

Name of Policy: Application for Social Practice Certificate
Source: Academic Affairs and Student Affairs
Date Revised: June 2017
Form to Complete: N/A

Policy:

To apply for the Social Practice Certificate, students must submit a written statement of intent where they declare their desire to pursue the certification and give reasons for their pursuit of the certificate (approximately a page in length).

Students must also have and maintain a minimum overall 2.0 GPA.

Students must email their statement of intent to the Registrar, registrar@kcai.edu, and the Registrar will complete the application and send it and their statement of intent to the Social Practice Certificate Program Head for review.

The Registrar's office will notify students regarding their admission to the certificate program.

Students need to include the following information when submitting their statement:

- **Student ID Number**
- **KCAI Email Address**
- **Local Address**
- **Local Phone Number**
- **Studio Major**

If students have been accepted into the certificate program and at a later date decide not to pursue the certificate, students must notify the Registrar: registrar@kcai.edu.