

# SYLLABUS POLICIES – MSU Denver Art Fall 2013 – REVISED 7/24/13

## Art Department Policies

1. The Art Department requires students who do not attend **all** sessions of a course in the first week of the semester to drop that course. Non-attending students **may** be dropped as a courtesy especially if there are students on the waiting list, but it is the **student's responsibility** to drop the course to avoid incurring tuition and fees. (See deadline below.) **Students who miss a class meeting the first week of classes who do not drop will be given a failing grade.**
2. Permission of the department is required to register for **any** Art class, or be absorbed from a waiting list, after the first meeting.
3. All students (including UCD students) must meet Art Department prerequisites, as stated in the University Catalog, before enrolling in a course. Do not ask your instructor to waive a prerequisite.
4. The Art Department does not accept audit or Metromeritus students in ART, ARTE or CDES courses. They are accepted in ARTH (art history) courses on a space-available basis, with permission of the instructor. Students wishing to audit a course must first apply to the University and meet the admissions requirements, and must meet the prerequisites for the course. In addition, the cost for auditing a course is based on applicable tuition and fees.
5. Students enrolled in at least TWO studio classes for Fall 2013 may sign up for a locker at the Art Department office, AR 187. Students enrolled in a single studio class may share a locker, but are responsible for finding their own locker partners. Lockers will be assigned on a first come, first served basis. Please provide a copy of your Metro State student ID, phone number, and current class schedule for our records. There is no charge for lockers, but you must provide your own lock. The Art Department is not responsible for lost or stolen items. Notifications regarding lockers will be sent to your MSU Denver email account.
6. Advising is available with faculty members or the program assistant through the Art Department office, AR 187, 303-556-3090. Some individuals are available by appointment only; we do not make same-day appointments.
7. Students are advised to check their Connect U email regularly. This is the official means of communication from the University and will be used to notify you of class cancellations, waitlist openings, etc.

## Registration

Students must be officially registered for a class to attend that class. It is essential that students register in a timely manner because classes added after the census date are not eligible for COF funding. For this reason, late enrollments will not be approved except in extreme circumstances. It is the student's responsibility to verify that she or he is officially registered for all classes.

1. Waitlist policy:
  - a. The computer system will be monitoring waitlist openings until the first week of classes. When an opening occurs, the first person on the waiting list will be sent an email authorizing that student to register for the open seat within 48 hours. If the student does not register before the notice expires, that student will be dropped and the system will notify the next student on the list. Neither the Art Department nor the Registrar's Office will be able to make exceptions for students who do not register for the class within the time period stated in the notification email.
  - b. After the first meeting of a class, the instructor's verification of attendance is required to be absorbed from a waiting list. If your instructor is absorbing you from a waiting list, please submit a blue enrollment override form with both your signature and your instructor's; our staff will then register you for the class. There is no guarantee that all students will be absorbed and students **MUST DROP** a waitlisted class as any other class **IF** the intention is not to attend. While you are wait-listed you should attend all class sessions, with permission of the instructor. You are advised to use the Web or kiosk system daily to check if you have been enrolled in the class. If you are absorbed into a class from the wait list, you must pay for the class to avoid being assessed the 4% service charge. It is your responsibility to obtain a printout of your class schedule to determine if you have been absorbed. This is **YOUR ONLY OFFICIAL NOTICE**.
  - c. Students cannot be absorbed from waiting lists if there is a time conflict with another class or if the addition of the course will result in an overload. You are not charged tuition and fees for a class while

you are on a wait list. Note: Wait-list classes do not count toward the total enrollment for your financial aid disbursement. Please contact the Financial Aid Office if you have any questions.

