

SYLLABUS POLICIES – Metro State Art Spring 2011 – REVISED 1/5/11

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. 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 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. You may keep your locker for Summer 2011 if you are registered for at least one studio class for that semester.
6. Advising appointments are available with faculty members or the program assistant through the Art Department office, AR 187, 303-556-3090. We do not make same-day appointments. Walk in advising is not available during the semester.
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

Martin Luther King holiday, no classes; campus open	Monday, January 17 th
Census Day – all registration adjustments must be complete	Wednesday, February 2 nd
Presidents Day – classes will meet, campus open	Monday, February 21 st
Spring Break, no classes, campus offices open, no advising hours	March 21 st - 27 th
Cesar Chavez Day - classes will meet, campus open	Thursday, March 31 st
Finals Week; no advising appointments	May 9 th – 14 th
Grades available on the Web	Friday, May 20 th

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:

Full term classes only – for other parts of term consult the registrar's office.

Last Day to Drop with 100% Refund	Monday, January 24 th
Last Day to Drop and Have Classes Deleted From Academic Record, with 50% Refund	Wednesday, February 2 nd
Last Day to Withdraw and Receive "NC"	Monday, April 4 th

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. 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.

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. 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.**