences of not following protocol for reporting absences; exhibits disrespectful or disruptive behavior in class or out of class; fails to comply with protocols and procedures on more than three occasions; or violates conditions resulting from a Stage III concern.

Action(s): Concerns related to Stage IV of CAP will result in the student in question and her/his parent/guardian(s) meeting with the director of the Craft Academy for consideration of dismissal from the program. During the meeting, the student will be given the opportunity to respond to the allegations.
Dismissal

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

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

Service Projects

Morehead State University is proud of its rich tradition of giving back to the community and surrounding communities through service. Tornado relief, flood relief and work with Habitat for Humanity, etc., are just a few of the projects in which MSU students have been involved. Each Craft Academy student will be involved in some form of service through the Craft Academy experience.

To graduate with honors, students are required to complete 60 hours of community service or 80 hours to graduate with distinction. Additional information regarding service projects will be provided during orientation week and weekly seminar sessions.

FERPA

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

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

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

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

ACADEMIC ADVISING

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

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

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

NOTE: All Craft Academy student schedules must be approved by the assistant director of academic services in advance.

COLLEGE-COUNSELING PROGRAM

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

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

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

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

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

STUDENT CONDUCT CODE

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

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

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

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

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

Discrimination:
Discriminating against another person on a basis not reasonably related to the education or job function involved including, but not limited to, age, sex, sexual orientation, disability, race, religion, national origin or marital status.
**Disorderly Conduct:**
Exhibiting behavior that is considered to be disruptive, contemptuous or disrespectful of students, administrators, faculty, staff members, guests, local authorities or local community members.

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

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

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

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

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

**Harassment:**
Harassing another person based upon sex, race, religion, gender, sexual orientation, national origin, age or disability. Acts that include, but are not limited to threat, intimidation, coercion, assault, acts of violence, physical abuse, verbal abuse (e.g. written or graphic material, slurs, epithets, etc.), or conduct that threatens or endangers the health or safety of any person. Other acts of harassment include: (a) actions that cause one to reasonably believe they are endangered; (b) reporting an offense or incident knowing the offense or incident did not occur or knowing the information relating to the matter is false; (c) intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false; (d) acting to prevent or interrupt the use of any building or other facility or the activities of the Academy/University.
**Harm to Person:**
Causing, or threatening to cause, physical harm or injury to another person and/or self. Taking or threatening to take any actions that create a danger to any person’s health, safety or personal well-being (including self). Bullying or hazing another person. Failure to adhere to acceptable hygiene practices.

**Obstruction:**
Students will refrain from preventing the free movement of a person and/or vehicle, or restricting the access to, or egress from, a designated passageway.

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

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

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

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

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

**Tobacco:**
Possessing, consuming or using any form of tobacco product (including e-cigarettes) or paraphernalia in public, on University-owned or University-controlled property, or while participating in Craft Academy/University-related activities.
Unauthorized Entry and/or Usage:
Possessing, using or allowing another person to use an Academy/University ID card and/or key in an inappropriate manner. Entering areas (to include, but not limited to, buildings, offices, rooms) without proper authorization.

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

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

VIOLATIONS OF STUDENT CONDUCT CODE
Violations of the Craft Academy Student Conduct Code will be referred to the assistant director of residence life who, in consultation with Craft Academy director and MSU dean of students, will determine the course of action suited to the situation. Cases that may require immediate dismissal from the program will be referred directly to the director of the Academy.

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

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

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

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

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

**Conduct Probation**

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

**Dismissal**

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

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

**APPEALS PROCESS**

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

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

On the date of the appeals hearing, the student and the appeals committee will meet. Parents/guardians may be present if they so choose.

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

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

HEALTH HISTORY FORM

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

HEALTH INSURANCE

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

MEDICATIONS

At the beginning of each year, students are required to submit a list of all medications the student is taking. The medication form, signed by a parent/guardian, must include all prescription and over-the-counter medications a student takes. Students will store their prescription and over-the-counter medications in their rooms. Allergy medication can be kept at Counseling & Health Services for administration to students. Please make arrangements in advance.

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

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

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

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

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

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

The clinic is open Monday through Friday, 8 a.m. – 4:30 p.m. Students who need assistance after 4:30 p.m. should contact their residential counselor, who can contact an on-call mental health professional. For more information on services, visit www.moreheadstate.edu/ucc or call 606-783-2123.

