Addendum to 2013-2014 Undergraduate Art Syllabi

University and Art Department Policy and Procedures

UNIVERSITY POLICY

Tuition Refund

A full tuition refund is only available the first few days of each semester. For Fall 2013:
The last day to drop a full-semester fall class with 100% tuition only refund is Sept. 5, 2013.
The last day to drop a full-semester class (no tuition refund) is October 25, 2013.
The last day to drop an ADP Session I class with 100% tuition only refund is September 3, 2013.
The last day to drop an ADP Session I class (no refund) is September 27, 2013.
The last day to drop (with tuition refund) an ADP Session II class is October 31, 2013 at 5 p.m.
The last day to drop an ADP Session II class (no tuition refund) is November 22, 2013**.**
Courses dropped after the full tuition deadline will be designated with a W on the student's transcript. The Withdrawal designation does not count in the student's academic standing.

Disabilities Act Policy

In order for a student to receive disability accommodations under Section 504 of the Rehabilitation Act of 1973, he or she must contact Student Counseling and Disability Services (SCDS). SCDS will assist with information regarding the appropriate policy and procedure for disability accommodations before each semester or upon immediate recognition of the disability. SCDS is located in Alumni Hall Room – 4th Floor or you may contact them by phone at 601-925-7790. The Director of Student Counseling Services, Dr. Bryant may be reached via email at mbryant@mc.edu.

Academic Integrity

Cheating

Cheating on examinations, shall include, but not be limited to: (a) taking answers from another student's paper or allowing answers to be taken from one's own paper during an examination or quiz; (b) the use of notes or any other aid not specifically allowed or approved by the instructor; (c) unauthorized access to an unadministered examination or quiz and dissemination of same; (d) collaboration on take-home examinations unless specifically approved by the instructor.

Cheating on course assignments, shall include, but not be limited to: (a) receiving editorial assistance beyond that expressly allowed by the instructor; (b) collaborating with another person in the preparation of any assignment offered for credit when such collaboration is prohibited by the instructor; (c) submitting the same work for credit in more than one course, regardless of whether or not such submission occurs within the same term. An exception may be granted if the student receives written permission in advance from his/her instructor(s).

Plagiarism

No student shall submit as his or her own work any term paper, research paper, thesis or other academic assignment of original work that in any part is not in fact his/her own work. Knowingly using the ideas of another person and offering them as one's own original ideas is prohibited by this policy to the same extent as knowingly using the words of another writer and offering them as one's own original writing.

Students should refer to the Tomahawk for the above policies and further academic regulations.

Attendance Policy

Class attendance/participation is an essential part of university education, and students are expected to attend/participate regularly and punctually all classes and laboratories for which they are registered. Cumulative absences/nonparticipation may result in a lowered grade or loss of credit for the course. **Tardiness** is also subject to penalty, as is any failure to complete required class work on time. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize university policy:

1. Class attendance/participation is required, and accurate records are kept.
2. For online courses, nonparticipation means the failure to login for any group assignments (ie.,chats, etc.), tests, or weekly assignments. Excessive absences are the same as for the classes that meet 1 time per week.
3. Students must not accumulate excessive absences. A student receives a grade of F in a course immediately upon accumulating the following number of absences, whether excused or unexcused:
   12 in semester classes meeting 3 times per week
   8 in semester classes meeting 2 times per week
   4 in semester classes meeting 1 time per week
   4 per session in the Accelerated Degree Program (ADP)
   6 in summer day classes
   In other classes which meet on different schedules, a student will receive an F in a class immediately when absences, whether excused or unexcused, (including university functions), exceed 25% of the class meetings.
   Absence Appeal. If a student misses more than the number of class periods specified in university policy and believes that there are reasonable explanations for the absences, he/she may appeal the absences to the dean of the school in which the course is being taught. Students may obtain a Student Absence Appeal Form from the office of the appropriate dean.
4. For lesser numbers of absences/non-participation, the student should expect a lowered grade in the course, with the maximum penalty of one letter grade for each week of absences (in a semester) or the equivalent. The calculation of the semester grade, including any penalty for absences, is the responsibility of the faculty member and may vary according to the nature of the course and the grading scale used. In some classes points will be deducted from the semester grade for unexcused absences; in others, the penalty may be built into the grading scale by means of frequent pop quizzes, grades for class participation, etc.
5. The faculty member will excuse a limited number of absences/non-participation for serious illness, for field trips, for representing the University, and perhaps for other emergency reasons which the faculty member finds justifiable.
6. Whether an absence/non-participation is excused or not, the student who is absent misses some learning that takes place in the class. Naturally, the faculty member is more inclined to assist the student in making up the work if the absence was excused. However, the responsibility for work missed rests entirely with the student.
7. A student registering late will be charged for all absences/non-participation occurring prior to his or her reporting to class, although these may be treated as excused absences.

