

COLLEGE OF ART

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

<http://samfoxschool.wustl.edu>
<https://insidesamfox.wustl.edu>

SAM FOX SCHOOL REGISTRAR'S OFFICE
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ENROLLMENT PRIORITY

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

1. College of Art and Graduate School of Art majors .
2. Students with a DECLARED second major in art or design.
3. Students with a DECLARED minor.
4. 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 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/>.

SAM FOX SCHOOL OF DESIGN & VISUAL ARTS GRIEVANCE PROCEDURES

The dynamic and creative studio culture at the heart of the Sam Fox School strives to be safe and inclusive for all members of our community. Our faculty, staff, and students join together in their commitment to creating learning environments of mutuality and respect. When concerns or disagreements arise about conduct, grading, or other matters in the College of Art and Architecture, policies exist for pursuing proper resolution.

Grade Dispute Policy

The Sam Fox School aims to provide each student with a fair assessment of their academic work and studio. Students have the right to dispute their overall course grade (not individual assignments) if they believe that grade does not accurately reflect the quality of their work. **A grade dispute must be submitted to the faculty member who assigned the grade within 30 days of receipt of the grade. The School stresses that every effort to resolve this dispute be made by the faculty and student involved.** A student's eligibility for advancement in sequential coursework requires timely resolution of the grade dispute. If the student is a graduation candidate, the dispute process must comply with the Intent to Graduate submission deadlines set forth by the Office of the University Registrar or the degree conferral will be delayed by one semester or until resolved.

1. The student presents their question about the grade in writing to their faculty member clearly stating the reasons for questioning the grade.
2. The faculty member and the student review grading procedures as stated in syllabus and determining factors in the student's grade.
3. If the case is not resolved between student and faculty the student may put forth their complaint in writing with supporting evidence to the Chair* of the academic program with a copy to faculty member involved with the dispute. The student should provide all the course syllabus and materials relevant to the assigned grade within two weeks of the complaint. If a conflict of interest exists between the student and the chair (e.g. the Chair is teaching the course), the case will be referred to another Chair in the School or the Director of the College.
4. The Chair* of the academic program will review the materials. The Chair will resolve the dispute working with the faculty member and student to arrive at a determination.

*In the case of the MFA in Visual Arts program, the role of Chair is fulfilled by the Director of the Graduate School of Art.

Integrity and Ethical Conduct

Washington University (Sam Fox School of Design and Visual Arts) is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the university relies on each community member's ethical behavior, honesty, integrity and good judgment. Each community member should demonstrate respect for the rights of others. Each community member is accountable for his/her actions.

Washington University policies state that members of the University community can expect to be free from discrimination and harassment. Students, faculty, staff, and outside organizations working on campus are required to abide by specific policies prohibiting

harassment, which are posted on the [Compliance & Policies](#) page of the University's website.

Should a situation arise where a member of our community believes they have cause to file a grievance there are two categories of grievance to consider, academic and non-academic. Academic grievances can either be when a student challenges a course grade, or when a fellow student or faculty member feels a matter of academic integrity is at issue.

Student grievances filed to challenge a grade the student feels has been given incorrectly must follow the procedures outlined in the Grade Dispute policy above.

Academic Integrity grievances are made when a faculty member or fellow student feels a student has compromised the environment of honesty and ethics in the School. Academic Integrity infractions follow the procedures laid out in [Sam Fox School and University policies](#) and are managed in the Sam Fox School by the Academic Integrity Officer, Assistant Dean [Cris Baldwin](#). Please refer to Washington University's [Academic Integrity Statement](#) for additional information.

Non-Academic

If a member of our academic community feels the ethical and safe environment of the classroom has been compromised, for whatever reason, they may seek guidance through the School's Faculty Student Mediator, [Professor Jeff Pike](#). Students may also consult [Washington University's Grievance Policy and Procedures for Allegations by Undergraduate Students Against Faculty](#).

In addition, University Resources available for support include the following:

- [Title IX Issues/Sexual Harassment](#)
- [Mental Health Concerns](#)
- [Drug and Alcohol Concerns](#)
- [Immediate Physical/Mental Health Concerns](#)
- [Diversity and Inclusion: Bias Concerns](#)
- [Graduate Student Ombudsperson](#)

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/bfa>

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.

An approved writing course is required in the first year. Transfer students must fulfill the writing requirement by taking an approved writing course or by review of a writing portfolio. For more information, go to <https://collegewriting.wustl.edu/faq.3> units.

Each course that satisfies an academic requirement is coded with an attribute. You can use the search feature at <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. 3 units.

