

# COLLEGE OF ART

The College of Art is part of the Sam Fox School of Design & Visual Arts

<http://samfoxschool.wustl.edu>

SAM FOX SCHOOL REGISTRAR'S OFFICE  
Bixby Hall, Room 1

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## ENROLLMENT PRIORITY

Enrollment in College of Art courses is determined on a priority basis.

- College of Art and Graduate School of Art majors .
- Students with a DECLARED second major in art or design.
- Students with a DECLARED Minor in Art or Minor in Design.
- Non-majors or minors in graduate, senior, junior, sophomore, and first-year order as space permits.

To ensure that the enrollment priority and prerequisites are met, all courses in the College of Art have a "0" enrollment limit at registration. Interested students should add themselves to the waitlist for the course. No student will be administratively enrolled from the waitlist if they do not meet the course prerequisites.

The most up-to-date course information can be found at <https://courses.wustl.edu/Semester/Listing.aspx>.

## ACADEMIC CALENDAR

Refer to the University-wide calendar at [registrar.wustl.edu](http://registrar.wustl.edu) for a list of the dates and deadlines applicable to the semester.

## DEADLINES

Deadlines are not negotiable and failure to meet them will result in consequences, up to and including failing grades, and postponement of graduation.

## STUDENT CONDUCT

Students are expected to comply with the rules and regulations of the University. See "Compliance and Policies" available at <https://wustl.edu/about/compliance-policies/> for more information. Additional information is available in the Art Student Handbook distributed at Orientation or in the

Washington University Undergraduate Bulletin available at <http://bulletin.wustl.edu/undergrad/>.

## ACADEMIC INTEGRITY

Students and members of the faculty of a university have an obligation to uphold the highest standards of scholarship. Plagiarism or other forms of cheating will not be tolerated. Where a student has violated the integrity of the academic community, an instructor may recommend that the student be brought before the Committee on Academic Integrity. See "Undergraduate Student Academic Integrity Policy" available at <https://wustl.edu/about/compliance-policies/academic-policies/undergraduate-student-academic-integrity-policy/> for more information.

## BACHELOR OF FINE ARTS & BACHELOR OF ARTS DEGREE REQUIREMENTS

Students in the College of Art may choose to pursue a Bachelor of Fine Arts (BFA) or Bachelor of Arts (BA) degree. BFA students can major in communication design, fashion design or art. Art has optional concentrations in painting, photography, printmaking and sculpture. BA students can major in art or design. The BA in Design has optional concentrations in fashion or communication.

A current list of degree requirements may be found at <http://samfoxschool.wustl.edu/programs>

You must meet the requirements of the College of Art and take academic courses with other undergraduates. Work in art and design can be combined with studies in architecture, business, computer science, humanities, natural and social sciences, and the other arts. You may take these courses for educational and intellectual enrichment or in direct correlation with your primary interests.

Writing I is required in the first year. Transfer students must fulfill the Writing I requirement by taking Writing I or by review of a writing portfolio. For more information, go to <https://collegewriting.wustl.edu/transfer-student-portfolio>.

Each course that satisfies an academic requirement is coded with an attribute. You can use the search feature at [courses.wustl.edu](http://courses.wustl.edu) to find courses that apply to these categories.

**Humanities:** Humanities courses examine the human condition as it has been documented and expressed in both past and contemporary times. This area includes courses from Literature (both in English and other languages), Classics, History, Philosophy, and Religious Studies, as well as some courses in the creative arts such as Dance, Drama, Music and Writing. Courses designated "Art: HUM" fulfill a humanities requirement.

**Natural Sciences or Mathematics:** These courses seek to understand the natural and physical world, using objective and empirical observation and controlled experimentation. This area includes courses from Biology, Chemistry, Environmental Biology or Policy, Earth & Planetary Sciences, Math, and Physics as well as some courses from departments such as Anthropology and Psychology. Courses designated "Art: NSM" fulfill a natural sciences or mathematics requirement.

