

UNDERGRAD, College of Art – Syllabus Part 2
Sam Fox School of Design & Visual Arts, Washington University

COURSE POLICIES

Academic Accommodations

Reasonable Accommodations for Disabled Students - Washington University in St. Louis supports the rights of enrolled students to a full and equal educational opportunity and, in compliance with federal, state, and local requirements, is committed to reasonable accommodations for individuals with documented disabilities. Disabled students for whom accommodations may be necessary must be registered with, and provide their faculty official notification through, WUSTL's **Disability Resources** (<https://students.wustl.edu/disability-resources/>). Once established, responsibility for disability-related accommodations and access is shared by DR, faculty, and the student. Please contact Disability Resources at 314.935.5970 or disabilityresources@wustl.edu.

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. For more information visit https://samfoxschool.wustl.edu/files/Greivance%20Policy_Update%202019.pdf.

Technology Policies

Computers or other electronic devices, including "smart pens" (devices with an embedded computer and digital audio recorder that records the classroom lecture/discussion and links that recording to the notes taken by the student), may be used by students at the discretion of the faculty member to support the learning activities in the classroom. These activities include taking notes and accessing course readings under discussion. If a student wishes to use a smart-pen or other electronic device to audio record lectures or class discussions, they must notify the instructor in advance of doing so. Permission to use recording devices is at the discretion of the instructor, unless this use is an accommodation approved by Disability Resources.

Nonacademic use of laptops and other devices and use of laptops or other devices for other coursework is distracting and seriously disrupts the learning process for other people in the classroom. Neither computers nor other electronic devices are to be used in the classroom during class for nonacademic reasons or for work on other coursework. Nonacademic use includes emailing, texting, social networking, playing games, instant messaging, and use of the Internet. Work on other coursework may include, but is not limited to, use of the Internet, writing papers, using statistical software, analyzing data, and working on quizzes or exams. The nonacademic use of cell phones during class time is prohibited, and they should be set on silent before class begins. In the case of an emergency, please step out of the room to take the call. The instructor has the right to hold students accountable for meeting these expectations, and failure to do so may result in a loss of participation or attendance points, a loss of the privilege of device use in the classroom, or being asked to leave the classroom.

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The Sam Fox School Information Technology Infrastructure has many services for your benefit. Visit <https://sites.wustl.edu/insidesfs/it/> for more information.

License for Non-Exclusive Right to Reproduce and Distribute

The course instructor has non-exclusive right to reproduce and distribute work produced in this class as part of a publication or body of work, which may include products from this course or other works. Students retain ownership of all rights held under copyright. This permission is revocable for 3 months following the conclusion of this course via notification in writing to the course instructor.

Ethics/Violations of Academic Integrity

Ethical behavior is an essential component of learning and scholarship. Students are expected to understand, and adhere to, the University's academic integrity policy: wustl.edu/policies/undergraduate-academic-integrity.html. Students who violate this policy will be referred to the Academic Integrity Policy Committee. Penalties for violating the policy will be determined by the Academic Integrity Policy committee, and can include failure of the assignment, failure of the course, suspension or expulsion from the University. Additionally, students should If you have any doubts about what constitutes a violation of the Academic Integrity policy, or any other issue related to academic integrity, please ask the instructor.

Always cite sources when ideas are presented and/or language that was developed by another individual, including material from class lectures and discussions.

Violation of this policy includes collaborating on assignments where collaboration is not allowed and/or utilizing notes, texts, etc. on any assignment where use of such materials is not allowed.

English Language Proficiency

If English language proficiency is such that the student may need special assistance in lectures, reading, written assignments, and/or exam taking, please communicate these needs to the instructor who may refer the student to the [English Language Program](#) (ELP). ELP is a University-wide resource that provides classes and academic English language support designed to increase non-native English-speaking students' English language proficiency and to facilitate their academic success at Washington University. Other Academic Assistance resources are available through the [Office for International Students and Scholars](#).

Religious Holidays

The Sam Fox School of Design & Visual Art recognizes the individual student's choice in observing religious holidays that occur during periods when classes are scheduled. Students are encouraged to arrange with their instructors to make up work missed as a result of religious observance, and instructors are asked to make every reasonable effort to accommodate such requests. The [Office of Religious, Spiritual and Ethical Life](#) maintains a calendar of many religious holidays observed by the WashU community.

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RESOURCES FOR STUDENTS

For information on all available student resources, including disability accommodations, campus safety, mental health resources, writing assistance, grievance procedures, and much more, please go to <https://insidesamfox.wustl.edu/students/advising/student-campus-resources/>

For information on available student funding opportunities in the Sam Fox School, please look online at <https://www.samfoxschool.wustl.edu/note/13125>

Safety

Emergency Numbers (on campus) Ambulance/Fire/Police--314-935-5555; Emergency Health Service--314-935-5555

Urgent Care

Student Health Services utilizes Barnes Jewish Hospital Emergency Department, which is located on Kingshighway. Call 314-362-5000 to reach the hospital.

Accommodations based upon Sexual Assault

The University is committed to offering reasonable academic accommodations (e.g., no contact order, course changes) to students who are victims of relationship or sexual violence, regardless of whether they seek criminal or disciplinary action. If you need to request such accommodations, please contact RSVP (information above) to schedule an appointment with an RSVP confidential, licensed counselor. While information shared with counselors is confidential, requests for accommodations will be coordinated with the appropriate University administrators and faculty. See: [RSVP Center](#)

Reporting Sexual Harassment

If a student discusses or discloses an instance of sexual assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking, or if a faculty member otherwise observes or becomes aware of such an allegation, the faculty member will keep the information as private as possible. But, as a member of Washington University, faculty are required to immediately report it to the Department Chair or Dean or directly to the University's Title IX Director, at [\(314\) 935-3118](#). Additionally, you can report incidents or complaints to the Office of Student Conduct and Community Standards or by contacting WUPD at [\(314\) 935-5555](#) or your local law enforcement agency. See: [Title IX](#)

Confidential Resources for Instances of Sexual Assault, sex discrimination, sexual harassment, dating violence, domestic violence or stalking

If a student needs to explore options for medical care, protections, or reporting, free, confidential support resources and professional counseling services are available through the Relationship and Sexual Violence Prevention (RSVP) Center in Seigle Hall, Suite 435, rsvpcenter@wustl.edu, 314-935-3445. For after-hours emergency response services, call 314-935-6666 or 314-935-5555 and ask to speak with an RSVP Counselor on call.

Mental Health

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Mental Health Services' professional staff members work with students to resolve personal and interpersonal difficulties, many of which can affect the academic experience. These include conflicts with or worry about friends or family, concerns about eating or drinking patterns, and feelings of anxiety and depression. See: <https://students.wustl.edu/mental-health-services/> Additionally, see [mental health services offered through the RSVP Center listed above.](#)

WashU Cares

[WashU Cares](#), within the Health and Wellness Unit, provides resources to all students on the Danforth Campus who may be having a hard time. WashU Cares is committed to helping create a culture of caring. Through proactive, collaborative and systemic approaches we work with students to identify interventions, resources, and supports that allow them to be successful. If there is a concern about the physical or mental well-being of a student, please file a report on our website. See: <https://washucares.wustl.edu/>