

## CLASS AND UNIVERSITY POLICIES 2017 – 2018

### Attendance and Deadlines:

Attendance is mandatory. Your presence and interaction with the instructor and other students is a crucial part of learning and growing.

- Any student who fails to attend the first week of class may be asked to drop the course.
- No more than three absences are allowed in the semester. Your final grade will be reduced by a letter for each absence after the third.
- Leaving early or arriving late is counted as a half absence. If you come to class late, it is your responsibility to tell me that you are late, otherwise, you may be marked absent.
- There are no “excused” absences. Save your allowable absences in anticipation of emergencies. Inform me in advance if you anticipate missing a class. Some absences due to prolonged illness, religious holidays or other extreme circumstances may be excused as defined by the University, but it is the student’s responsibility to notify the instructor and to give a written excuse as required by the University, found here <http://codeofconduct.gsu.edu/>
- You will be held responsible for the material covered in the missed class. Consult with your fellow students on what was covered in class. Turn in anything due at the missed class BEFOREHAND. Projects may be left in my Art and Design Office mailbox. Return from an absence with whatever work is expected for that class.
- The last day to withdraw and still receive a “W” for a course for Fall 2017 semester is **Tuesday October 10.**

### Academic Honesty:

<http://codeofconduct.gsu.edu/>

Plagiarism is presenting another’s work as though it were your own. Using another’s writing, images, or concepts without attribution is a violation of university policy and may result in expulsion. If you are not sure whether something is plagiarism, ask your instructor.

### Disruptive Behavior:

<http://codeofconduct.gsu.edu/>

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class\* behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messages or pages during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class. See the additional information on this policy in the Georgia State University Student Handbook.

### Individuals with Disabilities:

Students may request accommodation for a disability by registering with the Office of Disability Services. Visit

<http://www.gsu.edu/disability> for more information. Students may only be accommodated upon issuance of a signed Accommodation Plan by the Office of Disability Services and students are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought.

### Security:

Punch code and card locks have been installed to make our buildings safer for everyone. In any lab or studio under swipe or punch lock you must abide by the following:

- ALWAYS have your GSU ID card with you when on campus.
- NEVER allow anyone to use your card. If a student or member of the staff or faculty is authorized to be in the area, their cards will give them access. If anyone asks you for your card, report the incident to campus police.
- ALWAYS report suspicious people or activity to the faculty or graduate student in charge. If no such person is available, report suspicious activity to campus police at 404-413-2100.
- NEVER try to enter a studio or lab by “piggybacking,” i.e. if someone is entering the lab or studio before you, do not try to get through the door while it is open. Wait for the door to close and then swipe or punch in again to gain entry. Similarly, If you want to help a classmate or friend who is carrying a lot of equipment you can, 1) gain entry to the lab or studio by yourself, 2) wait on the other side of the door for the other person to enter, and 3) help the person with her/his equipment.

*These procedures are a course requirement and the consequences for violating them range from penalties to your course grade to expulsion from the class. Security is everyone’s concern. GSU and the Welch School of Art and Design thank you in advance for your cooperation.*

### Retention of Work:

The School of Art & Design has the right to retain any student project, whether it be for display, accreditation, documentation, or any other educational or legal purpose.

### Hazardous Materials:

Georgia State University is committed to providing a safe and healthful environment for its faculty, staff, students, and visitors and managing the University in an environmentally sensitive and responsible manner. There are procedures for responses and reporting of accidents, spills, etc. as defined within the Art and Design General Lab Safety Manual. Please know that **by definition, most glues and paints are considered hazardous materials.** Their use, for example, is restricted to well ventilated areas, and their disposal in only approved containers is mandated as well. For further information, refer to <http://bit.ly/1cAior4>