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

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

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

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

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

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

Medical leaves are limited to one semester.

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

**RETURNING FROM MEDICAL LEAVE**

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

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

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

EMAIL ACCOUNTS

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

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

ELECTRONIC ACCESS/USER AGREEMENT

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

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

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

TECHNOLOGY SERVICE CENTER

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

Alcohol/Other Drugs Policy

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

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

Tobacco Policy

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

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

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

PUBLIC DISPLAY OF AFFECTION (PDA)

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

Appropriate Dress

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

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

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

RESIDENTIAL RULES

Craft Academy students, as with all University students, are expected to abide by the rules of the residence halls. Residential counselors will make students familiar with these policies and procedures during orientation. Policies include, but are not limited to, what to bring and not bring to the room and guidelines regarding posters, painting, signs in windows, etc. For information about guests and visitors, see page 47.

ROOMMATES

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

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

ROOMMATE CONTRACT

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

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

ACCESSIBILITY

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

CURFEW

Craft Academy students are expected to adhere to established curfews. Every evening, resident counselors will perform room checks. Staff members are required to visibly see each student during curfew check and required study time. After room checks, students are NOT allowed to leave their floor or the building until after 6 a.m. the next day.

Consequences for breaking curfew will start with loss of privileges and become more restrictive with repeated violations.

<table>
<thead>
<tr>
<th>Location</th>
<th>Sunday – Thursday</th>
<th>Friday – Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Building</td>
<td>10 p.m. (Floor check at 10:05 p.m.)</td>
<td>11:30 p.m. (Room check at 11:35 p.m.)</td>
</tr>
<tr>
<td>On Floor</td>
<td>10 p.m. (Floor check 10:05 p.m.)</td>
<td>12:30 a.m. (Room check at 12:35 a.m.)</td>
</tr>
<tr>
<td>In Room</td>
<td>11 p.m.</td>
<td>Be respectful of others. RC’s can determine at any point in time if students must return to their rooms.</td>
</tr>
<tr>
<td>RC Room Check</td>
<td>11:05 p.m.</td>
<td>11:35 p.m.</td>
</tr>
</tbody>
</table>

SIGN-IN/SIGN-OUT POLICIES

Students are required to sign-in and sign-out at the residence hall desk after 6 p.m. or when leaving campus, regardless of time, and must sign-in immediately upon returning to the residence hall. Academy students are expected to adhere to sign-in/sign-out procedures at all times. There are no exceptions to this rule. A student may not sign-in or sign-out for another student. Any breach of sign-in/sign-out procedures will result in disciplinary sanctions.

LEAVING CAMPUS

Students are not allowed to go off campus by themselves. During daylight hours, students may go off campus if they sign-out and are accompanied by at least one other Craft Academy student.
COURTESY HOURS

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

QUIET HOURS

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

- Sunday – Thursday  8 p.m. – 8 a.m.
- Friday – Saturday  1 a.m. – 10 a.m.
- During Finals  24/7

LOST AND FOUND

Items left in common areas of the building (including items left in washers and dryers) will be added to the Academy lost and found collection on a daily basis. The lost and found items will be stored in the office of the assistant director of residence life. At the end of each semester, unclaimed items will either be donated or discarded. The Academy assumes no responsibility or liability for personal items left unattended by students.

EQUIPMENT RENTAL

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

KEYS

Each student will be issued both a room key and a mailbox key. Students should safeguard their keys in order to maintain a high standard of security for themselves and their roommates. Students are always encouraged to lock their doors in order to safeguard their property.

Should a student lose a key, he/she must see the assistant director of residence life to purchase new keys. The assistant director of residence life will replace the lock(s) at an additional cost to the student. Locks on student rooms are replaced at a minimum cost of $50.
**LAUNDRY**

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

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

*NOTE: Items left in common areas of the building (including items left in washers and dryers) will be added to the Academy lost and found collection on a daily basis. The lost and found items will be stored in the office of the assistant director of residence life. At the end of each semester, unclaimed items will either be donated or discarded. The Academy assumes no responsibility or liability for personal items left unattended by students.*

**MAIL SERVICE**

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

Postage stamps are available for purchase at the University Post Office located on the 1st floor of the Adron Doran University Center.