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 Psychological & Brain Sciences. Courses designated "Art: NSM" fulfill a natural sciences or mathematics requirement. 3 units.

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 Psychological & Brain Sciences, and courses from other areas, including interdisciplinary studies. Courses designated "Art: SSC" fulfill the Social and Behavioral Sciences requirement. 3 units.

Art History and Visual Culture: Art history is the study of objects in their historical development and stylistic contexts. Visual culture courses address postmodern cross-media landscapes, mediated identity and contemporary communication. The BFA degree requires 15 units including two introductory courses (Art-Arch 113 and 215) and 9 additional elective units. The BA degree requires 6 elective units.

Courses in University College do not count toward any College of Art degree, major or minor requirements.

*A maximum of 15 non-Washington University credits, including Aedvanced Placement, International Baccalaureate, and transfer is permitted.

*A maximum of 9 credits may be applied to physical education, lessons and independent studies.

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" 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
WLA withdraw (medical leave)	--	0.0
R repeat/retake	--	--

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.)

The WLA grade is only for undergraduate students who withdraw from all semester coursework with an approved medical leave of absence.

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. 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, including University College. If the suspended student would like to return to the university in the future, they must apply, and be approved, for reinstatement. If the students fails to achieve and maintain satisfactory academic progress after reinstatement, they will be dismissed.

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 Sam Fox School Registrar's Office 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.

In the case of a grade sanction for an academic or professional integrity violation, the normal course retake policy does not apply. If retaking the course, both grades will remain on the transcript and only the second grade, if passing, will count toward degree requirements.

MAJOR DECLARATION AND TRANSFER

Students declare their majors and minors by using the University's online registration system (WebSTAC) and must declare a major no later than the beginning of the spring semester of the sophomore year. 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 count toward the 30 open/general electives for the BFA degree or the 66 open/general electives for the BA degree. Advanced Placement units do not count for second major or minor requirements. For more information, review the "Sam Fox School Advanced Placement Procedures" at: http://art.wustl.edu/student_resources/forms.

TRANSFER CREDIT

A maximum of 15 units of pre-matriculation or non-Washington University transfer credit can be counted toward the 30 open/general electives for the BFA degree or the 66 open/general electives for the BA degree. Students wishing to transfer credit for course work completed at another institution must bring a full course description and/or syllabus to the Sam Fox School 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 transcript and do not figure into the student's grade point average. College courses taken to fulfill high school graduation requirements will not be considered for transfer credit. Washington University does not transfer credits for courses taken online.

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 may 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 are 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>.

Students pursuing second majors and minors in the College of Art must also have advanced computer and software capabilities per individual course requirements/prerequisites.

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. 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/node/4133>.

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.

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 (5 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 McKelvey School of Engineering 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

Undergraduate students at Washington University may pursue one of four minors offered by the College of Art. A current list of minor requirements for each of the four programs can be found at <http://samfoxschool.wustl.edu/node/10123>.

The Minor in Art (15 units) allows students to select courses from across the studio art curriculum which appear on an approved list—courses with the (Art) FAAM attribute. Students may choose to select a narrow or wide-ranging set of courses based on interests and goals. For students earning degrees in the College of Art, the minor is available to non-art majors only.

The Minor in Design (15 units) allows students to select courses from an approved list—courses with the attribute (Art) FADM—across Communication Design and Fashion Design, based on interests and goals. For students earning degrees in the College of Art, the minor is available to non-design majors only.

The Minor in Creative Practice for Social Change (15 units) allows students to apply creative practices in art, design and architecture to address systemic economic, environmental and social challenges. The course "Design in Social Systems" (3 units) is required; students must take 12 additional units from a pre-selected menu of courses with the (Art) CPSC attribute. Note that at least 12 of the 15 units must be applied exclusively to the minor and cannot be double-counted toward another major or minor. Only 3 units may be double-counted toward another major or minor. No more than 3 units may be taken outside of the Sam Fox School.

The Minor in Human-Computer Interaction, or HCI (18 units) is a collaboration between the College of Art and the McKelvey School of Engineering, with a mix of required and optional courses—attribute (Art) HCI—in each school. Students will gain a multidisciplinary understanding of the principles and applications of human-computer interaction and are introduced to techniques and processes necessary to create effective user interfaces.

MINOR DECLARATION

Students declare their 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 2D, 3D and Drawing), International Baccalaureate, or online courses do not count towards minor requirements.

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. 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 Habif Health & Wellness Center 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 after the 4th week of classes each semester. Material fees for College of Art courses will not be refunded after the course drop deadline for a semester. 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 Habif Health & Wellness Center 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.

