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 have a maximum of three calendar years from the date of first registration to complete the degree.

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.

Probation serves as a warning that, unless the quality of work improves, the student may be subject to dismissal. Students dismissed for academic deficiency will not be eligible for readmission.

In support of the student, the Sam Fox School Registrar’s Office will work with the student to develop a plan for success. In order to succeed, the student must understand the causes of their current situation, identify what needs to change, and implement and review the plan.

Although the Graduate School of Art desires to give all students the opportunity to prove themselves, it is not in the best interest or either the student or the school to permit students to continue indefinitely in educational programs in which they are not producing satisfactory results.

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 according to the following system:

<table>
<thead>
<tr>
<th>Credit</th>
<th>Meaning</th>
<th>Degree Credit</th>
<th>Grade Points Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>superior</td>
<td>yes</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>superior</td>
<td>yes</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>superior</td>
<td>yes</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>good</td>
<td>yes</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>good</td>
<td>yes</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>passing</td>
<td>yes</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>unsatisfactory</td>
<td>no</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>unsatisfactory</td>
<td>no</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>unsatisfactory</td>
<td>no</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>unsatisfactory</td>
<td>no</td>
<td>1.3</td>
</tr>
</tbody>
</table>

Grades of I, X and N will automatically become grades of F if the deficiency is not made up within the next semester in residence. The GPA is determined by dividing the number of grade points 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 Sam Fox School Registrar’s Office for final approval.

The instructor is under no obligation to award a grade of Incomplete. The chair of the student’s program must review each request before a grade of Incomplete will be granted. Once granted, an Incomplete will become a grade of F if the deficiency is not made up within the next semester of residence or by the date agreed.

When a student retakes a course, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first, the first grade may be changed to an R indicating re-enrollment. If the second grade is lower, both grades will stand. Credit toward the degree will be allowed for only one of the enrollments.

In the case of a grade sanction for an academic integrity or professional dishonesty violation, the normal course retake policy does not apply. If retaking the course, both grades will remain on the transcript and only the second grade, if passing, will count toward degree requirements.
English Language Support Courses
All incoming international students will be automatically enrolled in English language support courses. Students will be reviewed during the first week of classes and the course waived by the instructor if deemed unnecessary. Any student who needs continued support during the spring semester will be enrolled in additional workshops. These courses are required, but they do not count toward degree requirements. These courses are free of charge to the student; however, any student who fails a needed course will be billed additional tuition.

Candidacy
Admission to candidacy for the MFA degree is contingent upon passing a review at the end of the first year of study. 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 work and written documentation; 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 should 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 the 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.

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 (https://wustl.edu/about/compliance-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 (https://samfoxschool.wustl.edu/node/5766/) 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 (https://studentconduct.wustl.edu/academic-integrity/) 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 (https://wustl.edu/about/compliance-policies/governance/grievance-policy-allegations-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) (Habif Health and Wellness Center)
- Drug and alcohol concerns (https://shs.wustl.edu/HealthAndWellness/HealthTopics/Pages/Substance-Abuse.aspx) (Habif 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)

Academic Integrity

Students and members of the faculty of the university have an obligation to uphold the highest standards of scholarship. Plagiarism and other forms of cheating will not be tolerated. When the student has violated the integrity of the academic community, an instructor may recommend that the student be brought before the Committee on Academic Integrity (https://samfoxschool.wustl.edu/files/Graduate%20School%20of%20Art%20Academic%20Integrity%20Policy.pdf).

Student Conduct

Students are expected to comply with the rules and regulations of the University. See the University Student Conduct Code (https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code/) and Graduate School of Art Studio Culture Policy (https://samfoxschool.wustl.edu/files/Graduate%20School%20of%20Art%20Studio%20Culture%20Policy.pdf) for more information. Additional information is available in the Graduate Student Handbook distributed at orientation.

Leaves of Absence

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. 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 2020-21 academic year are August 3 for fall and December 29 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 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. Students who are withdrawn from the university for longer than one year must reapply for admission.

Financial Obligations

The University reserves the right to change the fees stated or to establish fees at any time without prior written notice. Whenever changes or additions are made, they become effective with the next payment due.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Within 1st or 2nd week of classes</td>
<td>100%</td>
</tr>
<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>
</tr>
<tr>
<td>Within 9th or 10th week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>After 10th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</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.

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.

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.