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

http://samfoxschool.wustl.edu
https://inside.samfox.wustl.edu

SAM FOX SCHOOL REGISTRAR’S OFFICE
Bixby Hall, Room 1
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(314) 935-6322

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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, grades, 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 the 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 & 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 their 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 communication or fashion.

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.
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 210) and 9 additional elective units. The BA degree requires 6 elective units. Courses designated "Art: AH" or "Art: VC" fulfill the Art History and Visual Culture requirement.

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 Advanced Placement, International Baccalaureate, and transfer is permitted.

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

**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 communication or fashion. 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 'F10' or 'F20' for credit except internships and any seminars offered only under the pass/fail grade option. Internships and seminars offered only under the pass/fail grade option may count toward degree requirements. Art students may take one non-art or design 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:
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.

INTERDIVISION TRANSFER POLICY:
TRANSFERRING INTO THE COLLEGE OF ART
Undergraduate students enrolled in the College of Arts & Sciences, the James McKelvey School of Engineering, the Olin Business School, and the College of Architecture may apply to transfer into the College of Art. Transfer requests must be made in WebSTAC by the last day of final exams of the semester before the effective semester. It is strongly recommended that you meet with a Four-Year Advisor in the Sam Fox School prior to registration to ensure that you know what classes to take the following semester and can be given walllist priority. Otherwise, enrollment in the required studios for your semester of entry may not be possible. All Washington University students must spend their first semester in the academic division that admitted them.

Minimum Criteria
The following requirements must be met for an internal transfer into the College of Art in the Sam Fox School:
1. Submit a portfolio of 10-20 images of your best and most recent artwork.
2. Achieve a cumulative GPA of 3.0 or higher. Students below a 3.0 are required to meet in person with Georgia Binnington, Associate Dean of Students in the Sam Fox School, for an interview and academic record review.
3. Present an academic record that supports the conclusion that you will be able to complete the Second Major in Art or Design in the College of Art. Second Major declarations must be made in WebSTAC by the last day of final exams of the semester before the effective semester.

Minimum Criteria
The following requirements must be met to pursue a Second Major in the College of Art:
1. Submit a portfolio of 10-20 images of your best and most recent artwork.
2. Achieve a cumulative GPA of 3.0 or higher. Students below a 3.0 are required to meet in person with Georgia Binnington, Associate Dean of Students in the Sam Fox School, for an interview and academic record review.
3. Present an academic record that supports the conclusion that you will be able to complete the Second Major in Art or Design in a typical time frame.
4. Be in good academic standing.
Each declaration is evaluated on a case by case basis. Meeting these requirements does not guarantee acceptance into the Second Major program.
Portfolio Requirements
Your portfolio should consist of 10-20 pieces of artwork such as drawings, paintings, photographs, illustrations, videos, sculptures, storyboards, websites, or other types of relevant work in art and design. Work from any studio courses previously taken in the Sam Fox School must be included in your portfolio. Artwork should be submitted as high resolution digital images no larger than 2MB each. Please include only one image per file. Detail images or alternate views of work may be included as individual files. Each file should be in JPG or JPEG format and labeled using the following format: Lastname_Firstname_01.jpg (e.g. Smith_John_01.jpg). Your portfolio must also contain a numbered image list that corresponds to your file names. For each piece, please list the course in which it was made (if applicable), title/assignment, media, size, and year of completion. The image list may be a PDF or Word doc.

To Begin the Declaration Process:
- Log in to WebSTAC and select “Change Wu School” under the “Academics” tab.
- Upload your portfolio and image list to Box.
- Meet with Georgia Binnington for an interview and portfolio review. Contact information for the Associate Dean is provided during the process request in WebSTAC.
- Complete an exit interview or exit survey with the academic division you are leaving.

SECOND MAJOR DECLARATION POLICY: COLLEGE OF ART
Undergraduate students enrolled in the College of Arts & Sciences, the James McKelvey School of Engineering, the Olin Business School, and the College of Architecture may declare a Second Major in Art or Design in the College of Art. Second Major declarations must be made in WebSTAC by the last day of final exams of the semester before the effective semester.

