MSU Denver Department of Art Syllabus Policies – Spring 2024

Students are responsible for full knowledge of the provisions and regulations pertaining to all aspects of their attendance at MSU Denver and should familiarize themselves with the policies found in the MSU Denver Catalog. For more information and most recent updates from these sources, click on the links provided below.

CORONAVIRUS COVID-19 SAFETY

The University is committed to providing a quality learning experience along with providing a safe and healthy educational environment. The University follows the Colorado Department of Higher Education and Public Health and Environment Recommendations. Students are expected to adhere to all University protocols related to the prevention and mitigation of Covid-19. Details regarding specific requirements will be shared with students via University email accounts. Students who fail to comply with University expectations related to this may face consequences up to and including suspension (removal) from the University. Current Covid-19 protocols are posted prominently on the University's website.

Masks are optional around campus outdoors or indoors. Individual instructors may mandate the use of masks during class. Refusal to wear a mask in a class in which the instructor mandates it, is a violation of the Student Code of Conduct and could result in disciplinary consequences.

Students should not come to campus if they are ill or experiencing any symptoms associated with Covid-19. **Students who need to miss class due to Covid-19 illness or suspected illness should contact their instructors directly.** Additional resources are listed below:

- For medical needs requiring clinical services, assessment of symptoms, vaccination appointments, and otherwise visit www.healthcenter1.com
- For support related to the impact of Covid-19 on schooling or life contact the Student Care Center at 303.615.0006

DEPARTMENT OF ART POLICIES

- 1. The Department of Art requires students who do not attend the first two class meetings of a spring semester to drop that course. Non-attending students may be dropped as a courtesy especially if there are students on the waiting list, but it is the student's responsibility to drop the course to avoid incurring tuition and fees. (See deadline below.) Students who miss one of the first two class meetings who do not drop will be given a failing grade.
- 2. Self-Add Registration Deadline Permission of the department is required to register for **any** Department of Art class, or be absorbed from a waiting list, after the first-class meeting.
- 3. All students (including UCD students) must meet Department of Art prerequisites, as stated in the University Catalog, before enrolling in a course. Do not ask your instructor to waive a prerequisite.
- 4. The Department of Art does not accept audit or Meritus students in ART, ARTE or CDES courses. They are accepted in ARTH (art history) courses on a space-available basis, with permission of the instructor. Students wishing to audit a course must first apply to the University and meet the admissions requirements and must meet the prerequisites for the course. In addition, the cost for auditing a course is based on applicable tuition and fees.
- 5. Students enrolled in at least one studio art classes in spring 2024 may request a locker using the Locker Rental Request Form located on the Department of Art website. The Locker Rental Request Form will be available one week before classes begin and lockers are assigned on a first come, first served basis. There is no charge for lockers, but you must use the lock provided. The Department of Art is not responsible for lost or stolen items. Notifications regarding lockers will be sent to your MSU Denver email account.
- 6. Academic and faculty advisors are available to remotely conduct advising appointments via phone, email, and/or virtual meetings. Most individuals are available by appointment only. Please contact the Department of Art office at 303-615-0300 for more information.
- 7. Students are advised to check their university email regularly. This is the official means of communication from the Department of Art and the University, and will be used to notify you of class cancellations, waitlist openings, etc.

DEPARTMENT OF ART DIVERSITY, EQUITY AND INCLUSION POLICY

The MSU Denver Department of Art represents a diverse community of individuals who study, teach, create, and advocate for art and design. As the Department of Art expands our understanding of our commonalities and differences, we remain committed to:

- Respecting the dignity and essential worth of all individuals,
- Fostering mutual respect, including respecting the privacy, property, and agency of others,
- Examining and challenging our own biases and beliefs,
- Promoting the diversity of opinions, ideas, and backgrounds which enriches the culture of the department, college, and the university,
- Standing against bigotry, discrimination, violence, or intimidation,
- Working towards an inclusive and equitable curriculum that fosters an environment of respectful dialogue,
- Appreciating diversity and inclusion as a collaborative work-in-progress.

ELECTRONIC COMMUNICATION POLICY

Use of MSU Denver email services should follow standards of normal academic and professional ethics and is governed by University policies and applicable law. Inappropriate use may result in revocation of access to University computing systems and could result in disciplinary action pursuant to the Student Handbook, Faculty Handbook, and Staff Handbook. For more information, see the <u>Electronic Communication</u> policy page.

REGISTRATION

Students must be officially registered for a class to attend that class. It is essential that students register in a timely manner because classes added after the census date are not eligible for COF funding. For this reason, late enrollments will not be approved except in extreme circumstances. It is the student's responsibility to verify that she or he is officially registered for all classes.