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

SUMMER WITHDRAWALS AND REFUNDS

The Sam Fox School reserves the right to cancel a course if it has not enrolled enough students before the first day of class. If a course is canceled, all enrolled students will be notified, dropped from the class, and will not be charged tuition and fees.

If a course is not canceled, a student may be released from their obligation to pay full tuition and fees by

canceling their registration according to the schedule below:

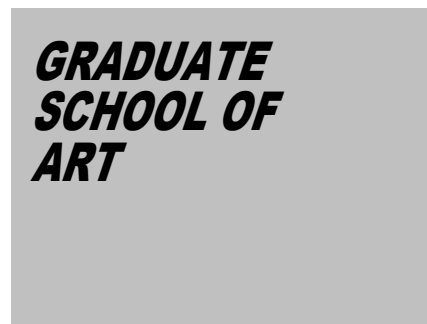
<u>Withdrawal Date</u>	<u>Refund</u>
Prior to the first class meeting	100% tuition + fees
Prior to 15% of published meeting dates	100%
Prior to 30% of published meeting dates	80%
Prior to 45% of published meeting dates	60%
Prior to 60% of published meeting dates	40%
After 61% of published meeting dates	No refund

Requests for refunds must be made in writing to the Sam Fox School Registrar's Office

Students may drop a course without penalty through the 80% tuition refund deadline and may withdraw from a course through the 40% tuition refund deadline.

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.



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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.

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Grade Dispute Policy

The Sam Fox School aims to provide each student with a fair assessment of their academic work and studio. Students have the right to dispute their overall course grade (not individual assignments) if they believe that grade does not accurately reflect the quality of their work. **A grade dispute must be submitted to the faculty member who assigned the grade within 30 days of receipt of the grade. The School stresses that every effort to resolve this dispute be made by the faculty and student involved.** A student's eligibility for advancement in sequential coursework requires timely resolution of the grade dispute. If the student is a graduation candidate, the dispute process must comply with the Intent to Graduate submission deadlines set forth by the Office of the University Registrar or the degree conferral will be delayed by one semester or until resolved.

1. The student presents their question about the grade in writing to their faculty member clearly stating the reasons for questioning the grade.
2. The faculty member and the student review grading procedures as stated in syllabus and determining factors in the student's grade.
3. If the case is not resolved between student and faculty the student may put forth their complaint in writing with supporting evidence to the Chair* of the academic program with a copy to faculty member involved with the dispute. The student should provide all the course syllabus and materials relevant to the assigned grade within two weeks of the complaint. If a conflict of interest exists between the student and the chair (e.g. the Chair is teaching the course), the case will be referred to another Chair in the School or the Director of the College.
4. The Chair* of the academic program will review the materials. The Chair will resolve the dispute working with the faculty member and student to arrive at a determination.

Integrity and Ethical Conduct

Washington University (Sam Fox School of Design and Visual Arts) is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the university relies on each community member's ethical behavior, honesty, integrity and good judgment. Each community member should demonstrate respect for the rights of others. Each community member is accountable for his/her actions.

Washington University policies state that members of the University community can expect to be free from discrimination and harassment. Students, faculty, staff, and outside organizations working on campus are required to abide by specific policies prohibiting harassment, which are posted on the [Compliance & Policies](#) page of the University's website.

Should a situation arise where a member of our community believes they have cause to file a grievance

there are two categories of grievance to consider, academic and non-academic. Academic grievances can either be when a student challenges a course grade, or when a fellow student or faculty member feels a matter of academic integrity is at issue.

Student grievances filed to challenge a grade the student feels has been given incorrectly must follow the procedures outlined in the Grade Dispute policy above.

Academic Integrity grievances are made when a faculty member or fellow student feels a student has compromised the environment of honesty and ethics in the School. Academic Integrity infractions follow the procedures laid out in [Sam Fox School and University policies](#) and are managed in the Sam Fox School by the Academic Integrity Officer, [Assistant Dean Cris Baldwin](#). Please refer to Washington University's [Academic Integrity Statement](#) for additional information.

Non-Academic

If a member of our academic community feels the ethical and safe environment of the classroom has been compromised, for whatever reason, they may seek guidance through the School's Faculty Student Mediator, [Professor Jeff Pike](#). Students may also consult [Washington University's Grievance Policy and Procedures for Allegations by Undergraduate Students Against Faculty](#).