Minimum Criteria
The following requirements must be met to pursue a Second Major in the College of Art:
1. Submit a portfolio of 10-20 images of your best and most recent artwork.
2. Achieve a cumulative GPA of 3.0 or higher. Students below a 3.0 are required to meet in person with Georgia Binnington, Associate Dean of Students in the Sam Fox School, for an interview and academic record review.
3. Present an academic record that supports the conclusion that you will be able to complete the Second Major in Art or Design in a typical time frame.
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Your images and image list must be uploaded to a Box folder that you will be given access to by John Early, Undergraduate Academic Advising Coordinator for the Sam Fox School.

To Begin the Transfer Process:
- Log in to WebSTAC and select “Change Wu School” under the “Academics” tab.
- Upload your portfolio and image list to Box.
- Meet with Georgia Binnington for an interview and portfolio review. Contact information for the Associate Dean is provided during the process request in WebSTAC.
- Complete an exit interview or exit survey with the academic division you are leaving.

SECOND MAJOR DECLARATION POLICY: COLLEGE OF ART
Undergraduate students enrolled in the College of Arts & Sciences, the James McKelvey School of Engineering, the Olin Business School, and the College of Architecture may declare a Second Major in Art or Design in the College of Art. Second Major declarations must be made in WebSTAC by the last day of final exams of the semester before the effective semester.

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2. Achieve a cumulative GPA of 3.0 or higher. Students below a 3.0 are required to meet in person with Georgia Binnington, Associate Dean of Students in the Sam Fox School, for an interview and academic record review.
3. Present an academic record that supports the conclusion that you will be able to complete the Second Major in Art or Design in a typical time frame.
4. Be in good academic standing.
Each declaration is evaluated on a case by case basis. Meeting these requirements does not guarantee acceptance into the Second Major program.
Portfolio Requirements
Your portfolio should consist of 10-20 pieces of artwork such as drawings, paintings, photographs, illustrations, videos, sculptures, storyboards, websites, or other types of relevant work in art and design. Work from any studio courses previously taken in the Sam Fox School must be included in your portfolio. Artwork should be submitted as high resolution digital images no larger than 2MB each. Please include only one image per file. Detail images or alternate views of work may be included as individual files. Each file should be in JPG or JPEG format and labeled using the following format: Lastname_Firstname_01.jpg (e.g. Smith_John_01.jpg). Your portfolio must also contain a numbered image list that corresponds to your file names. For each piece, please list the course in which it was made (if applicable), title/assignment, media, size, and year of completion. The image list may be a PDF or Word doc.

Your images and image list must be uploaded to a Box folder that you will be given access to by John Early, Undergraduate Academic Advising Coordinator for the Sam Fox School.

To Begin the Declaration Process:
- Log in to WebSTAC and select “Major Programs” under the “Academics” tab.
- Upload your portfolio and image list to Box.
- Meet with Georgia Binnington for an interview and portfolio review with the advisor for your declared Second Major program. Advisor contact information is provided during the declaration process in WebSTAC.

ADVANCED PLACEMENT CREDIT
A maximum of 15 units of pre-matriculation and/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 coursework 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.

COUROE 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 capability. 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 ABROAD PROGRAMS
The Sam Fox School has undergraduate study abroad programs in Florence, Italy and leverages this 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 fulfilling degree credits. For more information about these programs, visit 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 BFA or BA degree. Students will graduate 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 units of required education courses offered by the University’s Department of Education in the College of Arts & Sciences. For more information, visit https://education.wustl.edu/.

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 (Art) FADM 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-design majors only.

The Minor in Creative Practice for Social Change (15 units) allows students to apply creative practices in art, environment 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) CPSIC 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. Starting with the Class of 2024, students will be permitted to count only one course toward the HCI minor that they are also counting for another major or minor.

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, Baccalaureate, or 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 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 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 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 advisable, 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.

Withdrawal Date | Refund
--- | ---
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 cancelling their registration according to the schedule below:

Withdrawal Date | Refund
--- | ---
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 91% 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.
The Sam Fox School aims to provide each student with a Grade Dispute Policy. A student's eligibility for the Master of Fine Arts degree in Illustration & Visual Culture and Visual Art is 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 work closely with faculty advisors to explore individual interests within the Sam Fox School and the 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.