1. Wait List policy:

- a. The computer system will be monitoring wait list openings until the first week of classes. When an opening occurs, the first person on the wait list will be sent an email authorizing that student to register for the open seat within a limited amount of time. If the student does not register before the notice expires, that student will be dropped, and the system will notify the next student on the list. Neither the Department of Art nor the Registrar's Office will be able to make exceptions for students who do not register for the class within the time period stated in the notification email.
- b. After the first meeting of a class, the instructor's verification of attendance is required to register for class. If your instructor is allowing you in the class, please submit a turquoise Department Override form with both your signature and your instructor's; our staff will then send an email when the override has been processed and **you are responsible for registering yourself for the class.** While you are wait listed you should attend all class sessions, with permission of the instructor. There is no guarantee that all students on the wait list will be allowed in the class.
- c. Students cannot be absorbed from wait lists if there is a time conflict with another class or if the addition of the course will result in an overload. You are not charged tuition and fees for a class while you are on a wait list. Note: Wait list classes do not count toward the total enrollment for your financial aid disbursement. Please contact the Financial Aid Office if you have any questions.
- 2. Prerequisite Overrides (turquoise form) will be used when a student has met all the prerequisites (including class, program, or level standing) for a class but the computer system is not allowing him or her to register. Once the student has provided documentation that the prerequisites have been met, the Department of Art staff will go into the system and override the prerequisite error for that semester only. The student will be notified that this has been done. It is then the student's responsibility to go in and register or wait list himself or herself for the class.

- 3. <u>Department Restriction Overrides (turquoise form)</u> will be used when departmental approval is required, such as for classes that have met, for certain senior experience courses, or for directed studies and assistantships. When all required signatures are present, and the override has been approved, the Department of Art staff will go into the system and override the department approval restriction for that specific section only. The student will be notified that this has been done. It is then the student's responsibility to go in and register or wait list for the class.
- 4. Course Repetition Requests (yellow form) will be used when a student needs to repeat a course more than once. Students may enroll in an individual, MSU Denver course a maximum of two times, unless the course is designated as repeatable. The department offering the course may approve additional attempts. A course for which a student has received an administrative withdrawal (AW) does NOT count as an enrollment attempt. All other grades and notations count toward the maximum number of enrollment attempts. To receive permission to repeat a course the student must meet with an advisor and be prepared to discuss extenuating circumstances and strategies for successful course completion. When all required signatures are present, and the override has been approved, the Department of Art staff will go into the system and override the course repetition restriction for that specific section only. The student will be notified that this has been done. It is then the student's responsibility to go in and register or waitlist himself or herself for the class.
- 5. A Financial Responsibility and Promissory Note Agreement (green form) may be used when a student is physically incapable of registering for a course (for example in another country with no internet access). The department staff will register a student in these circumstances provided the student signs the contract promising to pay and authorizing the university to charge collection fees and other charges if needed. This form is very rarely used.
- 6. None of the forms listed above will override a hold. A hold may be placed by any of several departments, and it prevents a student from registering for any class. Examples of holds include Balance Due Hold, Academic Advising Hold, Immunization Hold, etc. You can check your holds by following the instructions at Student Holds

CLASS ATTENDANCE

Attendance during the first week of class is required. The Department of Art determines a student's enrollment in a course based upon attendance during the first week of class. Students are expected to attend all sessions of courses for which they are registered. Each instructor determines when a student's absences have reached a point at which they jeopardize success in a course. When absences become excessive, the student may receive a failing grade for the course. Your instructor may have a specific attendance policy which will be indicated on your class syllabus. Students who drop classes are financially responsible for those classes in accordance with withdrawal/refund policies. Students at MSU Denver who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall, without penalty, be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that proper notice and procedures are followed. For further information, see the Class Attendance policies page.

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

Monday, January 15	Martin Luther King Jr. Day (MSU Denver Offices Closed, No Classes)
Tuesday, January 16	Classes begin (full-term classes)
Monday, January 22	Self-Register Deadline (university policy) last day to register for full term classes without
	department permission. The Department of Art self-add deadline is different from the
	university deadline. Please see the "DEPARTMENT OF ART POLICIES" above
	Last day to drop full-term courses with 100% refund
Thursday, February 1	Census Day
	Last day to register for full-term classes with department permission
	Last day to request a Pass/Fail
	Last day to drop full-term courses with 50% refund and have classes deleted from student record.
March 18-24	Spring Break (Campus Open, No Classes)
Friday, March 29	Last day to withdraw from full-semester classes and receive a 'W'

