

## **SYLLABUS POLICIES – Metro State Art Spring 2010 – REVISED 1/6/10**

### **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.)
2. Permission of instructor is required to register for **any** Art class after the first meeting.
3. All students (including UCD students) must meet Art Department prerequisites, as stated in the College Catalog, before enrolling in a course. Please do not ask your instructor to waive a prerequisite.
4. The Art Department does not accept audit or Metromeritus students in studio courses. They are accepted in art history courses on a space available basis, with permission of the instructor.
5. Students enrolled for at least **two** studio classes may sign up for a locker at the Art Department office, AR 187. Lockers for Fall Semester 2009 will be assigned on a first come, first served basis. Please provide a copy of your MSCD student ID and current class schedule for our records. There is no charge for lockers, but you must provide your own lock. Students with one studio class may share a locker; you are responsible for finding your own locker partner, and both of you must come in together. Please note that to keep your locker for summer semester you will need at least one studio class.
6. Advising appointments are available through the Art Department office, AR 187, 303-556-3090. We do not make same-day appointments.
7. Students are advised to check their MetroConnect email regularly. This is the official means of communication from the college and will be used to notify you of class cancellations, 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.

### **Waiting Lists**

Students are absorbed in order until the first class meeting; after the first meeting permission of instructor is **required** to be absorbed. If your instructor is absorbing you from a waiting list, he or she must notify the Art Department to 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. You are not charged tuition and fees for a class while you are on a wait list. 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**. When possible, the Art Department will notify you by email as a courtesy, but **DO NOT RELY ON NOTIFICATION**. 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. 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.

## Semester Dates

No faculty office hours; program assistant available by appointment	Tuesday, December 15 – Wednesday, December 23, 2009 And Monday, January 4 – Wednesday January 13, 2010
Walk in faculty advising	Thursday January 14 and Friday January 15, 2010
<b>Martin Luther King Day</b> - No classes, no faculty office hours, campus offices open	Monday, January 18, 2010
<b>Classes Begin</b>	Tuesday, January 19, 2010
Classes <b>will</b> meet on <b>President's Day</b>	Monday, February 15, 2010
<b>Spring Break</b> No classes No faculty or staff office hours College offices will be open Check with your instructor regarding open studio hours	Monday, March 22, 2010 Tuesday, March 23, 2010 Wednesday, March 24, 2010 Thursday, March 25, 2010 Friday, March 26, 2010 Saturday, March 27, 2010
Classes <b>will</b> meet on <b>Cesar Chavez Day</b>	Wednesday, March 31, 2010
Last day of class before Finals	Saturday, May 8, 2010
<b>Finals Week</b> –faculty office hours end	May 10 – 15, 2010
<b>Commencement</b>	Sunday, May 16, 2010
No faculty office hours; program assistant available by appointment	Monday, May 17, 2010 – Friday, May 28, 2010
Grades available on the Web	Friday, May 21, 2010

## No Credit Withdrawal Policy

Students will be expected to know and observe the MSCD regulations regarding No-Credit Withdrawal (NC). It is the student's responsibility to withdraw from a course. Students who withdraw after the census date will receive an NC on their transcripts. NC stands for No Credit and does not impact the student's grade point average; no refund is given with an NC. NC deadlines for part-of-term (modular) classes vary. NC deadlines are given below:

### Drop and NC Deadlines:

**(Dates listed are for full term courses only. See MetroConnect or contact Patricia Yarrow in the Art Department if you need the dates for a late starting or accelerated module class.)**

Last Day to Drop Full Semester Classes with 100% Refund	Monday, January 25, 2010
Last Day to Drop and Have Classes Deleted From Academic Record, with 50% Refund (Full Semester Classes)	Wednesday, February 3, 2010
Last Day to Withdraw (Full Semester Classes) and Receive "NC"	Monday, April 5, 2010

Faculty signatures are no longer required for an "NC" before the deadline. Student requests for an "NC" notation in a given course will not be granted after the published deadline unless the request is approved by the instructor, the department chair **and** the dean. The Art Department will consider such requests only in the case of the death of an immediate family member, doctor's orders or medical emergency, or employment changes beyond the control of the student (including call to active military duty). **Documentation of the circumstances justifying a late "NC" will be required.**

Students who have questions about tuition and fees refund deadlines should contact the Office of Student Accounts at 303-556-6188.

### **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 college catalog.

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

Metropolitan State College 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 [www.mscd.edu/~access](http://www.mscd.edu/~access).

### **Accommodations for Religious Beliefs**

Students at Metropolitan State College of Denver (MSCD) 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 MSCD 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, MSCD 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 4244 Life Drawing III or ART 4266 Figure Painting.

Any MSCD student who believes that an MSCD faculty member has violated this policy is entitled to seek relief under Section V of the MSCD 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.mscd.edu/policies/student\\_code\\_of\\_conduct/student\\_conduct\\_code.shtml](http://www.mscd.edu/policies/student_code_of_conduct/student_conduct_code.shtml). The Department will not tolerate any proscribed behavior either on campus or at the Center for Visual Art.

**Academic Dishonesty:**

Academic dishonesty is a serious offense at the College 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 than they are in the spring or fall due to the differing meeting schedules. They may also be different for classes that meet once a week or for partial term modules.**