**Social and Behavioral Sciences:** These courses use qualitative and quantitative observation to explore the social environment, relationships with society, and forms of human behavior. This area includes courses from Anthropology, Economics, Education, International & Area Studies, Political Science, and Psychology, and courses from other areas, including interdisciplinary studies. Courses designated "Art: SSC" fulfill the Social and Behavioral Sciences requirement.

**Art History and Visual Culture:** Two one-semester introductory courses (Art-Arch 113 and 215) and three additional courses designated "Art: AH" or "Art-VC" fulfill the art history requirement. Visual Culture courses address postmodern cross-media landscapes, mediated identity and contemporary communication.

Courses in University College do not count toward any art or design major or minor degree requirements.

## Second Majors in Art and Design

A student pursuing a bachelor's degree in Architecture, Arts & Sciences, Business or Engineering may also pursue a second major in the College of Art. Second majors are offered in Art and Design. The Design major has optional concentrations in fashion or communication. Upon completion of the requirements, the transcript will show the second major along with the degree and first major earned. No reference to the second major is noted on the diploma.

## ACADEMIC REGULATIONS: GRADES

Students in the College of Art must take all courses that begin with an "F" or "X" for a letter grade. Internships and seminars offered only under the pass/fail grade option may count toward degree requirements. Art students may take one non-art course per semester on a pass/fail basis (exclusive of courses that must be taken pass/fail). Any additional courses taken pass/fail in a given semester will not be counted toward degree requirements.

In the College of Art one semester unit of credit is assigned for every two hours of work completed in class and one hour of work completed outside of class per week for one semester. A grade point is a measure of quality assigned to units according to the following system:

Credit	Degree Credit	Grade Points Per Unit	
A+	superior	yes	4.0
A	superior	yes	4.0
A-	superior	yes	3.7
B+	good	yes	3.3
B	good	yes	3.0
B-	good	yes	2.7
C+	average	yes	2.3
C	average	yes	2.0
C-	average	yes	1.7
D+	unsatisfactory	yes	1.3
D	unsatisfactory	yes	1.0
D-	unsatisfactory	yes	0.7
F	failing	no	0.0
I	course work incomplete	no	0.0
X	examination not taken	no	0.0
N	no grade reported	no	0.0
P#	pass (P/F option)	yes	0.0
F#	fail (P/F option)	no	0.0
L	successful audit	no	0.0
Z	unsuccessful audit	no	0.0
W	withdraw	--	0.0
R	repeat	--	--

Grades of I, X, and N will become grades of F if the deficiency is not made up within the next two semesters of residence. For a repeated course, students earn credit and grade points based on the second grade received. (See Policy on Retaking Courses.)

## GRADE POINT AVERAGE

The undergraduate grade point average is determined by dividing the number of grade points earned by the number of semester units for which grades of A, B, C, D, or F have been recorded. Grades of P# and F# received for courses taken on the Pass/Fail option are not figured into the grade point average. A letter grade of C- or above must be received in major classes to count for degree requirements. Students must maintain a minimum 2.0 cumulative grade point average to graduate.

## ACADEMIC HONORS

**Dean's List:** In recognition of exceptional scholarship, first-year, sophomore, junior and senior art students who have earned at least 14 credit hours under the letter grade option (excludes courses taken pass/fail or audit) and earned a grade point average of 3.5 or higher during a semester will be cited on the Dean's List.

**Latin Honors:** Graduating students may also be considered for Latin Honors (cum laude, magna cum laude, or summa cum laude) as determined by academic performance.

**INTENT TO GRADUATE**

Every candidate for a degree is required to file an "Intent to Graduate" in WebSTAC in order to participate in Commencement exercises. The deadlines for filing are posted at WebSTAC with the online Intent form.

**SATISFACTORY PROGRESS TOWARD A DEGREE**

Students are expected to proceed at a pace which enables them to finish their degree within the appropriate time limit. For undergraduates, this is usually eight semesters.