Saturday, May 4	Last day of classes (Full Semester Classes)
May 6-11	Finals Week
Thursday, May 16	Grades due from faculty by noon
Friday, May 17	Grades available at Student Hub

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

WITHDRAWAL FROM A COURSE

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

For further information, follow this link: Financial Aid/Withdrawals

The **WITHDRAWAL (W)** notation is assigned when a student officially withdraws from a course after the drop deadline (census date) and before the withdrawal deadline posted in the official <u>Academic Calendar</u>. Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the Student Hub to review drop and withdrawal deadlines for individual courses. When a student withdraws from a course, no academic credit is awarded. The course remains on the student's academic record with a "W" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points. Students who withdraw from a course are responsible for the full tuition and fees for that course. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus. A student-initiated withdrawal will appear as an "F" on the student's academic record in any case of academic misconduct resulting in a permanent "F". For more information see "Grades and Notations" in the "Academic Policies and Procedures" section of the current Catalog.

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

ADMINISTRATIVE WITHDRAWAL (AW)

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

INCOMPLETE POLICY

The Incomplete notation may be assigned when a student is achieving satisfactory progress in a course and is not able to complete all class assignments due to extenuating circumstances, such as documented illness, military leave, disability, internships that fall outside traditional semester timeframes, or circumstances beyond their control. If a student has completed, at a minimum, a majority of course work and/or course contact hours, a student may request an Incomplete after the Withdrawal Deadline posted in the <u>Academic Calendar</u>. Deadlines differ proportionally for courses offered during a part of the semester, including late-start and weekend courses. Students should refer to the <u>Part of Term</u> dates published by the <u>Office of the Registrar</u> to review withdrawal deadlines for individual courses. Departments may have additional standards and/or criteria. Students should consult with their faculty member and department to determine additional requirements.

The incomplete notation is composed of an "I" (noted on the student's transcript) as well as the student's default grade (A, A-, B+, B, etc.), the grade the student has earned when they leave the class out of the total points of the class (the grade the student will earn if no additional work is submitted). Incomplete work must be completed within the subsequent long semester (fall or spring) or earlier, at the discretion of the faculty member. In the event of extended extenuating circumstances, the completion date for incomplete work may be extended for an additional long semester, at the discretion of the faculty member. If the incomplete work is not completed, the "I" notation will convert to the default grade submitted by the faculty member.

Determination of eligibility does not guarantee that an incomplete will be granted. Students who meet the qualifications may request an incomplete from the faculty member who is teaching the course. The decision to grant an incomplete is up to the faculty member or at the department chair's discretion, if the faculty member is not available.

The decision to grant an incomplete as an accommodation based on a student's disability shall be made by the faculty member or the department chair, if the faculty member is not available, in consultation with the Director of the Access Center.

If an incomplete is granted, the student and faculty member must fill out and sign an Incomplete Agreement Form to clarify what outstanding work the student should complete within the designated timeframe. Departments may have additional standards and/or criteria. Students should consult with their faculty member and department to determine additional requirements.

Graduating seniors may not graduate with an "I" on their MSU Denver academic record if:

- The course in which the "I" was assigned is required for graduation, or
- The default grade assigned for that course would result in an overall GPA less than 2.00.

The "I" notation may not be given for a self-paced course. If a student does not complete a self-paced course within the semester that they enrolled in the course, they must re- enroll in the course in order to complete it. In this case, the student will pay tuition and fees.

BEST GRADE STANDS

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

FRESH START

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

ACCESS CENTER – ACCESS AND ACCOMODATIONS

Your experience in this class is important to me. The Metropolitan State University of Denver is committed to providing an accessible and inclusive learning environment for all students, including those with disabilities. Students with a temporary health condition or permanent disability (conditions include but are not limited to: mental health, attention-related, learning, vision, hearing, physical or health-related) that impacts their access, performance or attendance should contact the Access Center, located in the Plaza Building, Suite 122, 303-615-0200 or visit their website, www.msudenver.edu/access.

ACCOMMODATIONS FOR RELIGIOUS BELIEFS

Students at Metropolitan State University of Denver (MSU Denver) who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall, without penalty, be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that advance written notice that the student will be absent or unable to participate in a given assignment for religious reasons is given to the faculty member during the first two weeks of the semester. For further information, see the Class Attendance policies page.

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

STUDENT CONDUCT

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

SEXUAL MISCONDUCT

See the MSU Denver website for information regarding the <u>Sexual Misconduct Policy</u> and Title IX. For more information, refer to the <u>Student Code of Conduct</u> page.

ACADEMIC INTEGRITY

As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure. For further information see "Academic Integrity" on the Dean of Students website.