2. Prerequisite overrides (purple form) will be used when a student has met all the prerequisites for a class but the computer system is not allowing him or her to register. Once the student has provided documentation that the prerequisites have been met, the Art Department staff will go into the system and override the prerequisite error for that course only. The student will be notified that this has been done. It is then the student's responsibility to go in and register or waitlist himself or herself for the class.
3. Enrollment overrides (bright blue form) will be used when departmental approval is required, such as for classes that have met, or for directed studies and assistantships. When all required signatures are present and the override has been approved, the Art Department staff will register the student for the class.
4. Neither a blue enrollment override form nor a purple prerequisite override form will lift a hold. A hold may be placed by any of several departments, and it prevents a student from registering for any class. Examples of holds include Balance Due Hold, Academic Advising Hold, Immunization Hold, etc. There is a list of holds at <http://www.msudenver.edu/media/content/officeoftheregistrar/Holds%20Document%202012.pdf>. You can check your holds by following the instructions at <http://www.msudenver.edu/registrar/student/holds/>.

## Semester Dates

Fri. Aug 2	Final petition for in-state residency deadline
Tue. Aug 6	Late fee for Fall 2013 registration begins (full term classes only)
Mon. Aug 19	Classes begin
Sun. Aug 25	Last day to drop full-term courses with 100% refund
Mon. Sept 2	Labor Day Holiday (Campus Closed)
Wed. Sept 4	Census Day
Wed. Sept 4	Last day to drop full-term courses with 50% refund and have classes deleted from student record.
Wed. Sept 4	Last day to request a Pass/Fail
Fri. Sept 6	Deadline to file Fall 2013 Application for Graduation (Hard Deadline)
Mon. Oct 28	Last day to withdraw from full-semester classes and receive a 'W'
Nov 25-Dec 1	Fall break--no classes (Campus open - except for Thanksgiving, Nov 28)
Sat. Dec 7	Last day of classes
Dec. 9-14	Finals Week
Sun. Dec. 15	Fall Commencement
Thu. Dec. 19	Grades due from faculty by noon
Fri. Dec. 20	Grades available on Web

Please note that the dates above are for full-term classes only. For accelerated sections, see Connect U. Students who have questions about tuition and fees refund deadlines should contact the Office of Student Accounts at 303-556-6188.

## Changes in the grade policy:

### NC reclassification

"NC" (no credit) is no longer a valid grade notation beginning fall semester 2013. In its place is "W" (withdrawal) or "AW" (administrative withdrawal). The "W" is used when a student voluntarily withdraws before the withdrawal deadline. The "AW" is assigned when a student withdraws from a course due to unforeseen or extenuating circumstances. It is initiated through an administrative appeal process. Effective fall 2013 the NC grade notation will no longer be applied to academic records. For information on this and other academic policy changes, please see <http://www.msudenver.edu/advising/student/academicpolicies/>.

### W – Withdrawal

The Withdrawal (W) notation is assigned when a student officially withdraws from a course via ConnectU after the drop deadline (census date) and before the withdrawal deadline posted in the official academic calendar. Deadlines differ for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student

Detail Schedule via ConnectU to review drop and withdrawal deadlines for individual courses. When a student withdraws from a course, no academic credit is awarded. The course remains on the student's academic record with a "W" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus.

### **Grade replacement**

Students may request that grades for repeated courses be replaced up to a maximum of 18 semester hours. The original grade will be annotated on the official academic record, indicating that the grade does not count for academic credit or GPA calculation. The later grade will be used for GPA calculation.

To qualify for grade replacement, a repeated course must carry the same title, course number, and semester hours as the original course. Equivalent courses may apply. The determination of course equivalency will be made by the Office of the Registrar in consultation with the Office of Academic and Student Affairs and the academic department offering the course.

Students must submit grade replacement requests to the Office of the Registrar prior to completion of the degree. Students are encouraged to consult an academic advisor prior to submitting a request since grade replacements are final once processed. A grade will not be replaced once a degree has been conferred. Students pursuing a second bachelor's degree at MSU Denver may use grade replacement for courses in which they enroll and repeat after the first degree is awarded. A "Permanent F" assigned as a result of academic dishonesty will not be replaced.

### **Incompletes**

The Incomplete (I) notation **may** be assigned when a student, who was achieving satisfactory progress in a course and who had completed at least 75% of class assignments, is unable to take the final examination and/or did not complete all class assignments due to unusual circumstances such as hospitalization. Incomplete work must be completed within one calendar year **or earlier, at the discretion of the faculty member**. If the incomplete work is not completed within one year, the "I" notation will convert to an "F." For the complete policy, please see the current University catalog. The Art Department has its own Incomplete contract which must be signed by both the student and the faculty member; see the Art front desk in AR 187 if you need a copy.