Students should run an audit using WUachieve, the university's online degree audit system, at [wuachieve.wustl.edu](http://wuachieve.wustl.edu). WUachieve is a tool that allows students to compare completed and in progress coursework against degree program requirements. The Sam Fox School Registrar's Office makes the FINAL determination of program(s) completion.

**ACADEMIC PROBATION AND SUSPENSION**

A student whose semester grade point average is below 2.0 (grade of "C") or who falls below a "pace" of 66 2/3% (number of credits earned divided by the number of credits attempted) will be placed on academic probation. If, after the following semester, the semester grade point average is still below 2.0 or the pace is below 66 2/3%, the student may be ineligible for normal advancement or may be suspended. While the College desires to give all students the opportunity to prove themselves, it is not in the best interest of either the student or the College to permit a student to continue indefinitely in educational programs in which they are not producing satisfactory results.

Probation serves as a warning that unless the quality of work improves, the student may be subject to suspension. A student suspended for academic deficiency will not be eligible for readmission until they can demonstrate, under the conditions set for each individual case, their ability to do satisfactory work. In support of the student, the Sam Fox School Registrar's Office will work with the student to develop a plan for success. To succeed, the student must understand the cause(s) of their current situation, identify what needs to change, and implement and review a plan. The student is required to meet regularly with the Associate Dean of Students to review progress. Failure to make these meetings will result in a "HOLD" being placed on the student's record.

**First Academic Probation:** The first time a student qualifies for probation, they are placed on Academic Probation. Students placed on Academic Probation are sent a letter informing them of this action.

**Second Academic Probation:** The second time a student qualifies for probation, they are placed on Second Academic Probation. Students placed on Second Academic Probation are sent a letter informing them of this action. A copy of this letter is sent to the parent(s)/legal guardian(s).

**Special Academic Probation:** A student is placed on Special Academic Probation when their earned semester "pace" or grade point average is below the terms of Satisfactory Academic Progress because of outstanding grades or incompletes. Once all grades are received, their record is reviewed to determine satisfactory or probationary status.

The third time a student qualifies for probation, they will be suspended. A letter is sent to the student and their parent(s)/legal guardian(s) informing them of this action. The student is not allowed to enroll in any classes at Washington University while suspended. If the suspended student would like to return to the university in the future, they must apply, and be approved, for reinstatement. If the student fails to achieve and maintain satisfactory academic progress after reinstatement, they will be dismissed.

No transfer credit will be awarded for courses taken while a student is suspended from Washington University for violations of the University Student Judicial Code or Academic Integrity policy.

**INCOMPLETE COURSES**

Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request a grade of Incomplete. Students in such a situation should take the following steps: 1. Visit the instructor before the final critique or portfolio review to discuss the request; 2. If the instructor consents, complete an Incomplete Grade Petition signed by both the instructor and the student; and, 3. Return the signed petition to the Sam Fox School Registrar's Office for final approval.

The instructor is under no obligation to award a grade of Incomplete. The Associate Dean of Students must review each request before a grade of Incomplete can be granted. Once granted, a grade of "I" will become a grade of "F" if the deficiency is not made up within the next two semester of residency.

**REPEATING A COURSE**

When a student retakes a course, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first grade, the first grade may be changed to R indicating the re-enrollment. If the second grade is lower, both grades will stand. Credit towards the degree will be allowed for only one of the enrollments. This policy only applies to courses taken at Washington University.

**MAJOR DECLARATION AND TRANSFER**

Students declare their majors and minors by using the University's online registration system (WebSTAC). Once a student has declared a major, they must be approved to change to another major. Changes must be approved before the ADD/DROP deadline of the semester the student plans to change majors or will become effective (if approved) in the next semester. Students requesting a change of major must be in good academic standing.