Students will complete a major creative project and a significant writing exercise to position and defend their work.

MARTER 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, the third year). They complete 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.

The thesis requirement for the MFA in Visual Art comprises an exhibition of work; a defense of the thesis work and written documents; and approval of both by the student’s Graduate Committee.

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 except for those that are required to fulfill English language testing results.

**SATISFACTORY PROGRESS TOWARD A DEGREE**

Students are expected to proceed at a pace which enables them to finish their degree within the appropriate time limits. For MFA students, this is usually four semesters. Students have a maximum of three calendar years from the date of their first registration to complete the degree. Delays in a two-year completion must be approved by the program Chair.

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 track how credits are assigned to or withheld from units according to the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit</th>
<th>Degree Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>superior</td>
<td>yes 4.0</td>
</tr>
<tr>
<td>A</td>
<td>superior</td>
<td>yes 4.0</td>
</tr>
<tr>
<td>A-</td>
<td>superior</td>
<td>yes 3.7</td>
</tr>
<tr>
<td>B+</td>
<td>good</td>
<td>yes 3.3</td>
</tr>
<tr>
<td>B</td>
<td>good</td>
<td>yes 3.0</td>
</tr>
<tr>
<td>B-</td>
<td>passing</td>
<td>yes 2.7</td>
</tr>
<tr>
<td>C</td>
<td>unsatisfactory</td>
<td>no 2.3</td>
</tr>
<tr>
<td>C-</td>
<td>unsatisfactory</td>
<td>no 2.0</td>
</tr>
<tr>
<td>D+</td>
<td>unsatisfactory</td>
<td>no 1.7</td>
</tr>
<tr>
<td>D</td>
<td>unsatisfactory</td>
<td>no 1.3</td>
</tr>
</tbody>
</table>

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, K, L or Z are not figured into the grade point average and do not count toward degree requirements.

**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 studio places the student on academic probation. A second grade of “B-” in studio results in dismissal from the program. A grade of “C+” or below in 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 School to implement and review the plan 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.

**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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>D-</td>
<td>unsatisfactory</td>
<td>no 0.7</td>
</tr>
<tr>
<td>F</td>
<td>failing</td>
<td>no 0.0</td>
</tr>
<tr>
<td>I</td>
<td>course work incomplete</td>
<td>no 0.0</td>
</tr>
<tr>
<td>X</td>
<td>examination not taken</td>
<td>no 0.0</td>
</tr>
<tr>
<td>N</td>
<td>no grade recorded</td>
<td>no 0.0</td>
</tr>
<tr>
<td>P#</td>
<td>pass (P/F option)</td>
<td>no 0.0</td>
</tr>
<tr>
<td>F#</td>
<td>fail (P/F option)</td>
<td>no 0.0</td>
</tr>
<tr>
<td>Z</td>
<td>successful audit</td>
<td>no 0.0</td>
</tr>
<tr>
<td>Z*</td>
<td>unsuccessful audit</td>
<td>no 0.0</td>
</tr>
<tr>
<td>W</td>
<td>withdraw</td>
<td>-- 0.0</td>
</tr>
</tbody>
</table>

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, K, 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 semester of residence or by the date agreed.

**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 second grade may be changed to a grade of “R” indicating the re-enrollment. If the second grade is lower, both grades will stand. Credit towards the degree will be awarded 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. Once granted, a grade of “R” will become a grade of “F” if the deficiency is not made up within the next semester of residence or by the date agreed.

**CANDIDACY**

Admission to candidacy for the MFA degree is contingent upon passing a review at the end of the first year of study. 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 MFA 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 be enrolled in more than 16 credit hours following the drop/add period without approval of their program Chair. 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 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.

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 2020-2021 academic year are: FL19: August 3

SP20: December 29

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. 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). Within 21 days of receiving the 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 Hofst 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 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.

**Withdrawal Date** | **Refund**
--- | ---
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:

**Withdrawal Date** | **Refund**
--- | ---
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.