

MCAD Faculty Guide

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This Faculty Guide is meant as a service to help you navigate through some of the policies and processes at MCAD that most directly pertain to your classroom experience.

THIS GUIDE DOES NOT REPLACE THE STUDENT OR FACULTY HANDBOOK.

ACADEMIC AFFAIRS INTRANET PAGE

Please visit the Academic Affairs Intranet Page for resources, including the Faculty Handbook, MCAD payment request form, information about syllabus templates, posting grades, a link to MyMCAD, and a link to the Faculty Senate Canvas page.

ARCHIVING STUDENT WORK AT THE END OF THE SEMESTER

At the end of every semester, faculty are required to save representative examples of student work to the [CourseWork Server](#) for each class they teach. MCAD requires this work for accreditation, assessment, institutional research, and college communications.

- Coursework Server ([afp://coursework.mcad.edu](http://coursework.mcad.edu)): The Coursework Server is MCAD's permanent archive of student work. Faculty have access to their class folder(s) and department chairs have access to all class folders in their departments.
- Faculty determine what representative means on a class-by-class basis. For some classes a half-dozen examples of a final assignment might be representative; another class may include subfolders for two or more assignments.
- Department chairs can answer specific questions about saved work and they may offer more specific guidelines for their departments.
- Representative Student Work should be submitted to the Coursework Server by the Final Grade submission deadline (see [Academic Calendar](#)).
- *PLEASE NOTE: Two weeks after the start of the next semester, the previous semester's folder is locked and additions are no longer permitted.*
- More info: <http://intranet.mcad.edu/kb/coursework-server> or contact the [MCAD Help Desk](#) if you need assistance.

Optional Temporary Storage for Collecting Student Assignments/Projects

MCAD provides a variety of temporary file-sharing and storage solutions to help you and your students collect and share work during the semester, including [studio.mcad.edu](#), [Class Server](#), Canvas, and [Google Drive](#).

Contact Teaching and Learning Excellence tale@mcad.edu for assistance in determining which resource is best for you and your class. In addition, the Computer Support Help Desk helpdesk@mcad.edu can help with troubleshooting and basic training as well.

ATTENDANCE POLICY

The MCAD community aims to foster a rigorous, engaging, and meaningful learning experience in a collaborative environment to promote academic success in all classrooms, whether online, hybrid, or in person. MCAD is committed to creating a space of belonging and care so that students are supported and can participate fully in class. **Full participation includes active engagement with course materials, the timely submission of assignments, and attendance at all class sessions.**

Students must attend the first meeting of all courses, whether In-Person, Online, or HyFlex; failing to attend the first class can impact your enrollment in the course and have consequences on financial aid. Faculty can grant a seat to another student if a registered student has missed the first class session and has yet to communicate with the faculty to explain their absence.

For Synchronous Online and HyFlex courses, students should be prepared to utilize their computer's camera and microphone functions and video platform chat feature to facilitate class engagement. Exceptions to this expectation may be arranged individually with the faculty.

Students are expected to be present and participate for the full duration of every class period. In the case of circumstances that prevent a student from attending class, students must contact their faculty member in writing (via email) who will work with them to determine whether missed classes or assignments can be made up and, if so, ways to satisfy the class requirements. It is the student's responsibility to plan their schedules to avoid excessive conflict with course requirements. Excessive absences, repeated tardiness, or leaving class early may result in a lower grade, at the discretion of the faculty. However, some circumstances lead to excused absences from the classroom.

Online Asynchronous

Students enrolled in Online Asynchronous courses are expected to engage with course materials and participate in course activities each week of the course following posted deadlines. Engagement is defined as group or individual activities, discussion board posts, quizzes/tests, assignments, or any combination thereof, or other activities defined by the professor. Any week with no evidence of engagement in the Online Asynchronous course may result in a lower grade for this course.

Students must log in and engage with their course during the first week of all Online Asynchronous classes; failing to log in and engage during the first week of class can impact your enrollment in the course and has consequences on financial aid. Additionally, faculty can grant a seat to another student if a registered student has not logged into class during the first week and has yet to communicate with the faculty to explain their absence.