**ADVANCED PLACEMENT CREDIT**

A maximum of 15 units of pre-matriculation credit may be counted towards any undergraduate degree. These units will count towards graduation but will not meet general education requirements. For more information, review the "Sam Fox School Advanced Placement Procedures" at: [http://art.wustl.edu/student\\_resources/forms](http://art.wustl.edu/student_resources/forms).

**TRANSFER CREDIT**

A maximum of 15 units of pre-matriculation credit may be counted towards any undergraduate degree. These units will count towards graduation but will not meet general education requirements. Students wishing to transfer credit for course work completed at another institution should bring a full catalog description of the course(s) to the Sam Fox Registrar's Office for pre-approval. Only with pre-approval and upon receipt of an official transcript indicating a grade of "C" or better will courses be considered for transfer. Grades for transfer courses will not appear on the student's Washington University record and will not figure into the student's grade point average. College courses taken to earn credit for high school graduation will not be considered for transfer credit. Washington University does not transfer credits for courses taken online. Non-Washington University courses do not count towards the 48 units of academic credit required for each undergraduate degree.

The Sam Fox School Registrar's Office evaluates transcripts of incoming transfer students. Upon review, credit may be awarded and students will be notified of their status.

No transfer credit will be accepted for courses taken while a student is suspended from Washington University for violations of the University Student Judicial Code or Academic Integrity policy.

**COURSE ENROLLMENT MINIMUMS**

Each course must have a minimum enrollment of 8 students or it will be canceled.

**DIGITAL TECHNOLOGIES**

Technology plays a critical role in the educational experience. The College of Art is committed to the integration of relevant technology into the curriculum by providing instruction in digital technologies. First-year students will be required to have an advanced computer and software. Supplemental purchases (monitors, scanners, tablets, etc.) may be necessary as students advance and declare a major. For more information visit the Sam Fox School website at <http://samfoxschool.wustl.edu>.

**SAM FOX SCHOOL UNDERGRADUATE STUDY ABROAD PROGRAMS**

The Sam Fox School has undergraduate study abroad programs that draw on the rich traditions as well as the contemporary design strengths in carefully selected locations. The programs are led by faculty from the Sam Fox School. Each program leverages its unique location by inviting local artists, designers, and architects to serve as instructors and visiting lecturers, incorporating local sites into course assignments and studio projects, and arranging numerous excursions to nearby sites and cities. All Sam Fox School programs work hand-in-hand with the School's curriculum to ensure that students can study abroad while earning required degree credits. For more information about these programs, visit the Sam Fox School website at <http://samfoxschool.wustl.edu>.

**INTERNSHIPS**

Students may elect to do an internship as part of their degree. An internship is a structured and supervised professional experience related to a major area of study within the College. The maximum number of credits that can be earned per internship is one (50 hours or more). No additional credit is awarded for hours in excess of 50. Students may only complete one internship per semester, including summer. Students may apply no more than three total internship credits toward their degree requirements. Grading is on a pass/fail basis. Tuition is charged at the per credit hour rate, including summer.

In order to receive credit, students must have on file an approved "Learning Contract" before they begin and an "Internship Performance Evaluation" from their supervisor within 30 days of completion. Students must also submit (within 30 days of completion) either a daily journal, reflective essay (10 pages) or a portfolio. It is the student's responsibility to make sure that all paperwork and supporting documents are received by the Sam Fox School Registrar's Office (Bixby Hall, Room 1) or credit will not be awarded. Forms are available in Bixby Hall, Room 1.

**COMBINED (DUAL) DEGREE**

Students may pursue a second bachelor's degree from another division within the University. To do this, the student must satisfactorily complete all of the degree requirements for both degrees.

**SECOND MAJORS OUTSIDE THE COLLEGE OF ART**

Students may earn a second major in the College of Arts & Sciences, the John M. Olin School of Business, and the School of Engineering and Applied Science while completing the requirements for the B.F.A. or B.A. degree. Students will graduate with a B.F.A. or B.A. degree with two majors—one from the College of Art and one in another school. Students must successfully complete all of the degree requirements for the College of Art and all of the requirements for the second major. Students interested in this option should consult with the Sam Fox School Registrar's Office (Bixby Hall, Room 1).