FEDERAL DEFINITION OF A CREDIT HOUR

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

A full-time student (12 semester hours) should plan on spending a *minimum* of 24 hours per week on out-of-class student work during fall and spring semesters, more during the shorter summer semester, or when taking more credit hours. Lecture-based courses (ARTH and certain ART, ARTE, and CDES courses) require one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for each semester hour of credit, or three hours of classroom time and at least six hours of out-of-class student work for each three-semester hour course. Studio-based courses (most ART and CDES courses) require two hours of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for each semester hour of credit, or six hours of classroom time and at least six hours of out-of-class student work for each three-semester hour course.

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

GENERAL STUDIES

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

CHILDREN IN CLASSROOMS AND WORKPLACES POLICY

Metropolitan State University of Denver has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For reasons that include safety of children and assuring professional and efficient performance of academic pursuits and campus operations, the University cannot routinely accommodate children in campus workplaces or classrooms. Presence in classrooms is restricted to enrolled students or visitors with a legitimate purpose, who may be adults or minors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons. Instructors have the responsibility to ensure that the classroom is conducive to student learning and may address disruptive or distracting situations as appropriate. Instructors in lecture-based classes have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies. In these cases, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in any location on campus. Regular repeated visits by children or others without a legitimate purpose are not permitted. The Department of Art does not permit children or pets in any lab or studio environment or other areas where potential hazards exist. Children brought on campus must always be directly supervised by their parent or guardian. It is not appropriate to ask faculty or staff members, or other students, to supervise children. Leaving children unattended is a violation of the MSU Denver Student Code of Conduct.

Definitions

- 1. Children: Minors under the age of 18.
- 2. **Minors Enrolled as Students:** Enrolled students under the age of 18 have the rights and privileges of any other student in the classroom and on campus grounds.

RESOURCES

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

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

Student Care Center: https://www.msudenver.edu/student-care-center/

Rowdy's Corner (food assistance): https://www.msudenver.edu/student-care-center/rowdys-corner/

Immigrant Services: https://msudenver.edu/immigrant-services/ LGBTQ Student Resource Center: https://msudenver.edu/glbtss/

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

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

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

CAMPUS-WIDE EMERGENCY PREPAREDNESS

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

Please use the following to familiarize yourself with these guidelines:

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

MSU DENVER DEPARTMENT OF ART LAND ACKNOWLEDGEMENT STATEMENT

The MSU Denver Department of Art acknowledges that we are located on the unceded territories of Indigenous peoples, that our campus operates on the territories and homelands of the Hinono'ei (commonly known as the Arapaho) and Só'taeo'o and Tsistsistas (Cheyenne) Nations. This area is also the site of trade, travel, gathering, and healing for many other Native Nations including the Lakota, Núuchi-u (Ute), Ka'igwu (Kiowa), Numunuu (Comanche), Haisndayin (Jicarilla Apache), and Newe (Shoshone). The establishment of our campus also dismantled the culture, community, and tradition of this place through the displacement of the many Latino/x/a people who lived and worked in the Auraria neighborhood. We respect the many diverse Indigenous peoples connected to this land and value the sophisticated and intricate knowledge systems they have in relationship to this land. By knowing our history, we can better understand our place within it and seek to be in right relationship with the people who were here before us and are here now.

It is our privilege to identify Auraria campus and MSU Denver as a place of learning and inclusion. We collectively understand that offering a Land Acknowledgement neither absolves settler-colonial privilege nor diminishes colonial structures of violence, at either the individual or institutional level. Land Acknowledgements must be preceded and followed with ongoing and unwavering commitments to displaced Indigenous and immigrant communities. As an academic department housing the disciplines of Studio Art, Communication Design, Art Education, and Art History it is particularly important for us to acknowledge the role that institutions of both art and education have at times played in the creation and perpetuation of settler-colonial systems of power, oppression, and disenfranchisement. However, art has also been used as a powerful tool of resistance and resilience, a tradition we seek to uphold and perpetuate. The department actively promotes our own education in the spatial relationships of Indigenous communities to lands both locally and across the globe. We are committed to expanding the art, history, and design expressions of the department with diverse voices and perspectives, including Indigenous and Latino/x/a makers, thinkers, and writers. We recognize there are ways to support Indigenous people today, including through supporting the MSU Denver Indigenous and Native Peoples' Grant and Displaced Aurarian Scholarship and through local organizations such as the Denver Indian Center and Denver Indian Family Resource Center. To learn more about the extended history of the land of Auraria campus please reference our extended statement and visit the exceptional resource native-land.ca.

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