Name of Policy: Kansas City Area School Exchange (KCASE)

Source: Student Affairs

Date Revised: July 2015

Form to Complete: KCASE Enrollment Form, see your academic advisor to initiate

Policy:

With permission from an academic advisor, KCAI students may receive credit for completing classes offered from other area colleges that are not offered at Kansas City Art Institute (such as a foreign language, math, etc.). This exchange program allows full-time KCAI students to take one class per semester at participating schools without additional tuition payments. Laboratory and special course fees may be required. Participating schools include: Rockhurst University, University of Missouri-Kansas City, and Penn Valley Community College.

Students are required to follow the class schedule for the host exchange school and attend the course at the host school while taking the KCASE course.

Students from participating schools who are non-degree seeking students at KCAI who wish to take a course at KCAI through the KCASE program will be charged $50 per credit hour at KCAI.

Procedure:

Students requesting to take KCASE courses, need to provide the following to their academic advisor:
Course number
Course name
Number of credit hours the course is worth
The host exchange school the course is being offered

Once the above information has been submitted by the students to the academic advisor, students will be given an official KCASE Enrollment Form so they may enroll in the approved course at the host school. This process must take place the semester prior to the semester students are planning to participate in the KCASE program.
The KCASE Enrollment Form must be completed and submitted to KCAI’s Registrar by the end of the last day of KCAI’s ADD/DROP period for the semester the students are planning to take the KCASE course. Students will not be enrolled in the KCASE course until KCAI’s Registrar receives the completed KCASE Enrollment Form.