

COURSE GRADING & ACADEMIC POLICY

Grades are defined as follows:

- A** Exceptional work in all respects
- B** Above average work, distinguished in certain but not all respects
- C** Adequate work
- D** Below average work. This is the lowest grade allowable for course credit
- F** Failing work. No credit is given
- H** Work that shows the highest distinction, well above the expectations for course credit
- NC** No Credit. Work that does not meet the expectations of the course
- W** Withdrawn from the course. No credit earned
- Inc** Incomplete. A temporary designation indicating that at least 80% of the course requirements have been met and that the remaining course requirements are required to be completed, and a permanent designation issued, by the subsequent mid-semester. The student is responsible for having an Individual Grade Sheet completed by the appropriate faculty member and filed with the registrar. If the student does not complete the course work, a non-passing grade will be issued after the midpoint of the following semester. Incompletes are offered at the discretion of the faculty. It is the student's responsibility to complete the required work by the agreed-upon deadline.

Grading

Students in Graphic Design are expected to deliver work for critique weekly, participate in classwork and class discussions, and turn in their completed work when it is due. Students are entitled to receive timely and regular evaluation of their coursework from their faculty so that they understand how they are performing in each course.

Lateness & Absence

*For 3-credit courses, the policy for lateness is: 3 latenesses of more than 20 minutes each is equivalent to one full absence; 3 absences will result in a final grade of NC for the course. For 6-credit courses, the policy for lateness is: 4 latenesses of more than 20 minutes each is equivalent to one full absence; 4 absences will result in a final grade of NC for the course. For both 3- and 6-credit courses, an unexcused lateness of more than 1.5 hours counts as a full absence; however, the faculty encourages you to come to class even if late so that you don't miss the remainder of that class meeting.*

Department Academic Progress

Students in the Graphic Design Department must maintain a C+ average in their required major courses per term to proceed in the major. Students whom the faculty feel would benefit from a check-in of their progress may receive written notice of a Mid-Semester Review for the following semester. This is not a formal review, and no special action is required of students—faculty will write up an evaluation based on the current coursework and performance of the students being reviewed.

Students who do not achieve a minimum C+ average in their major courses are considered to be on departmental probation. Any course in which a student on departmental probation receives a C or below must be retaken. Due to the sequential nature of the Graphic Design program's courses, this may entail taking a "special program" until the required course in question is offered again the following year. Such a special program will be designed by the Chair on a case-by-case basis. If the grades of a student on probation fall below a C+ average a second time, the student is subject to dismissal from the program.

Students at all levels are allowed to repeat a semester or year *only once* in the program, after which they will be dismissed from the major.

Reviews in Graphic Design occur twice a year—in December and in May; review times are posted in the Design Office the week before reviews. Review performance is factored into students' final course grades by their instructors. Students are required to attend their reviews; lateness of more than 5 minutes beyond the posted review time is considered missing the review. Missing a review without written proof of a medical or family emergency is grounds for failing all required Graphic Design courses for that semester.

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#### Plagiarism

Whenever your work incorporates someone else's research, images, words, or ideas, you must properly identify the source unless you can reasonably expect knowledgeable people to recognize it. Proper citation gives credit where it is due and enables your readers to locate sources and pursue lines of inquiry raised by your paper or project. For further information, see the "Introduction" to the Liberal Arts *Handbook of Citation* and the *MassArt Student Handbook*.

#### Disability

If you believe you have a disability that may warrant accommodations in this class, we encourage you to register with Mercedes Evans, Director of Diversity and Civil Rights Compliance, Tower 808, 617-879-7060.