In the case of circumstances that may keep the student from participating in class, students must contact their faculty member to determine whether missed assignments can be made up and, if so, identify ways to satisfy the class requirements. Faculty members will communicate with their department chair or director if a student has not been present in their online class for an extended period or has multiple assignments. Faculty will not reteach material that a student has missed. However, some circumstances lead to excused absences from the classroom.

Excused Absences

Single absences

A single absence per semester may be excused when a student communicates to the faculty member they are missing class for any one of the following reasons:

- Physical or mental illness of the student;
- Caregiving duties related to a physical or mental illness;
- Medical/mental health/mental appointments (when possible, schedule outside of the school day and attend school before or after the appointment);
- Subpoenas;
- Jury duty;
- Military service;
- Bereavement, including travel related to bereavement;
- Religious observances;
- Experiencing a significant personal safety issue

Students must notify their faculty member about missing class for any reason, in writing via email before the start of the class, and request any makeup work.

Students will not be required to provide documentation (such as a doctor's note or an obituary) for a single excused absence listed above, nor should documentation be requested.

Guidelines for makeup work

- Students are responsible for obtaining and reviewing any missed class content;
- Faculty will not reteach a class a student has missed;
- Faculty will determine how a missed class or assignment can be made up;
- The instructor may not penalize the student for an excused absence and will provide a reasonable and timely opportunity to make up for missed work;
- If a student missed a part of the course that cannot be made up in the same way, such as a field trip or a visiting artist lecture, the faculty member may substitute another activity or assignment that meets the learning outcome

Extended absences

Faculty members are expected to communicate with their Department Chair or Director if a student has not been in attendance for an extended period or has missed multiple assignments.

Two or more absences due to illness:

- Cases involving two or more excused absences in a course due to medical reasons will be addressed in a timely way by the faculty member, and if necessary, in consultation with the Department Chair and Academic Affairs;
- The faculty member may request legitimate documentation from a professional;
- Students must contact their faculty member to determine whether missed classes and assignments can be made up to satisfy class requirements.

CLASS LISTS

To view your class list, go to:

- [myMCAD](#)

- Faculty Info tab

- Faculty Course Center

In the Menu next to each course, Course Details will show the course enrollment cap, the number enrolled, and the number of students waitlisted. Note that after the *initial* advising and registration periods in November and April, waitlists* are reviewed and cleared, **so no student will begin the semester in waitlisted status in any of their courses.**

Go back to the Menu for the class to show the Class List of names of those enrolled.

*How waitlists are created: When a course reaches the enrollment limit during the registration period, students may have the option to be placed on a waitlist. The waitlist forms in order of the time and date of each student's election to join the waitlist. Waitlists are reviewed and eliminated immediately after the registration period concludes, and students are notified whether or not they have been added to those courses. If not, they may add themselves to open courses, or they can check at the beginning of the semester and try to add the class during the official Add/Drop period. Faculty may refer to the process outlined in the "Adding or Dropping a Class" section [Per [MCAD Student Handbook](#)].

How students add a class: During the first five days of a semester, students may add or drop classes. No classes may be added after the first five days. This is referred to as the Add/Drop Period.

Students may add and drop courses during the Add/Drop Period using an Add/Drop Courses Form, which they can find on the Records Office tab of myMCAD. These forms route to department chairs for approvals of any adds, as well as to Financial Aid for approvals of any credit deficits created by dropping courses.

A class is officially added to the student's schedule only if the Add/Drop form is returned to the Records Office by the deadline on the final day of the Add/Drop period. Verbal permission from a faculty member or chair is *not* sufficient to add the course. Students who miss the deadline will not be allowed to attend or receive credit for the class.

Faculty note: If a registered student does not attend the first class meeting without prior communication and approval, the faculty can drop them from the class. Faculty must directly notify Records if they are dropping a student from class due to non-attendance on the first day.

COURSE EVALUATIONS VIA WATERMARK

The college uses the Watermark system for its course evaluations and graduation surveys. The system integrates with Canvas, providing notifications directly in the learning management system (LMS), streamlining the course evaluation experience for students. You can expect to receive communications from this system as your course evaluations launch/close.