Mailing addresses should be formatted in the following manner:

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

**MAINTENANCE/REPAIR/SERVICE REQUESTS**

All maintenance issues and concerns related to rooms should be reported to the assistant director of residence life. Most requests will be responded to within 24 hours. Emergency maintenance, such as elevator problems or leaks in the residence halls, should be reported to the front desk staff immediately.

**VACATION & CLOSED WEEKENDS**

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

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

____ First aid kit
____ Flashlight
____ Umbrella/raincoat

Items that should be shared by roommates:

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

PROHIBITED ITEMS

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

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

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

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

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

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

- www.moreheadstate.edu/eaglecard
- www.usbank.com/moreheadstate

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

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

- May transport their student to and from home to campus
- May visit their student on campus
- All parents/guardians’ (biological, custodial, step, court ordered, etc.) names must appear on the permission form. If there are legal restrictions against a parent or any custody issues, notify the assistant director of residential life.
- Parents/guardians may make changes to the permission list by submitting the changes in writing (mail, fax or email) to the assistant director of residence life. Please submit all new requests for weekend visitors and transportation permissions prior to 3 p.m. on the Friday before the weekend.
- The assistant director of residence life may contact the parent/guardian by telephone to verify transportation permission requests.
- Any student found falsifying parental permission will be subject to disciplinary action including residential suspension and/or recommendation for dismissal from the Academy.
- Students are only permitted to leave campus in a vehicle if being transported by an RC or Craft Academy staff member in an emergency situation, or when required to participate in an approved activity that follows Academy transportation policies. Students are to encouraged to be driven to and from campus by a licensed driver 21 years of age or older. If a driver under the age of 21 will drive students, parent/guardian permission will be required.

AUTOMOBILES

Craft Academy students are permitted to bring a vehicle to campus but use is limited to driving to and from home. Keys will be left with the assistant director of residence life. Craft Academy students are not permitted to ride in cars owned by other students. Students who violate car privileges will have the privilege taken away for one month. A second violation will result in the loss of having a car on campus for the remainder of the year.

NOTE: Students must submit a signed notification form from their parent/guardian on the date(s) the student has permission to drive home.

PARKING

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

BICYCLES

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

If an emergency requires a trip to the hospital, but does not warrant ambulance service, RC’s will transport the student in their personal vehicle to St. Claire Regional Medical Center, which is located less than a mile from campus. Parental/guardian waivers are required to transport a Craft Academy student in an emergency situation after 4:30 p.m.

MSU SHUTTLE SERVICE

MSU provides campus shuttle services to and from parking lots and at various pick-up/drop-off locations on campus Monday through Friday, 7:30 a.m. – 5:30 p.m.

MOREHEAD TRANSIT (MOR’ TRANS)

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

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

UNIVERSITY APPROVED TRANSPORTATION

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

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

WALKING

For those who are able, walking is the best mode of transportation. Enjoy a stroll on the beautiful MSU campus as you increase your cardiovascular strength and fitness levels.
Safety

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

MSU Police and the Morehead City Police are available 24/7 for emergencies.
In case of emergency, calls from the residence hall for fire, police or ambulance assistance should be directed, if time permits, through the assistant director of residence life. For extreme emergencies, call 911.

EAGLE ALERTS

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

EMERGENCY PHONES

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

EMERGENCY PREPAREDNESS PLANS

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

EMERGENCY MEDICAL CARE

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

MENTAL HEALTH EMERGENCIES

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

Students are encouraged to “see something, say something” if a student becomes aware of any behaviors that violate safety, security or the integrity of the Academy community. In addition, if students suspect that another student is violating alcohol/ drug use, weapons policies and/or exhibits behavior that may cause harm to the person or others, it is the ethical and moral obligation of students to report this to the Craft Academy staff immediately. Information will be kept in confidence.

- Academy students are not allowed to access any other MSU residence hall/lobby/apartment building. Students found in another residence hall are subject to disciplinary action and possible dismissal.
- Students are not allowed to engage in activities that could endanger themselves or others.
- Students are not allowed to have a weapon or ammunition of any kind in the residence hall or on campus.
- Students are not allowed to have dangerous chemicals or scientific equipment (e.g., lasers) or any substance that is flammable or could cause fire or explosion in the hall (lighters, matches, lighter fluid).
- Students are not allowed to tamper with smoke detectors, fire pull stations or other safety equipment.