**ART EDUCATION**

Students who wish to teach art at the elementary and secondary levels may obtain Missouri state certification by taking additional credit units of required education courses offered by the University's Department of Education in the College of Arts & Sciences. In addition to the course work in education, prospective art teachers must complete specific courses in general education (communications, humanities, mathematics, natural sciences, and social sciences). For information on general education requirements, consult with the Sam Fox School Registrar's Office (Bixby Hall, Room 1) or the Department of Education (Seigle Hall, Room 107). Missouri

state certification normally takes an additional semester of study. Application to enroll in the teacher education program is made through the Department of Education and should be done no later than the beginning of the sophomore year. Part of the application process involves successfully passing College Base, an achievement test focused on general education content. (This test is periodically given on campus.) Acceptable scores on the SAT or the ACT must also be submitted. Interested students may also apply for admission to the Master of Education degree program offered by the Department of Education.

#### MINOR REQUIREMENTS

Students in an undergraduate degree program at Washington University outside the College of Art may pursue a minor in Art or a minor in Design. A current list of minor requirements can be found at <http://samfoxschool.wustl.edu/node/10123>.

The minor in Art (15 units) allows students to select courses from an approved list. Students are able to take courses from across the Art curriculum or cluster their courses in a single disciplinary area—painting, for example. It becomes the choice of each student to select a narrow or wide-ranging set of courses based upon particular interests and goals. For students in the College of Art, the minor in Art is available to students majoring in Communication Design or Fashion Design only.

The minor in Design (15 units) allows students to take approved courses from across Communication Design, Fashion Design, and the Illustrated Book Studio, mixing and matching courses to suit interests and schedules. For students in the College of Art, the minor in Design is available only to students majoring in Art.

#### MINOR DECLARATION

Students declare their art or design minor by using the University's online registration system (WebSTAC).

#### GRADING FOR MINORS

Students must receive a grade of "C-" or better to earn credit.

#### TRANSFER, ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE CREDIT FOR MINORS

Transfer, Advanced Placement (Studio 2-D, Studio 3-D, and Studio Drawing) and International Baccalaureate credit does not count toward a minor.

#### PASS/FAIL GRADING FOR NON-ART MAJORS AND MINORS

Students not majoring or minoring in the College of Art may petition to take one art course on a pass/fail basis by contacting the Sam Fox School Registrar's Office.

#### WASHINGTON UNIVERSITY TUITION PAYMENT POLICY AND BILLING PROCEDURES

Students have the ability to view their bill online through WebSTAC and may grant access to another party (such as a parent or other payor) to view this information. For more information, go to [financialservices.wustl.edu](http://financialservices.wustl.edu). Students enrolled in more than 21 credits following the drop/add period will be charged the per credit rate for each credit above 21.

#### CHANGE IN FEES

The University reserves the right to change the fees stated or to establish additional fees at any time without prior written notice. Whenever fee changes or additions are made, they become effective with the next payment due.

#### LEAVE OF ABSENCE

A student may request a leave of absence from the College for one semester at a time, up to one year. If this is granted, they may re-enroll at the end of that time without going through further admission or readmission procedures. A "Request for Leave of Absence Form," available in Bixby Hall, Room 1, must be completed before a leave of absence will be granted.

In the case of a medical leave of absence, a letter of clearance is required from the Director of Student Health and Counseling Services before a student will be permitted to re-enroll.

International students requesting a leave of absence must contact their advisor at the Office for International Students and Scholars (OISS) to discuss how the leave might affect their visa status.

