

MSU DENVER DEPARTMENT OF ART SYLLABUS POLICIES - FALL 2019

Students are responsible for full knowledge of the provisions and regulations pertaining to all aspects of their attendance at MSU Denver, and should familiarize themselves with the policies found in the [MSU Denver Catalog, http://catalog.msudenver.edu/](http://catalog.msudenver.edu/).

DEPARTMENT OF ART POLICIES

1. The Department of Art requires students who do not attend **the first two class meetings** of a fall 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 one of the first two class meetings who do not drop will be given a failing grade.**
2. Self-Add Registration Deadline - Permission of the department is required to register for **any** Department of Art class, or be absorbed from a waiting list, after the first class meeting.
3. All students (including UCD students) must meet Department of Art prerequisites, as stated in the University Catalog, before enrolling in a course. Do not ask your instructor to waive a prerequisite.
4. The Department of Art does not accept audit or Meritus 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 class for fall 2019 may sign up for a locker at the Department of Art office, AR 187. Lockers will be assigned on a first come, first served basis. Please provide a copy of your MSU Denver student ID and current class schedule for our records. There is no charge for lockers, but you **must use the lock provided**. The Department of Art is not responsible for lost or stolen items. Notifications regarding lockers may be sent to your MSU Denver email account.
6. Advising is available in the fall with faculty members or the arts advisors through the Department of Art office, AR 187, 303-615-0300. Most individuals are available by appointment only; we may not be able to make same-day appointments.
7. Students are advised to check their university email regularly. This is the official means of communication from the Department of Art and the University, and will be used to notify you of class cancellations, waitlist openings, etc.

ELECTRONIC COMMUNICATION POLICY

Use of MSU Denver email services should follow standards of normal academic and professional ethics, and is governed by University policies and applicable law. Inappropriate use may result in revocation of access to University computing systems, and could result in disciplinary action pursuant to the Student Handbook, Faculty Handbook, and Staff Handbook.

For more information, see the *Electronic Communication* policy page.

<https://msudenver.edu/policy/policylibrary/policiesa-z/emailandelectroniccommunicationssecurity/>

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 a limited amount of time. 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 Department of Art 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 Department Approval form with both your signature and your instructor's; our staff will then send an email when the authorization has been processed and you will be responsible for registering yourself. 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 (turquoise form) will be used when a student has met all the prerequisites (including class, program, or level standing) 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 Department of Art staff will go into the system and override the prerequisite error for that semester 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. Department Restriction Overrides (turquoise form) will be used when departmental approval is required, such as for classes that have met, for certain senior experience courses, or for directed studies and assistantships. When all required signatures are present and the override has been approved, the Department of Art staff will go into the system and override the department approval restriction for that specific section 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 for the class.
4. Course Repetition Requests (yellow form) will be used when a student needs to repeat a course more than once. Students may enroll in an individual, MSU Denver course a maximum of two times, unless the course is designated as repeatable. The department offering the course may approve additional attempts. A course for which a student has received an administrative withdrawal (AW) does **NOT** count as an enrollment attempt. All other grades and notations count toward the maximum number of enrollment attempts. To receive permission to repeat a course the student must meet with an advisor and be prepared to discuss extenuating circumstances and strategies for successful course completion. When all required signatures are present and the override has been approved, the Department of Art staff will go into the system and override the course repetition restriction for that specific section 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.
5. A Financial Responsibility and Promissory Note Agreement (green form) may be used when a student is physically incapable of registering for a course (for example in another country with no internet access). The department staff will register a student in these circumstances provided the student signs the contract promising to pay and authorizing the university to charge collection fees and other charges if needed. This form is very rarely used.

6. None of the forms listed above will override 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. You can check your holds by following the instructions at <http://www.msudenver.edu/registrar/student/holds/>.

CLASS 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 for full-term fall or spring classes due to the differing meeting schedules.** Students at 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 proper notice and procedures are followed.

For further information, see the Class Attendance policies page. <https://msudenver.edu/policy/policylibrary/policies-a-z/classattendance/>

SEMESTER DATES - PLEASE NOTE THAT THE DATES BELOW ARE FOR FULL-TERM CLASSES ONLY

Monday August 19	Classes begin (full-term classes)
Sunday August 25	Self-Add Deadline (university policy) last day to register for full term classes without department permission. The Department of Art self-add deadline is different from the university deadline. Please see the "DEPARTMENT OF ART POLICIES" above.
Monday August 26	Last day to drop full-term courses with 100% refund
Monday September 2	Labor Day Holiday (Campus Closed)
Wednesday September 4	Census Day
	Last day to register for full-term classes
	Last day to request a Pass/Fail
	Last day to drop full-term courses with 50% refund and have classes deleted from student record.
Friday November 1	Last day to withdraw from full-semester classes and receive a 'W'
Nov 25 – Dec 1	Fall Break (Campus open except for November 28 & 29, no classes all week)
Saturday December 7	Last day of classes
December 9-14	Finals Week
Friday December 13	Fall Commencement
Thursday December 19	Grades due from faculty by noon
Friday December 20	Grades available on Web

Students who have questions about tuition and fees refund deadlines should contact the Office of Student Accounts at 303-615-0070.

