

Grades

Projects that meet the basic requirements of an assignment are considered average and will receive a 70% or C grade. Full credit will only be given to “outstanding” projects. See the grade standards below.

Evaluation

Evaluation criteria are defined by rubrics will vary per exercises, assignment, and projects. Criteria may include:

- Overall quality of submitted work
- Demonstration of course: *Concepts, Practices, and Applications*
- Solutions derived by you, the student, in comparison to your peers
- Following instructions, adhering to requirements, level of Professionalism
- Application of Instructor, Peer, and/or Professional feedback

Grades will be assigned according to normal university standards:

A | A- = 90 – 100%

excellent work that fulfills the requirements of the assignment and contains no errors.

B+ | B | B- = 80 – 89%

very good work that fulfills the requirements of the assignment and contains no errors.

C+ | C | C- = 70-79%

average work that fulfills the requirements of the assignment and contains no errors.

D+ | D | D- = 60-69%

poor work that does not meet the quality requirements of the assignment.

F = >59%

failing work, and/or work that is not handed in.

Design Department Canvas Grade Scale

A 100% to 94%

A- < 94% to 90%

B+ < 90% to 87%

B < 87% to 84%

B- < 84% to 80%

C+ < 80% to 77%

C < 77% to 74%

C- < 74% to 70%

D+ < 70% to 67%

D < 67% to 64%

D- < 64% to 60%

F < 60% to 0%

Waitlists

Course Caps

DESN courses are capped at 25 students.

Due to the high demand of VCD courses, a first day no show-drop policy is in place beginning fall quarter 2017 for classes that have waitlists. If a student does not attend the first day of a course, they will be dropped from the course and the next person on the waitlist will be added.

Most VCD courses are offered every quarter and some are offered twice a quarter. Students are encouraged to register early and work with their advisors to develop academic plans. If a student is on a waitlist they will be added to the course per EWU Academic Policy 303-30 and the information found on the Records and Registration website under the Waitlists tab.

Chapter 5 – Waitlists

5-1. General

If a course is closed and has a waitlist option, students may choose to be placed on the waitlist for that course section.

5-2. Waitlist Restrictions

- a. Students shall not be waitlisted in more than one section per course.
- b. Students shall not register in both an open section and a waitlist section of the same course.

5-3. Student Responsibilities

Students are responsible for officially dropping or withdrawing from any course in which they have been waitlisted or enrolled and have subsequently decided not to take.

5-4. Administration

Waitlisted course credits are not included in billing statements or in calculations of credits needed for financial aid. No additional names will be added to a waitlist as of the end of the third day of the quarter. Students on the waitlist will either be dropped from the waitlist or added to the class by the fourth day of the quarter.

From Records and Registration

Waitlists are established at the preference of the department. This is communicated to Records and Registration during the proofing process. The waitlist maximum on the course section can be increased or decreased from a default of 10 anytime during the open registration period via departmental written notification to Records and Registration.

Once a waitlist is established, no additional students can be enrolled in the course even if openings are available until the entire waitlist is cleared. Existing students on the waitlist will be enrolled automatically when an opening occurs in the course section.

If a faculty wishes to give a student permission to enroll in a closed (full) course section that has a waitlist, the faculty should wait until the 4th day of the quarter to sign the registration form giving permission for the enrollment. The waitlist will continue to run automatically through the end of the 3rd day of the quarter. No students can be added through faculty signature until the end of the waitlist process (the end of the 3rd day of the quarter).

Getting off of the waitlist and officially registered in the course:

When a seat becomes available in a course you are waitlisted for, you will receive an email in your Eagles email account telling you that you will be registered for the course. If you have a registration hold on your record or registration into the course puts you in an overload status (over 18 quarter credits), Records and Registration will not be able to register you.

Please contact Records and Registration, Sutton 201, 509.359.2321 immediately if you cannot confirm that you have been registered within 24 hours of receiving the email notification. Please check your Eagles email account frequently if you are on a course waitlist. If you no longer wish to be enrolled in the course, you must drop yourself from the course on EagleNET or in person. You are responsible for tuition and fees for all courses you are registered for.

Equal Opportunity

Eastern Washington University does not discriminate on the basis of race, color, creed, religion, national origin, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws.

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, gender identity, national origin or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of Eastern Washington University.

Eastern Washington University adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

Eastern Washington University is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional, or psychological disabilities needing an accommodation, you are encouraged to stop by Disability Support Services (DSS), TAW 124 and speak with Kevin Hills, the Manager DSS or call 509-359-6871. If you have a documented need for accommodations please see me a minimum of 4 class days in advance of the due date so we can make the necessary arrangements.

Affirmative Action

Eastern Washington University adheres to affirmative action policies to increase the number and retention of students and employees from historically underrepresented groups.

Title IX

Eastern Washington University recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct will NOT be tolerated at EWU. If you have been subjected to sexual misconduct, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct I must report the matter to the Title IX Coordinator. Should you want to report to a confidential source you may contact the following:

Sexual Assault Family Trauma (SAFeT)

p. 509-624-7273 – 24 hours

YWCA Domestic Violence Crisis Line

p. 509-326-2255 – 24 hours

Suicide and Mental Health

509-838-4428 – 24 hours

Employee Assistance Program (EAP)

360-407-9490 (employees)

Counseling and Psychological Services (CAPS)

509-359-2366 (students)

Disability Support Services (DSS)

Your experience in this class is important to me. If you already have an accommodation plan through Disability Support Services (DSS), please let me know as soon as possible if you would like to use your approved accommodations in this class. If you do not have an accommodation plan, but have a temporary health condition or permanent disability that may require an accommodation, please contact DSS at dss@ewu.edu or 509-359-6871. You can also visit their website at: <https://inside.ewu.edu/dss/>.