#### FINANCIAL OBLIGATIONS

Students are responsible for fulfilling their financial obligations to the university. If a student account becomes overdue, a late payment fee will be assessed and a hold will be placed on the account. Students with a poor payment history may be restricted from utilizing certain payment options or receiving tuition remission until course credit has been earned. Non-payment of tuition and other expenses due the university will be cause for exclusion from class or refusal of graduation, further registration, or transfer of credit. In addition, students are liable for any costs associated with the collection of their unpaid bills, including but not limited to collection agency costs, court costs, and legal fees. Past due amounts can also be reported to a credit bureau.

#### WITHDRAWALS AND REFUNDS

A written request for a refund must be submitted to the Sam Fox School Registrar's Office for consideration. Approval is required to officially withdraw from the University. Tuition adjustments will be processed based on information received and according to the schedule below. Tuition refund checks will be issued only after the 4th week of classes each semester. Materials fees for College of Art courses will not be refunded after the 4th week of classes. For any student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the University will make a pro rata refund of tuition, as of the date of withdrawal when that date occurs prior to the 12th week, provided that the condition is verified by the University Student Health and Counseling Service or a private physician. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition was determined.

#### Withdrawal Date

Withdrawal Date	Refund
within 1 <sup>st</sup> or 2 <sup>nd</sup> week of classes	100%
within 3 <sup>rd</sup> or 4 <sup>th</sup> week of classes	80%
within 5 <sup>th</sup> or 6 <sup>th</sup> week of classes	60%
within 7 <sup>th</sup> or 8 <sup>th</sup> week of classes	50%
within 9 <sup>th</sup> or 10 <sup>th</sup> week of classes	40%
after 10 <sup>th</sup> week of classes	0%

#### RETENTION OF STUDENT WORK

The College of Art reserves the right to hold work(s) for exhibition purposes and holds reproduction rights of any work(s) executed in fulfillment of course requirements.

## GRADUATE SCHOOL OF ART

The Graduate School of Art is part of the Sam Fox School of Design & Visual Arts

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#### ACADEMIC CALENDAR

Refer to the University-wide calendar at [registrar.wustl.edu](http://registrar.wustl.edu) for a list of the dates and deadlines applicable to the semester.

#### STUDENT HANDBOOK

Additional information regarding grading policies and end-of-year committee and panel reviews is available in the Graduate Student Handbook distributed at Orientation.

#### STUDENT CONDUCT

Students are expected to comply with the rules and regulations of the University. See "Compliance and Policies" available at <https://wustl.edu/about/compliance-policies/> for more information. Additional information is available in the Graduate Student Handbook distributed at Orientation or in the Washington University Graduate Bulletin available at <http://bulletin.wustl.edu/grad/art/>.

#### ACADEMIC INTEGRITY

Students and members of the faculty of a university have an obligation to uphold the highest standards of scholarship. Plagiarism or other forms of cheating will not be tolerated. Where a student has violated the integrity of the academic community, an instructor may recommend that the student be brought before the Committee on Academic Integrity. See the "Graduate School of Art Academic Integrity Policy" available at [http://www.samfoxschool.wustl.edu/artarch/student\\_resources](http://www.samfoxschool.wustl.edu/artarch/student_resources) for more information.

#### GRADUATE PROGRAM: M.F.A. CURRICULUM

The Master of Fine Arts in Visual Art is a terminal professional degree in studio art. The Graduate School of Art subscribes to the standards set forth and accredited by the College Art Association of America and the National Association of Schools of Art and Design. The residence requirement for the Master of Fine Arts degree is at least two academic years of full-time study (minimum 12 credits each semester). Students have five calendar years from the date of first registration to complete the degree. Individual programs are arranged with

the Director of the Graduate School of Art. Graduate students work with faculty advisors according to their areas of interest within the Sam Fox School and the larger University.

Students must complete 44 credits of studio work (10 credits each semester in the first year; 12 credits each semester in the thesis year). Two seminars in contemporary practices (3 credits each) and a combined total of 18 credits in art history and/or related courses, completed at the undergraduate and graduate levels, are required.