WITHDRAWAL FROM COURSE

Students should be aware that any kind of withdrawal can have a negative impact on some types of financial aid and scholarships.

For further information, follow this link: <http://msudenver.edu/financialaid/undergraduate/keepingawards/>

The **WITHDRAWAL (W)** notation is assigned when a student officially withdraws from a course after the drop deadline (census date) and before the withdrawal deadline posted in the official Academic Calendar:

<http://www.msudenver.edu/events/academic/>. Deadlines differ proportionally for courses offered during part of a

semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via <http://www.msudenver.edu/studenthub/> 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. Students who withdraw from a course are responsible for the full tuition and fees for that course. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus. A student-initiated withdrawal will appear as an "F" on the student's academic record in any case of academic misconduct resulting in a permanent "F".

For more information, see the Withdrawal page.

<http://catalog.msudenver.edu/content.php?catoid=32&navoid=2081&hl=incomplete&returnto=search#withdrawal>

FOR YOUR DROP/REFUND OR WITHDRAWAL DATES LOGON TO YOUR STUDENT HUB ACCOUNT AND LOOK AT YOUR STUDENT DETAIL SCHEDULE.

ADMINISTRATIVE WITHDRAWAL (AW)

The Administrative Withdrawal (AW) notation is assigned when a student requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student's control. When the "AW" notation is assigned, no academic credit is awarded. The course remains on the student's academic record with an "AW" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points. Students may request an administrative withdrawal from the Office of the Registrar after the drop deadline (census date) posted in the Academic Calendar. Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the Student Hub to review drop deadlines for individual courses. For more information, see the Administrative Withdrawal page.

<http://catalog.msudenver.edu/content.php?catoid=32&navoid=2081&hl=incomplete&returnto=search#administrativewithdrawal>

INCOMPLETE POLICY

The Incomplete (I) notation *may* be assigned when a student who **is achieving satisfactory progress in a course and who has completed most class assignments** is unable to take the final examination and/or does not complete all class assignments due to unusual circumstances such as hospitalization or disability. Incomplete work denoted by the Incomplete "I" notation 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." **Students must have completed at least 75% of the course work** to qualify for consideration for an incomplete. **The student must be passing the course** in order to be granted an incomplete. The course counts toward the student's attempted hours, does not count toward earned hours, and is not calculated in the GPA or quality points until a grade is posted.

Determination of eligibility **does not guarantee that an incomplete will be granted**. Students who do meet the qualifications may request an incomplete from the faculty member who is teaching the course. The decision to grant an incomplete is up to the faculty member or at the department chair's discretion. The decision to grant an incomplete as an accommodation based on a student's disability shall be made by the faculty member or the department chair, if the faculty member is not available, in consultation with the Director of the Access Center.

If an incomplete is granted, the student and instructor should fill out and sign an Incomplete Agreement form to clarify what the student needs to do to complete the course. The Department of Art has its own incomplete contract that must be signed by both the student and the faculty member; see the Department of Art front desk in AR 187 if you need a copy.

For further information, see the incomplete notation page.

<http://catalog.msudenver.edu/content.php?catoid=32&navoid=2081&hl=incomplete&returnto=search#incomplete>

BEST GRADE STANDS

A student's grades for repeated courses will be removed from GPA calculations up to 18 semester hours, regardless of the original grade earned. If a student repeats more than 18 credit hours, the student may designate which of the course grades are removed from GPA calculations (up to 18 semester hours). Only the best grade and its associated credit will be calculated in the GPA and earned hours totals. Other attempts for the course will appear on the official academic record but will be annotated to indicate they do not count for academic credit or GPA calculation. This policy applies only to courses taken at MSU Denver, and it does not apply to courses designated as repeatable toward degree requirements.

For more information, see the Best Grade Stands page.

http://catalog.msudenver.edu/content.php?catoid=32&navoid=2081&hl=incomplete&returnto=search#best_grade_stands

FRESH START

Students returning from a period of absence from MSU Denver may request that credit and grades from designated semesters previously attempted at MSU Denver not be calculated in GPA's or total earned hours. If such a "Fresh Start" is approved, all courses from designated semesters will appear on the official academic record but will be annotated to indicate they do not count for academic credit or GPA calculation.

For more information, see the Fresh Start page.

<http://catalog.msudenver.edu/content.php?catoid=32&navoid=2081&hl=incomplete&returnto=search#freshstart>

ACCESS CENTER – ACCOMMODATING STUDENTS WITH DISABILITIES

The Metropolitan State University of Denver is committed to providing an accessible and inclusive learning environment for all students, including those with disabilities. Students with a diagnosed condition/disability which may impact their access, performance, attendance, or grades in this class should contact the Access Center, located in the Plaza Building, Suite 122, 303-615-0200.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Students will need to provide an Accessibility Notification Letter obtained from the Access Center to their faculty to activate their accommodations. Information pertaining to a student's disability is treated in a confidential manner. Further information is available by visiting the Access Center website www.msudenver.edu/access.

"ADA Syllabus Statement" above available at <https://msudenver.edu/access/facultyinformation/>.