### **Accommodations for Students with Disabilities:**

Metropolitan State University of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center, located in the Auraria Library, Suite 116, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to my receipt of your faculty notification letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter.) Once I am in receipt of your official Access Center faculty notification letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access center website, <http://www.msudenver.edu/access/index.shtml>

### **Accommodations for Religious Beliefs**

Students at Metropolitan State University of Denver (MSU Denver) who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall without penalty be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that advance written notice that the student will be absent or unable to participate in a given assignment for religious reasons is given to the faculty member during the first two weeks of the semester.

Nothing in paragraph one of this policy shall require MSU Denver faculty members to reschedule classes, repeat lectures or other ungraded activities or provide ungraded individualized instruction solely for the benefit of students who, for religious reasons, are unable to attend regularly scheduled classes or activities. However, presentations, critiques, conferences and similar activities involving individual students shall be scheduled to avoid conflicts with such students' religious observances or holidays provided that reasonable advance notice of scheduling conflicts is given to faculty members. Because classroom attendance and participation is an important aspect of learning, MSU Denver students should not register for courses if regularly scheduled classes or activities routinely conflict with their religious observances or holidays (e.g., conflicts resulting in weekly absences for an entire semester).

Certain ART courses require drawing from nude models. Alternate assignments are available with advance notice **except** in ART 2644 Life Drawing I, ART 3244 Life Drawing II, ART 3644 Drawing Identity, ART 4244 Life Drawing III or ART 4266 Figure Painting.

Any MSU Denver student who believes that an MSU Denver faculty member has violated this policy is entitled to seek relief under Section V of the MSU Denver Equal Opportunity Grievance Procedure.

### **Student Conduct:**

The Department of Art enforces the Student Conduct Code, which may be found in the Student Handbook and online at <http://www.msudenver.edu/handbook/index.shtml> The Department will not tolerate any proscribed behavior either on campus or at the Center for Visual Art.

### **Academic Integrity:**

*"As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure."*

Academic dishonesty is a serious offense at the University because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of Academic Dishonesty may lead to sanctions including a reduction in grade (up to and including a permanent F for the course), probation, suspension, or expulsion. Academic dishonesty includes cheating, fabrication, plagiarism, submitting the same paper or work for more than one class, and facilitating academic dishonesty. For definitions and more information, see the Student Handbook which is available online through Metro-Connect.

### **Attendance**

Students are expected to attend all sessions of courses for which they are registered. Each instructor determines when a student's absences have reached a point at which they jeopardize success in a course. When absences become excessive, the student may receive a failing grade for the course. **Your instructor may have a specific attendance policy which will be indicated on your class syllabus. These policies may be different in the summer or in accelerated (modular) classes than they are in the spring or fall due to the differing meeting schedules.**

### **Children in Classrooms and Workplaces Policy**

Metropolitan State University of Denver has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For reasons that include safety of children, and assuring professional and efficient performance of academic pursuits and campus operations, the University cannot routinely accommodate children in campus workplaces or classrooms.

Presence in classrooms is restricted to enrolled students or visitors with a legitimate purpose, who may be adults or minors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons.

Instructors have the responsibility to ensure that the classroom is conducive to student learning and may address disruptive or distracting situations as appropriate.

Instructors in lecture-based classes have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies. In these cases, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in any location on campus. Regular repeated visits by children or others without a legitimate purpose are not permitted. **The Art Department does not permit children or pets in any lab or studio environment or other areas where potential hazards exist.** Children brought on campus must be directly supervised at all times by their parent or guardian. Leaving children unattended is a violation of the MSU Denver Student Code of Conduct.

### ***Definitions***

1. **Children:** Minors under the age of 18.
2. **Minors Enrolled as Students:** Enrolled students under the age of 18 have the rights and privileges of any other student in the classroom and on campus grounds.