Incomplete Grades

When a student has an acceptable reason for failing to complete a course on time, his/her record will be marked "Incomplete." The I grade is not to be abused to provide preferential treatment for a student who is unprepared through choice or carelessness. It is given only when circumstances beyond the student's control, such as illness on examination day, make it impossible to complete the course on schedule. The faculty member informs the student of the postponed date for completion of the work, which should be as soon as possible after the emergency that made the delay necessary but no later than the end of the next semester. An I that is not removed by the deadline becomes an F whether the student remains in school or not. *(In extraordinary circumstances the student may petition the Vice President for Academic Affairs for an extension of the deadline.)*

To receive an I grade the student fills out a Request for Incomplete Grade form obtained from the Office of the Registrar or the faculty member and pays a fee. Upon completion of course requirements, the faculty member uses the Permanent Record Change form to submit a new grade to the Registrar. The faculty member, not the student, turns the grade in to the Office of the Registrar. An I cannot be removed by repeating the course; if the course is repeated, the I becomes an F and counts among the hours attempted and grade point hours, as does the new grade.

Grade Correction/Appeal

A student questioning a semester grade must, before the end of the following semester, ask the faculty member of the course to check for possible error. If the student remains unsatisfied, he/she may then appeal to the dean of the school; final appeal is to the Vice President for Academic Affairs, who may seek the advice of the Academic Council in resolving the issue.

When it has been determined that a grade will be changed, the faculty member must acquire and process a Permanent Record Change form from the Office of the Registrar.

The university policies outlined above may be found in the 2013-2014 issue of the Undergraduate Catalog. Students should refer to the Catalog for further academic regulations.

ART DEPARTMENT

Honesty

The Art Department believes that true artistic growth takes place when a student is involved in the creative process from the very inception of an idea to its completion in some tangible medium or form. While enrolled in art classes at Mississippi College, students will be committed to submitting honest, original, and current work to their professors.
No works will be accepted that are: (1) traced from art works of other students or teachers; (2) traced, scanned, or photocopied from art works of contemporary and/or historical artists or published materials, photographic images, or projected photographs unless specifically required or authorized by the professor; (3) borrowed or stolen works from other students; and (4) personal works from previous semesters. All artwork shall be completed and submitted to meet the requirements of this course alone, and may not serve to fulfill the requirements in a second art class without the express written permission of both instructors.

Attendance

Art instructors are responsible for providing a structured atmosphere that fosters good stewardship of time and resources. In order to benefit from this, students are expected to attend class, to be prompt, and to remain in class for the duration of the class period. Roll will be taken at the beginning of each class period. Three tardies will equal one absence. A student who is tardy is solely responsible for requesting, at the end of the class period, that an absence be changed to a tardy. In cases when a student is blatantly tardy, the faculty member will determine whether a student should be listed as absent. Leaving early may also be penalized.

Flexibility Clause

The requirements, assignments, policies, evaluation, procedures, etc., outlined in the course syllabus are subject to change. Students' experiences and needs, as well as emerging knowledge, will be considered in modifying the course syllabus.

Classroom Maintenance

Proper maintenance of work areas is an expectation of professional conduct. Students are responsible for cleaning their own work areas following a studio session, and for removing all personal items from the classroom at the end of each class period. The Art Department is NOT responsible for items that are left in the classrooms that become lost, damaged, or stolen.

Phones

Mobile phones must be silent during class. Use of mobile phones, i-pods, cd players, etc are permissible with ear phones as long as no one else in the class can hear the sound. They cannot be worn during lectures, videos or demonstrations.

Email

All art students are required to use their MC e-mail accounts and will be held accountable for mail sent to their MC e-mail accounts.

Grading Scale

A	=	93-100
B	=	85-92
C	=	76-84
D	=	65-75
F	=	0-64

Publicity

During classes or department functions, photographs or video may be taken of individuals and/or their artwork. These images may be used for the purpose of promoting department activities and showcasing student work, both online and in printed media. If a student does NOT desire an image of themselves or their work to be seen publicly, then they are responsible for addressing concerns to the photographer or a department official.

Comment Boxes

The Art Department values your comments. Please put complements and concerns in the designated boxes throughout the department.

Quinn Library

The library in 410B has thousands of art books and resources. You may use them during the posted hours or with an instructor's admittance. You may not remove the books and resources from the room or use the computer.

Please print this page, fill in the information, and return it to your instructor.

Course Number:_____Course Name:_____

Semester:_____

"I have read, understood, and agree to comply with the terms, conditions, and policies as outlined in this addendum and the course syllabus."

_____

Print Name

_____ _____

Signature Date