If you have not yet established services through DSS, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DSS at 509-359-6871, 121 Tawanka, dss@ewu.edu.

If you would like to request an accommodation for reasons of faith or conscience, please refer to EWU's policy on Holidays and Religious Accommodations available at: <https://inside.ewu.edu/policies/>. Accommodations must be requested within the first two weeks of this course using the Holidays and Religious Accommodations Request available at: <https://inside.ewu.edu/student-life/resources/holidays-and-religious-accommodations-request/>.

DSS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and DSS. It is the policy and practice of the Eastern Washington University to create inclusive and accessible learning environments consistent with federal and state law.

Recordings

Students are advised to do the following to permissibly allow audio and/or also video recordings of lectures.

1. Inform Instructor immediately so classmates may be informed of recordings
2. Complete Recorded Lecture Policy Agreement
3. Read and Understand Student Code of Conduct

Plagiarism

Violations of academic integrity involve the use of any method or technique enabling a student to misrepresent the quality and integrity of his or her own academic work or the work of a fellow student. Students committing academic dishonesty will be reported to the appropriate university officials and the appropriate sanction up to recording an X grade for this course on the student's transcript. In cases where a student has an existing record of academic dishonesty, a more severe penalty may be applied, such as suspension or dismissal from the university. For further information, please refer to the Student Academic Integrity Policy posted on the Eastern Washington University web site.

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to "Academic Integrity Policy" in the EWU Graduate ~&~ Undergraduate Catalog.

Extenuating Circumstances

Firstly, please understand we care about your situation greatly and recognize this is a challenging time for you. The welfare of all of our students comes first.

Secondly, immediately speak with EWU Dean of Students Office (see below). We as Faculty are not in a position to make a determination on the severity of a situation. The Dean of Students can provide the best help, and options for you.

Thirdly, grading is fair and consistent with all students per the syllabus provided. Without prior consent from the Dean of Students, we cannot make exceptions for extenuating circumstances.

Michelle Helmerick | Student Support and Advocacy

EWU Dean of Students Office

SHW 300 ▪ Cheney, WA 99004

509.359.2291

509.359.6327

mhelmerick@ewu.edu ▪ [www.ewu.edu/student support](http://www.ewu.edu/student-support)

Student Accommodations

From The Dean's Office:

There have been many questions in the past quarter about circumstances wherein faculty are obligated to adjust their classroom expectations to meet needs of students. This may include attendance rules, homework, and/or exams. I'd like to share with you some of the circumstance when we are obligated to accommodate either missed classes or alternative exam dates. Note that this list includes only instance related to specific legal requirements, and is not exhaustive.

(1) Pregnancy/birth of a child- Title IX requires faculty to grant a leave of absence and work on developing an alternative path to completion of a class for leave deemed medically necessary for pregnancy or birth of a child. EWU Guideline 402-05 (Pregnancy and Parental Leave): <https://sites.ewu.edu/policies/policies-and-procedures/ewug-402-05-pregnancy-and-parental-leave/>

(2) Accommodations- if a student has a reasonable accommodation plan in place that requires alternative test dates, you would need to comply with the accommodation plan. For example, a student could have a plan permitting him to miss class if he has an epileptic seizure. If the student had a seizure and missed a test as a result, you would need to permit him to make up an exam. This is governed by EWU Policy 402-03 (Accommodating Persons with Disabilities): <https://sites.ewu.edu/policies/policies-and-procedures/ewu-402-03-accommodating-persons-with-disabilities-2/>. Some medical conditions also fall within these parameters, such as if a student needed to be hospitalized for a medical condition and needed an accommodation to finish his/her class. Note that accommodations may also include an expectation that students have advance notification of tests, more time to take tests, or other similar measures as spelled out in the accommodation plan.

(3) Religious Holidays- under state law, students are permitted to take two excused absences per academic year for reasons of faith or conscience. The law explicitly states a student's grade may not be adversely impacted by an authorized absence, so a faculty member would have to reschedule an exam date. There is a process for students requesting an excused absence in advance and having it approved by the Dean of Students Office. The process is included in EWU Policy 403-01 (Holidays): <https://sites.ewu.edu/policies/policies-and-procedures/ewu-403-01-holidays/>. If a student had an excused absence approved in advance by the Dean's Office, then you would need to permit him/her to take an exam or other assignment on an alternative date.

(4) Military Service- if a student is called up to military duty during a quarter and misses an exam, you must permit him/her to take an exam on an alternative date. This requirement is set forth in Academic Policy 303-30 (Registration), section 7-5. <https://sites.ewu.edu/policies/policies-and-procedures/ap-303-30-registration/>

(5) Title IX- in certain situations, EWU is required to provide interim measures for students who are involved in a circumstance involving sexual harassment, sexual misconduct, domestic violence, or stalking. Interim measures are determined and approved by the Dean of Students' Office and/or the Title IX Coordinator. If you had a student in one of these situations, you would need to abide by the interim measure determination.

In all of the situations above, the faculty member would need to arrange for alternative ways to make up missed work, including assignments and exams. There are a number of other situations where faculty might be encouraged to be flexible in terms of exams or assignments, but the ones identified above are the instances where a faculty member must grant a request for an alternative test date or other accommodation for missed work.

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