Unfortunately, it is not possible to send students a link to their course evaluations. Instead, you can direct them to Canvas and their MCAD email account. Here's a [video](#) of how to access your course evaluation reports in Watermark. Any questions should be directed to Academic Affairs at academic_affairs@mcad.edu.

FACULTY HEADSHOTS FOR MCAD.EDU

Faculty and staff can go to the Gray Studio (Main 335) to be photographed on August 19th from 12:30–3:30 p.m. and August 20th, from 2:30-3:30 p.m.

FERPA (Family Educational Rights and Privacy Act)

It is a federal requirement to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal law requires colleges and universities to maintain the privacy of student educational records. Maintaining confidentiality of student records is everyone's responsibility at MCAD, whether you are faculty, staff, or a student. To be allowed access to student records, you must carefully review the resources, available on the Records Office intranet page:

<https://intranet.mcad.edu/departments/records-office>

Violations of FERPA will result in consequences including investigation, documentation of the breach and any information improperly disclosed, employee retraining, and notification to all affected students. These students have the option to file a federal complaint against the institution, which may be investigated further at the discretion of the Department of Education.

INCOMPLETES

To receive a grade of Incomplete for a class, a student must:

1. Obtain a [Request for Incomplete Grade](#) form from the [Records Office](#) intranet page.
2. Submit the Request for Incomplete Grade form to the department chair or program director of their major for an incomplete grade.
3. The department chair or program director reviews the request in consultation with the faculty of the course; the department chair or program director decides to grant the request for an incomplete.
4. If approved, the student works with the course faculty to establish a plan to complete the course.
5. Return the form to the Records Office before the end of the last day of classes for the semester.

6. Coursework is due to be completed and submitted to the faculty no later than the end of the fifth week following the semester for which the course was originally enrolled.

Incomplete grades will lapse to "F" if not fulfilled, whether the student is in or out of school. In extenuating circumstances, faculty may extend an incomplete grade deadline, but no further than the end of the semester following the semester for which the course was originally enrolled. The Records Office must be notified of the extension in writing. Reasons for requesting an incomplete grade include medical emergencies or other events outside the student's control. Lack of prior planning is not an adequate reason for requesting an incomplete.

Note: Students who are on academic probation may not request Incompletes during their probationary semester.

INSTITUTIONALLY RECOGNIZED NAMES AND PRONOUNS

It is MCAD policy to recognize and strive to accommodate self-identification within our population.

To view your main class roster, go to:

- myMCAD
 - Faculty Info tab
 - Faculty Course Center
 - o "Class List" shows the legal name

Students' institutionally recognized names and pronouns are added to the custom class list on MyMCAD.

To see your class lists with institutionally recognized names and pronouns, go to:

- myMCAD
 - Faculty Info tab
 - "Student List with Institutionally Recognized Names & Pronouns ."

Canvas will always use institutionally-recognized names.

Names are updated by request of the student. Students may do this on myMCAD (see <https://intranet.mcad.edu/kb/submitting-institutionally-recognized-pronouns>).

Faculty should address students' institutionally-recognized names every semester, with each class, as individuals' status changes.

The mcad.edu website includes this pertinent page on diversity, equity, inclusivity, and accessibility. This page also includes information on the MCAD Nondiscrimination Policy, pronouns, policies relating to gender, and more:
<https://www.mcad.edu/deia>

Faculty should consider [amending their official MCAD email signature](#) to include their pronouns:

Name:
Title:
Phone:
Pronouns:

An Example of Addressing Names and Pronouns on the First Day of Class

1. The faculty emails the class ahead of time through Canvas to ask for names and pronouns. During the first day of class, the faculty clarifies pronunciations and distributes name cards for students to write their names and pronouns. The name cards are used during the entire semester.
2. When reading the roster aloud, the faculty uses last names and has the students specify their names and pronouns. The faculty notes changes on the roster. The students are referred to by the names they use to introduce themselves for the rest of the semester.
3. The faculty does not read the roster but has the students introduce themselves by names and pronouns, including last names. The faculty reconciles the roster with the students' self-identifications and identifies students by their names and pronouns for the rest of the semester.
4. Or, prepare a digital form (e.g. Google Forms) for students to fill out at the first class:
 - Name / Pronouns
 - Class Year
 - Major
 - Expertise (as related to the course)
 - What are your expectations for this class?

