Policies

Students are expected to proceed at a pace that enables them to finish the degree within the appropriate time limit. For MFA students, this is usually four semesters.

Students must maintain a minimum grade-point average of 2.70 (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 Graduate Studio places the student on academic probation. A second grade of B- in Graduate Studio results in dismissal from the program. A grade of C+ or below in Graduate Studio results in immediate dismissal from the program. Work completed with a grade of C+ or below in other course work does not count toward degree requirements.

The unit of credit in the Graduate School of Art is the semester hour, and it 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 earned by the number of semester hours for which grades of A, B, C, D or F have been recorded. Grades of P#, F#, L or Z are not figured into the GPA and do not count toward degree requirements.

If, following the last day for withdrawal from courses, the student experiences medical or personal problems that make the satisfactory completion of course work unlikely, they may request a grade of I (incomplete) from one or more instructors and must take the following steps: (1) discuss the request with the instructor before the final critique or portfolio review; (2) with the instructor's consent, complete an Incomplete Grade Petition, which is signed by both the instructor and the student; and (3) return the signed petition to the director of the Graduate School of Art for final approval.

Candidacy

Upon completion of the first semester of study, each student selects a Graduate Committee composed of faculty from the Sam Fox School and the larger university. This committee recommends program content and thesis approval. Admission to candidacy for the MFA degree is contingent upon passing a review by the Graduate Committee at the end of the first year of study. At that time, consideration may be given to the transfer of up to 6 units of graduate credit earned at another institution, provided the student can demonstrate that this would further the achievement of a specific academic goal. 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 the student is denied admission to candidacy twice, they will be dismissed.

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.

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, grading, or other matters in the Colleges 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 Sam Fox School stresses that every effort to resolve such a dispute be made by the faculty and student involved. A student’s eligibility for advancement in
sequential course work 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 else the degree conferral will be delayed by one semester or until resolved.

In general, the dispute process will occur and be resolved as follows:

1. The student presents their question about the grade in writing to the faculty member and clearly states the reasons for questioning the grade.
2. The faculty member and the student review the grading procedures as stated in syllabus and discuss the determining factors of the student’s grade.
3. If the case is not resolved between the student and the faculty member, the student may put forth their complaint in writing with supporting evidence to the chair* of the academic program, with a copy given to the faculty member involved with the dispute. The student should provide all of 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 Sam Fox School or to the director of the college.
4. The chair* of the academic program will review the materials. The chair will resolve the dispute by working with the faculty member and the student to arrive at a determination.

* In the case of the MFA program, the role of the chair is fulfilled by the director of the Graduate School of Art.

Integrity and Ethical Conduct

Washington University and Sam Fox School of Design and Visual Arts are committed to the highest ethical and professional standards of conduct and consider these to be integral to their mission of the promotion of learning. To maintain these standards, 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, and each community member is accountable for their own 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 and Policies page of the university’s website. Should a situation arise in which 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 that 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 the 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 Concerns

If a member of our academic community feels that 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 (https://titleix.wustl.edu) (for issues related to discrimination, sexual harassment, and sexual violence)
- Mental health concerns (https://shs.wustl.edu/MentalHealth/Pages/default.aspx) (Habit Health and Wellness Center)
- Drug and alcohol concerns (https://shs.wustl.edu/HealthAndWellness/HealthTopics/Pages/Substance-Abuse.aspx) (Habit Health and Wellness Center)
- Immediate physical/mental health concerns (https://police.wustl.edu/Pages/Home.aspx) (Washington University Police Department)
- Center for Diversity & Inclusion (https://diversityinclusion.wustl.edu/brss) (for issues related to bias, prejudice, or discrimination)

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.

Leave of Absence (LOA)

Graduate students in the Sam Fox School may request a voluntary leave of absence for up to one year (two semesters) when individual professional, medical, or personal circumstances warrant it. Petitions are reviewed and approved by the student’s program chair/director. Any requests extending beyond one year will be reviewed on a case-by-case basis.
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 the 2019-20 academic year are August 5 for fall and December 23 for spring. There is no guarantee that requests received after the deadline will be reviewed.

In the case of a medical leave of absence, approval is required from the Habif Health and Wellness Center before a student will be permitted to take a medical leave of absence and return. International students requesting a leave of absence must contact their adviser at the Office for International Students and Scholars (OISS) to discuss how the leave might affect their visa status.

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.

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 within one year, they must submit an official request for readmission to the appropriate program chair/director. Students who are withdrawn from the university for longer than one year must reapply for admission.

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 to the university will be cause for exclusion from class or refusal of graduation, further registration, or transfer 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 refund checks will be issued only after the fourth week of classes. Material fees for art courses will not be refunded after the course drop period for the 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 twelfth week of classes, provided that the condition is verified by the Habif Health and 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.

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
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<tbody>
<tr>
<td>Within 1st or 2nd week of classes</td>
<td>100%</td>
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<tr>
<td>Within 3rd or 4th week of classes</td>
<td>80%</td>
</tr>
<tr>
<td>Within 5th or 6th week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>Within 7th or 8th week of classes</td>
<td>50%</td>
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<tr>
<td>Within 9th or 10th week of classes</td>
<td>40%</td>
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<tr>
<td>After 10th week of classes</td>
<td>0%</td>
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</table>

Summer Withdrawals and Refunds

The Sam Fox School reserves the right to cancel a course if it has not enrolled enough students by the first day of class. If a course is canceled, all enrolled students will be notified and dropped from the class, and they 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:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>Prior to 15% of published meeting dates</td>
<td>100%</td>
</tr>
<tr>
<td>Prior to 30% of published meeting dates</td>
<td>80%</td>
</tr>
<tr>
<td>Prior to 45% of published meeting dates</td>
<td>60%</td>
</tr>
<tr>
<td>Prior to 60% of published meeting dates</td>
<td>40%</td>
</tr>
<tr>
<td>After 61% of published meeting dates</td>
<td>0%</td>
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</tbody>
</table>

Requests for refunds must be made in writing to the Sam Fox School Registrar's Office.

Students may drop a summer course without penalty through the 80% tuition refund deadline, and they may withdraw from a course through the 40% tuition refund deadline.

Graduation

Students are responsible for filing an Intent to Graduate form in order to have the degree conferred. The Intent to Graduate is available online through WebSTAC (https://acadinfo.wustl.edu/WSHome/Default.aspx). No degree will be awarded if this form has not been filed by the appropriate deadlines. Students who do not complete their degree requirements by their intended graduation date must re-file for the next graduation date.