SAFETY TIPS

- Keep room door locked at all times.
- Never leave keys or ID unattended.
- Never leave large sums of money in the room.
- Permanently label all personal belongings, including books.
- Do not lend room key or ID to anyone.
- Do not leave purse, bag, computer or backpack unattended.
- Do not walk alone (at night and/or off campus).
- At night, travel in groups of at least four people when off campus or two when on campus.
- Walk on public walkways that are well lit.
- Be aware of surrounding activity when outdoors.
- Report persons acting in a suspicious manner to the staff.
- Never prop exterior doors open.
Guests and Visitors

Parents and family members are welcome to visit Craft Academy students during the week, but please keep in mind the academic rigor required of these students and respect their required study hour times. Craft Academy students must inform visitors of required Craft Academy activities. Students will be required to attend these activities, regardless of visitors.

Craft Academy students are encouraged to inform their roommate of a pending visit from parents and/or family members that include a member of the opposite sex in order to respect the privacy of their roommate.

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

PARENT PERMISSION FORM

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

OVERNIGHT GUESTS

Students are allowed ONE overnight guest of the same sex on weekends ONLY (Friday and Saturday). All guests who sign-in must leave a form of ID at the front desk or with the resident counselor. The ID will be returned upon the guest’s departure. Guests are not permitted to engage in scheduled or required weekend activities. Students are to make sure no required activity is planned before inviting overnight guests.

VISITORS

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

Visitors of the opposite gender (except for parents and siblings accompanied by one or both parents) are not allowed in the Craft Academy student’s room. Visitors of the opposite gender may remain in the lobby area or designated commons areas.
FAMILY EMERGENCIES

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

Parents or guardians will be asked to approve the student’s travel plans. If a student plans to miss classes, the assistant director of residence life will notify faculty members. Academy staff members are eager to assist in whatever ways we can to help ease the crisis.

IMPORTANT NOTE TO PARENTS/GUARDIANS:

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

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

ROOM INSPECTIONS

Students are expected to keep their rooms in a clean and orderly manner. Residential counselors will be in and out of rooms on a regular basis as they check on students’ continued well-being and will conduct cleaning and safety checks each week. Students who continually fail to pass the inspection will be placed on cleaning contracts and will be subject to random room inspections by the assistant director of residence life.

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

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

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

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

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

- Be careful with walls. Students are not allowed to make holes in walls.
- Use only approved adhesives as directed on walls.
- Clean room often, preferably on a weekly basis.

DECORATING POLICIES

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

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

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

- The door may open completely and without interference;
- A direct path is open from the doorway to the window;
- Clear visibility of the entire room is accomplished when standing at the door; and
- At least 18” of unobstructed space below sprinkler heads exist.

HOLIDAY DECORATIONS

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

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

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

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

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

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

LOST OR DAMAGED CARDS

Lost identification cards must be replaced through the EagleCard Office on the first floor of ADUC. There is a $20 fee for replacement cards. Replacement fees are at a cost to the Craft Academy student.

Students are responsible for making sure their ID card denotes his/her Craft Academy status on it.

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

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

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

EXCLUSIVE CRAFT ACADEMY ACTIVITIES

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

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

CLUBS AND ORGANIZATIONS

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

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

INTRAMURALS, CLUB TEAMS AND WELLNESS CENTER OPPORTUNITIES

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

RECREATION & WELLNESS CENTER

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

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

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

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

Morehead State University is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability in its educational programs, services, activities, employment policies, and admission of students to any program of study. In this regard the University conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. This includes: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Orders 11246 and 11375, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Kentucky Revised Statutes 207.130 to 207.240. Vocational educational programs at Morehead State University supported by federal funds include industrial education, vocational agriculture, business education, and the associate degree program in nursing. Any inquiries should be addressed to: Affirmative Action Officer, Morehead State University, 301 Howell-McDowell, Morehead, KY 40351, 606-783-2097.
Acknowledgment of 2015-16 Handbook

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

Student Name: ____________________________________________________________

Student ID: _____________________________

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

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

☐ I agree to the statement written above.

☐ I do not agree to the statement written above.

___________________________________   ________________________________
Student Signature                      Date

___________________________________   ________________________________
Parent/Guardian Signature              Date