

# Policies

## Absences

As soon as the add/drop period has concluded you are allowed up to 3 absences in this class. Any more than that will earn you a grade of Incomplete (I) or No Credit (NC) depending on the whim of the instructor. This is not recommended.

## Grading Policy

CalArts does not grade on the A-F scale. Rather:

<b>CalArts grade</b>	<b>external GPA</b>	<b>description</b>
High Pass (HP)	4	Passing with Excellence
Pass (P)	3	Passing with Quality
Low Pass (LP)	2	Passing
Incomplete (I)	--	Temporary evaluation
No Credit (NC)	0	No Credit

A grade of Incomplete (I) is a temporary evaluation. Through agreement between student and instructor, Incompletes must be made up during the following semester. Incomplete evaluations not made up within the specified period of time will convert to NC.

The No Credit (NC) grade indicates that the student's work did not meet the criteria for credit. NC evaluations may not be converted to credit bearing grades except by petition to the deans council initiated by the instructor of the class or, in the instructor's absence, the dean of the school offering the course.

The following changes to the grading policy went into effect for all students beginning Fall 2013:

- NC (no credit) grades will appear on a student's permanent academic record
- NX (insufficient attendance) grades will no longer be used
- Withdrawal Period will be extended until the 10th week of the semester

NC grades must appear on external records to ensure accurate reporting to peer institutions and for financial aid reporting. While CalArts does not use a Grade Point Average (GPA) as part of its marking system, the following formula will be used for external purposes: HP =4.00, P=3.00, LP=2.00, NC=0.00.

Students will no longer receive NX grades, but the longer withdrawal period (through the 10th week of the semester) will provide an option for students to exit a course without receiving a failing grade. To drop a course during the extended withdrawal period, a student will obtain the Course Withdrawal form from the Registrar's Office, consult with his or her mentor, obtain the course instructor's signature verifying the last date of attendance, and return the form to the Registrar's Office. The course will remain on the student's record with a "W" grade, but the grade of "W" will have no effect on the grade point average.

If a student misses more than 3 sessions of class and does not pursue the withdrawal option, a NC will be given and will appear on external records.

To read the revised Grading Policy in its entirety as well as frequently asked questions, click on the link below:

[CalArts grading policy](https://my.calarts.edu/policy/3-1-8-1-grading-policy-beginning-fall-2013) (<https://my.calarts.edu/policy/3-1-8-1-grading-policy-beginning-fall-2013>)

## Change of Grade

In the interests of operating an equitable grading system, Critical Studies stringently enforces CalArts' change of grade policy. Students have one semester upon receiving an "Incomplete" grade to make up any missing coursework and/or projects. If this work has not been completed by the end of the semester, the Incomplete converts automatically to a "No Credit". After that time, changes require the approval of Deans Council. Deans Council will approve such grade changes only in the case of extreme, extenuating circumstances or in cases of

administrative/faculty error.

## Services for Students With Disabilities

CalArts will provide reasonable accommodations to students with disabilities who have registered with the Student Affairs office. Registration with the Office of Student Affairs is on a voluntary, self-identifying basis. Services are available only after a student has presented certified, current documentation of the disability from an appropriate medical or educational specialist, and this documentation has been reviewed and accepted as complete. Please navigate to the [Disabilities page](http://calarts.edu/student-services/disabilities) (<http://calarts.edu/student-services/disabilities>) for extensive information on services for students with disabilities.

## Plagiarism

Critical Studies endeavors to teach students the essential skills and basic ethics involved in any academic enquiry. To this end, we are committed to observing the policy on plagiarism set out in the CalArts Course Catalog. This stipulates that plagiarism is the use of ideas and/or quotations (from the internet, books, films, television, newspapers, articles, the work of other students, works of art, media, etc.) without proper credit to the author/artist. Critical Studies holds to the view that plagiarism constitutes intellectual theft and is a serious breach of acceptable conduct. It is also the policy of CalArts that students who misrepresent source material as their own original work and fail to credit it have committed plagiarism and are subject to disciplinary action. In the case of Critical Studies, any student caught plagiarizing will immediately be given a no credit grade for that class. The student will not be allowed to re-write the paper, and if there is further evidence of plagiarism, Critical Studies will recommend more severe disciplinary action, including suspension or dismissal.

If you have any questions regarding plagiarism or want direction on how to credit source material, ask the member of faculty and refer to reference guides on permanent reserve in the CalArts library. The CalArts reference librarians may be able to offer additional information as well.