In the last semester, students take a 3-credit thesis seminar to complete the 60 credits required for the degree. The culminating event of the graduate program requires students to present, defend and document a thesis exhibition.

Elective credits can be completed in both academic and studio courses.

Academic electives must be taken at the 400- or 500-level to earn graduate credit with the exception of courses in the Department of Art History and Archaeology which may be taken at the 300-level or higher.

Art electives introduce students to the intellectual and conceptual issues and production methods of a broad array of practices which complement and expand the student's area of study. First-year students must take all art electives at the 500 level; second-year students must take all art electives at the 600 level.

Students may not register for courses in University College—these credits do not count toward degree requirements.

**SATISFACTORY PROGRESS TOWARD A DEGREE**

Students are expected to proceed at a pace which enables them to finish their degree within the appropriate time limit. For MFA students, this is usually four semesters. Students have a maximum of five calendar years from the date of their first registration to complete the degree.

Students should run an audit using WUachieve, the university's online degree audit system, at [wuachieve.wustl.edu](http://wuachieve.wustl.edu). WUachieve is a tool that allows students to compare completed and in progress coursework against degree program requirements. The Sam Fox School Registrar's Office makes the FINAL determination of program(s) completion.

**ACADEMIC PROBATION AND DISMISSAL**

Students must maintain a minimum grade point average of 2.7 ("B-") or better. Failure to do so places the student on academic probation and may result in dismissal from the program. A grade of "B-" in Graduate Studio places the student on academic probation. A second grade of "B-" in Graduate Studio results in dismissal from the program. A grade of "C+" or below in Graduate Studio results in dismissal from the program. Work completed with a grade of "C+" or below in other courses do not count toward degree requirements.

Probation serves as a warning that unless the quality of work improves, the student may be subject to dismissal because of academic deficiency. Students dismissed for academic deficiency will not be eligible for readmission.

In support of the student, the Registrar's Office will work with the student to develop a plan for success. In order to succeed, students must understand the causes of their current situation, identify what needs to change, and implement and review the plan.

While the Graduate School of Art desires to give all students the opportunity to prove themselves, it is not in the best interest of either the student or the College to permit a student to continue indefinitely in educational programs in which they are not producing satisfactory results.

**ACADEMIC REGULATIONS: GRADES**

The unit of credit in the Graduate School of Art is the semester hour and is a measure of the quantity of achievement. One semester hour of credit is assigned for every three hours of graduate studio work, per week, for one semester. A grade

point is a measure of quality, assigned to or withheld from units according to the following system:

Credit	Degree Credit	Grade Points Per Unit	
A+	superior	yes	4.0
A	superior	yes	4.0
A-	superior	yes	3.7
B+	good	yes	3.3
B	good	yes	3.0
B-	passing	yes	2.7
C+	unsatisfactory	no	2.3
C	unsatisfactory	no	2.0
C-	unsatisfactory	no	1.7
D+	unsatisfactory	no	1.3
D	unsatisfactory	no	1.0
D-	unsatisfactory	no	0.7
F	failing	no	0.0
I	course work incomplete	no	0.0
X	examination not taken	no	0.0
N	no grade reported	no	0.0
P#	pass (P/F option)	no	0.0
F#	fail (P/F option)	no	0.0
L	successful audit	no	0.0
Z	unsuccessful audit	no	0.0
W	withdraw	--	0.0

Grades of I, X and N will automatically become grades of F if the deficiency is not made up within the next semester in residence. The grade point average is determined by dividing the number of grade points earned by the number of semester hours for which grades of A, B, C, D, or F have been recorded. Grades of P#, F#, L or Z are not figured into the grade point average and do not count toward degree requirements.

**INCOMPLETE COURSES**

Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request a grade of Incomplete. Students in such a situation should take the following steps: 1. Visit the instructor before the final critique or portfolio review to discuss the request; 2. If the instructor consents, complete an Incomplete Grade Petition signed by both the instructor and the student; and, 3. Return the signed petition to the Sam Fox School Registrar's Office for final approval.

