

Name of Policy: Residency Requirement Waiver
Source: Student Affairs, Academic Affairs, and Registrar
Date Revised: February 2016
Form to Complete: Residency Requirement Waiver Form; see the Director of Academic Advising and Career Services to initiate

Policy:

The last 30 credit hours of degree requirements must be completed at the Kansas City Art Institute. A residency waiver may be considered, if students have:

- 12 credit hours or less in liberal arts coursework or studio electives to complete their degree requirements. All major studio coursework must be completed at KCAI.
- Documentable personal, medical or financial extenuating circumstances.
- Good academic standing; students on academic probation/suspension or dismissal are not eligible for a residency requirement waiver.

Procedure:

- Student will submit a written statement to the Director of Academic Advising and Career Services justifying their request and including all documentation.
- The Director of Academic Advising and Career Services, in consultation with the Registrar, Vice President for Academic Affairs, and Dean of Student Affairs, will determine if the student meets the criteria for the residency requirement waiver and approve or deny the request for the residency waiver via the Residency Requirement Waiver Form.
- The Director of Academic Advising and Career Services will notify the student via KCAI email within 5 business days of whether the request for residency requirement waiver is approved or denied.
- If approved, the student and the Director of Academic Advising and Career Services will meet to complete the remaining information on the Residency Requirement Waiver Form which will include:
 - Name of college where student will complete requirements
 - Course number and course name for all courses student plans to complete
 - KCAI course equivalencies for all courses
 - Total cost - \$500 for the first 3 credit hours and \$100 for each additional credit hour
- Student will take completed form to the Business Office to pay the residency requirement waiver fee and obtain the signature of Business Office Representative.
- Student will submit completed form to the Registrar's Office.
- All transfer credits must be in compliance with the transfer credit policy (only classes with a grade of "C" or better).
- Once courses are completed the student must request an official transcript be sent to KCAI.