In addition, University Resources available for support include the following:

- [Title IX Issues/Sexual Harassment](#)
- [Mental Health Concerns](#)
- [Drug and Alcohol Concerns](#)
- [Immediate Physical/Mental Health Concerns](#)
- [Diversity and Inclusion: Bias Concerns](#)
- [Graduate Student Ombudsperson](#)

GRADUATE PROGRAM: M.F.A. CURRICULUM

The Graduate School of Art confers the terminal professional Master of Fine Arts degree in Illustration & Visual Culture and Visual Arts as 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 their degree. Students work closely with faculty advisors to explore individual interests within the Sam Fox School and the larger University.

MASTER OF FINE ARTS IN ILLUSTRATION & VISUAL CULTURE

The [MFA in Illustration and Visual Culture](#) (IVC) explores the idea of illustration and authorship by combining studio practice in illustration and cartooning with curatorial training in visual and material culture. The program is built on the strengths and expertise of the School's illustration and design faculty and the vast visual resources of Washington University, including the D. B. Dowd Modern Graphic History Library, a preeminent site for studying the history and culture of American illustration.

Students must complete 30 credits of illustration studio (12 credits in the first year; 18 credits in the second year), 12 credits of visual culture history & theory, 9-12 credits of hands-on curatorial work, and 6-9 credits of electives.

MASTER OF FINE ARTS IN VISUAL ART

The [MFA in Visual Art](#) is a critically engaged studio program that provides a forum for collaboration and both discipline-specific and interdisciplinary study. It provides a rigorous, experimental environment and foundation to respond to a complex world of shifting global cultures, rapidly changing technologies, and environmental concerns. Throughout the program, students are encouraged to investigate the relationship between idea generation and production, and to articulate the

conceptual underpinning of their work. Graduate seminars give students the opportunity to study theory through the lens of studio practice, while a robust thesis seminar supports students in their writing and studio-related research.

Students must complete 42 credits of studio work (9 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. Students take electives and a 3-credit thesis course 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.

ELECTIVES

For both programs, elective credits can be completed in 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/Design 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/design electives at the 500 level; second-year students must take all art/design electives at the 600 level.

Students may not register for courses in University College.

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](#). 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.

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.

In the case of a grade sanction for an academic or professional integrity violation, the normal course retake policy does not apply. If retaking the course, both grades will remain on the transcript and only the second grade, if passing, will count toward degree requirements.

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.

SAM FOX SCHOOL GRADUATE LEAVE OF ABSENCE POLICY

Graduate students in the Sam Fox School may request a voluntary Leave of Absence for up to one year (or two semesters) when individual circumstances – professional, medical or personal – warrant it. Petitions are reviewed and approved by the student's program chair/director. Any requests extending beyond one year will be reviewed on a case-by-case basis.

Students must submit a written request for a leave of absence NO LATER than three weeks prior to the start of the upcoming semester. The deadlines for reinstatement for the 2019-2020 academic year are:

- FL19: August 5
- SP20: December 23

There is no guarantee that requests received after the deadline will be reviewed. If a student decides to take a leave of absence without first having received approval, they will be considered withdrawn from Washington University. If a withdrawn student wishes to return, they

must submit an official request for readmission to the appropriate program chair/director. Students who withdraw from the university for longer than one year must submit an updated portfolio to be considered for readmission.

Students returning from a leave of absence must submit a written request stating their intention to enroll by April 15 (for fall) and November 15 (for spring). Withdrawn students requesting readmission must submit a written request and updated portfolio by the same deadlines.

In the case of a medical leave of absence, a letter of clearance is required from the Habib Health and Wellness Center before a student will be permitted to enroll. More information is available at <http://shs.wustl.edu/FormsAndResources/Pages/Medical-Leave-of-Absence.aspx>.

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

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 after the 4th week of classes each semester. Material fees for College of Art courses will not be refunded after the course drop deadline for a semester. 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 Habib Health & Wellness Center 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.

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

SUMMER WITHDRAWALS AND REFUNDS

The Sam Fox School reserves the right to cancel a course if it has not enrolled enough students before the first day of class. If a course is canceled, all enrolled students will be notified, dropped from the class, and will not be charged tuition and fees.

If a course is not canceled, a student may be released from their obligation to pay full tuition and fees by canceling their registration according to the schedule below:

<u>Withdrawal Date</u>	<u>Refund</u>
Prior to the first class meeting	100% tuition + fees
Prior to 15% of published meeting dates	100%
Prior to 30% of published meeting dates	80%
Prior to 45% of published meeting dates	60%
Prior to 60% of published meeting dates	40%
After 61% of published meeting dates	No refund

Requests for refunds must be made in writing to the Sam Fox School Registrar's Office

Students may drop a course without penalty through the 80% tuition refund deadline and may withdraw from a course through the 40% tuition refund deadline.

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.