The instructor is under no obligation to award a grade of Incomplete. The Associate Dean of Students must review each request before a grade of Incomplete can be granted. Once granted, a grade of "I" will become a grade of "F" if the deficiency is not made up within the next two semester of residency.

**CANDIDACY**

Upon completion of the first semester of study each student selects a Graduate Committee composed of faculty from the Sam Fox School and the larger University. This Committee recommends program content and thesis approval. Admission to candidacy for the M.F.A. degree is contingent upon passing a review by the Graduate Committee at the end of the first year of study. At that time consideration may be given to the transfer of up to 6 units of graduate credit earned at another institution, provided the student can demonstrate that this would further the achievement of a specific academic goal. A student who fails to achieve degree candidacy prior to the beginning of the second year of residence may be advised to withdraw from the program. If denied admission to candidacy twice, the student will be dismissed.

**THESIS**

The thesis requirement for the M.F.A. degree comprises an exhibition of work; a defense of the thesis work and written document; and approval of both by the Graduate Committee.

**WASHINGTON UNIVERSITY TUITION PAYMENT POLICY AND BILLING PROCEDURES**

See front matter to this course listing for tuition rates. Students may not be enrolled in more than 16 credit hours following the drop/add period without approval of the Director of the

Graduate School of Art. Students will be charged the per credit rate for each credit above 21.

**CHANGE IN FEES**

The University reserves the right to change the fees stated or to establish additional fees at any time without prior written notice. Whenever fee changes or additions are made, they become effective with the next payment due.

**FINANCIAL OBLIGATIONS**

Students are responsible for fulfilling their financial obligations to the university. If a student account becomes overdue, a late payment fee will be assessed and a hold will be placed on the account. Students with a poor payment history may be restricted from utilizing certain payment options or receiving tuition remission until course credit has been earned. Non-payment of tuition and other expenses due the university will be cause for exclusion from class or refusal of graduation, further registration, or transfer of credit. In addition, students are liable for any costs associated with the collection of their unpaid bills, including but not limited to collection agency costs, court costs, and legal fees. Past due amounts can also be reported to a credit bureau.

**INTENT TO GRADUATE**

Every candidate for a degree is required to file an "Intent to Graduate" in WebSTAC in order to participate in Commencement exercises. The deadlines for filing are posted at WebSTAC with the online Intent form.

**LEAVE OF ABSENCE**

A student may request a leave of absence from the School for up to one year. If this is granted, students may re-enroll at the end of one year without going through further admission procedures. A "Request for Leave of Absence Form," available from the Administrative Office, Bixby Hall, Room 1, must be completed before a leave of absence will be granted.

In the case of a medical leave of absence, a letter of clearance is required from the Director of Student Health and Counseling Services before a student will be permitted to re-enroll.

International students requesting a leave of absence must contact their advisor at the Office for International Students and Scholars (OISS) to discuss how the leave might affect their visa status.

**WITHDRAWALS AND REFUNDS**

If a student withdraws from the program, a written request for a refund must be submitted to the Sam Fox School Registrar's Office for consideration. Approval is required to officially withdraw from the University. Tuition adjustments will be processed based on information received and according to the "Washington University Withdrawal Refund Policy" at the front of the course listings. Tuition refund checks will be issued only after the 4<sup>th</sup> week of classes each semester. Materials fees for Graduate School of Art courses will not be refunded after the 4<sup>th</sup> week of classes. For any student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the University will make a pro rata refund of tuition, as of the date of withdrawal when that date occurs prior to the 12th week, provided that the condition is verified by the University Student Health and Counseling Service or a private physician. The date of withdrawal may correspond to the date of hospitalization or the date on which the medical condition was determined.

**RETENTION OF STUDENT WORK**

The Graduate School of Art reserves the right to hold work(s) for exhibition purposes and holds reproduction rights of any work(s) executed in fulfillment of course requirements.