Students can use the questions to introduce themselves to the class, and then submit the form via Google Forms.

MIDTERM AND FINAL GRADES, myMCAD AND LEARNING MANAGEMENT SYSTEM (CANVAS)

Mid-term grades and final grades are required to be posted on [myMCAD](#) by the deadlines furnished each semester. For 15-week courses in the fall and spring semesters, the midterm grade period is between weeks 7 through 9, with a fixed final due date of the Tuesday of week 10.

Final grades for all terms are due at noon on the Tuesday following the last day of classes. A fixed date is provided each semester and is listed on the academic calendar.

For 5-week classes, the midterm grade period begins week 2, with a fixed final due date of the Tuesday of week 3.

For 10-week classes, including summer term courses, the midterm grade period is between weeks 4 to 6, with a fixed final date of the Tuesday of week 7.

As a courtesy, you may post the final grades on your Canvas site but are not required to do so. Students can access the grades on Canvas before myMCAD.

NEWS AND EVENTS

Important announcements and deadlines will be included in [Faculty Focus](#). Faculty Focus is distributed biweekly to faculty MCAD email addresses. Please submit information about your shows, speaking engagements, or other events [here](#).

Subscribe to the "What's Up at MCAD" (WUAM) [Google calendar](#) to stay up-to-date on MCAD-wide events. [Customize your notifications](#). Learn how to post news and events to the Intranet [here](#).

PAYMENT REQUESTS

The process for engaging new vendors at MCAD requires specific steps for hiring classroom guests: Academic Affairs staff relies upon faculty members to provide information/documentation following this process (e.g., email correspondence/written agreement with the classroom guest you've invited). For more information, see the Faculty and Guest Payments section of the [Academic Affairs Intranet page](#). Please note: requests for payments should be submitted within 30 days of the visit or event.

RESERVING SPACE ON CAMPUS

Classrooms, Conference Rooms, and Auditoriums can be reserved for classes and other functions by any staff, instructor, or student. For all Auditorium, Conference Room, and Classroom reservations, individuals need to fill out the [Room Reservation form](#) after finding the desired space's availability at [Course/Room Schedule](#).

Any Exhibition Space (this includes the Black Box Experimental Space) can be reserved through Exhibition and Studio Services. It is suggested to make these reservations in person at the ESS office in Room 207, they can also be reached at exhibition_studio_services@mcad.edu for any clarifying questions. The Sound Studio, The Grey Studio, The Black Studio, The Print Shop Spaces, Collaborative Spaces, Wet Paper Studio, The MFA Exhibition Spaces, and The MFA Labs can all be reserved through the MCAD Places and Spaces system: pas.mcad.edu.

See the [Room Reservation QuickStart Guide](#) for a step-by-step breakdown of using the Room Reservation System.

STUDENT ALERT NOTICE

The Student Alert Notice alerts the student, chairs, Vice President of Student Affairs, and the Learning Center to a wide range of concerns about a student at the first signs of concerns about a student. The Student Alert Notice helps the college mobilize appropriate support as quickly as possible. Faculty concerns about a student can include but are not limited to:

- o Learning/classroom difficulties
 - o Substandard performance in a course or assignments
 - o Difficult interactions with other students or faculty
 - o Mental health concerns
 - o Physical health concerns
 - o General well-being (food, housing, or transportation issues)
 - o or any other reason
- MCAD strongly encourages faculty to use the form anytime in the semester.
- The Student Alert form is available on [myMCAD](#). On the Faculty Info tab, look for the Online Forms section, and click the "Student Alert Notice" link to submit one form per student per course. When submitted, this notice will go to the student, to Student Affairs and the Learning Center, and to the Records Office.
- If a student receives two or more alert notices, the student will be contacted by the Learning Center Staff. A subsequent meeting will be scheduled to help the student analyze the problem and make realistic plans to remedy the situation and succeed at the college.

TITLE IX

Faculty have a mandatory duty to report to the Title IX Coordinator any information they receive about potential sexual misconduct. This includes information shared in class discussions, activities, or assignments, as well as information shared in conversations outside class. For additional information, kindly review [MCAD Title IX policy](#), resources, and reporting process.