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.

For further information, see the Class Attendance policies page,

<http://catalog.msudenver.edu/content.php?catoid=32&navoid=2082&hl=student+rights+and+responsibilities&returnto=search#ClassAttendance>

Certain ART courses require drawing from life, including drawing nude models. Alternate assignments are available with advance notice except in figure drawing and figure painting courses, including ART 2643 - Figure Drawing: Wet and Dry, ART 3244 - Advanced Figure Drawing, ART 4266 - Unraveling the Figure, and ART 4644 - Drawing Identity.

STUDENT CONDUCT

The Department of Art enforces the Student Conduct Code, which may be found online at <https://msudenver.edu/deanofstudents/studentconduct/>. The Department will not tolerate any proscribed behavior either on campus, including at the Center for Visual Art, or off campus, including internships, student teaching, field assignments, and study abroad programs.

SEXUAL MISCONDUCT

Follow the link for information regarding the *MSU Denver Sexual Harassment Policy*.

msudenver.edu/policy/policylibrary/policiesa-z/sexualharassmentandmisconduct/

Follow the link for information regarding *Title IX*. <https://msudenver.edu/deanofstudents/sexualmisconducttitleix/>

For more information, refer to the Student Code of Conduct page at

<https://msudenver.edu/deanofstudents/studentconduct/>

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.

For further information see the Academic Integrity <https://msudenver.edu/policy/policylibrary/policiesa-z/academicintegrity/> and Academic Dishonesty page.

<https://msudenver.edu/deanofstudents/studentconduct/academicintegrity/academicdishonesty/>

FEDERAL DEFINITION OF A CREDIT HOUR

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

A full-time student (12 semester hours) should plan on spending a *minimum* of 24 hours per week on out-of-class student work during fall and spring semesters, more during the shorter summer semester, or when taking more credit hours.

Lecture-based courses (ARTH and certain ART, ARTE, and CDES courses) require one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for each semester hour of credit, or three hours of classroom time and at least six hours of out-of-class student work for each three-semester hour course.

Studio-based courses (most ART and CDES courses) require two hours of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for each semester hour of credit, or six hours of classroom time and at least six hours of out-of-class student work for each three-semester hour course.

Mixed courses and field placements (certain ARTE courses and internships) will vary according to the combination of lecture, studio or lab, and field experience hours earned. Consult your instructor's syllabus or your instructor for more information.

GENERAL STUDIES

General Studies is an important part of your degree and makes you a well-educated person. These courses teach you about the world you live in and also provide highly desirable skills for employment. Follow this link to learn about the skills you are learning in each category of General Studies and feel free to use these descriptions in job applications: <https://msudenver.edu/generalstudies/>

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 Department of Art 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. It is not appropriate to ask faculty or staff members, or other students, to supervise children. 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.

RESOURCES

The College of Letters, Arts, and Sciences is committed to, and cares about, all students. To help you manage personal challenges and basic needs security, the university offers several resources. Any student who has difficulty affording groceries or accessing sufficient food to eat every day, who lacks a safe and stable place to live, or who faces other extreme hardships, and believes this may affect their performance in the course is urged to contact the Dean of Students (303-615-0220), the Gender Institute for Teaching and Advocacy (303-615-2052), or our CLAS office (303-615-0995 or 303-615-1301) for support. Furthermore, please notify the professor if you are uncomfortable in doing so. This will allow them to help connect you with resources, such as:

Dean of Students: <https://msudenver.edu/deanofstudents/>

MSU Denver Food Bank: <https://msudenver.edu/deanofstudents/foodbank/>

Immigrant Services: <https://msudenver.edu/immigrant-services/>

LGBTQ Student Resource Center: <https://msudenver.edu/glbts/>

The Phoenix Center: <http://www.thepca.org/>

Veteran and Military Student Services: <https://msudenver.edu/veterans/>

The Counseling Center: <https://msudenver.edu/counsel/>

CAMPUS-WIDE EMERGENCY PREPAREDNESS

In the event the Auraria campus experiences inclement weather, a natural disaster, or any type of campus emergency, it is the responsibility of each student to understand any evacuation and/or “lockdown” guidelines if an emergency is declared. More information can be found at the Emergency Preparedness webpage:

<https://msudenver.edu/facilities/emergencypreparedness/>.

Please use the following to familiarize yourself with these guidelines:

- Please familiarize yourself with evacuation procedures and Quick Reference Sheet located in each classroom as well as at this website: <https://www.ahec.edu/for-campus-faculty-staff/emergency-preparedness/emergency-procedures/>
- MSU Denver will communicate an emergency event through RAVE notifications (text, email, voicemail). Please visit the RAVE webpage to register, review, and/or update your information: <https://www.getrave.com/login/MSUDenver>
- If you need to report an emergency, you can:
 - dial 911 from a campus phone
 - Dial 303-556-5000 from a cell phone
 - Text-a-Tip to 720-593-8477
- Attend campus-wide trainings and/or consult with your instructor if you have any other questions about what to do in an emergency

NOTE: If you have any difficulty accessing the hyperlinks in this document, please inform the instructor.