

Policies

To receive the Bachelor of Fine Arts or Bachelor of Arts degree, students must meet the requirements of the College of Art and take academic courses with other undergraduates. Work in art and design can be combined with studies in architecture, business, engineering, humanities, natural and social sciences, and the other arts. Students may take these courses for educational and intellectual enrichment or in direct correlation with their primary interests. Courses in the School of Continuing & Professional Studies do not count toward degree requirements.

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 a student has violated the integrity of the academic community, an instructor may recommend that the student be brought before the Committee on Academic Integrity. A list of university policies can be found on the website of the University Registrar.

Advanced Placement Credit

A maximum of 15 units of pre-matriculation or non-Washington University transfer credit may be counted toward an undergraduate degree. This includes Advanced Placement, International Baccalaureate, and British A-Level exams. Credit cannot be granted for College-Level Examination Program (CLEP) tests.

Pre-matriculation units count toward open/general electives. They do not count for Arts & Sciences distribution, second major, or minor requirements.

Attendance

Regular attendance at all classes and studio meetings is expected. The instructor of each course is allowed to decide how many absences a student may have and still pass the course. Instructors are expected to give reasonable consideration to unavoidable absences and to the feasibility of making up work that has been missed. Students are expected to explain to their faculty the reasons for any absences and to discuss with them the possibility of making up missed assignments.

In addition, Washington University has a policy for absences related to religious holidays (PDF).

Digital Technologies

Technology plays a critical role in the educational experience. The College of Art is committed to the integration of relevant technology into the curriculum. Students are required to have a specified computer and software beginning with the first semester of study. Supplemental purchases (e.g., monitors, scanners, tablets) may be necessary as students advance and declare a major. Information is available on our Digital Technologies webpage.

Enrollment Status

Definitions of *full-time study*, *half-time study*, and so on are based on federal regulations. Enrollment status impacts eligibility for campus services as well as Washington University's reporting obligations. Alignment with policies in financial aid, international student services, student health insurance, VA benefits, and athletics is critical.

Washington University's definition for full-time undergraduate study is at least 12 credit-bearing units (semester hours) per term. Units taken under the audit grade option do not factor into enrollment status calculations, so they cannot count toward the 12 units required for full-time enrollment.

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.

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 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 the course syllabus and all of the 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 the Sam Fox School of Design & 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. 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. 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 (for issues related to discrimination, sexual harassment, and sexual violence)
- Mental health concerns (Habif Health and Wellness Center)
- Drug and alcohol concerns (Habif Health and Wellness Center)
- Immediate physical/mental health concerns (Washington University Police Department)
- Center for Diversity & Inclusion (for issues related to bias, prejudice, or discrimination)

Intent to Graduate

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. 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.

Internships

Students may elect to do an internship as part of their degree. An internship is a structured and supervised professional experience related to a major within the College. The maximum number of units that can be earned per internship is 1 (50 hours or more). No additional credit is awarded for hours over 50. Students may only complete one internship per semester, including summer. Students may apply no more than 3 total internship units toward their degree requirements. Grading is on a pass/fail basis.

In order to be registered for an internship, a student must submit an approved "Learning Contract" prior to starting work. If the internship is in the fall or spring semester, the approved "Learning Contract" must be submitted before the drop/add deadline. Students must be enrolled for the internship during the same semester in which they complete the professional experience. Students cannot receive internship credit for an experience completed in a prior semester.

Students must submit an "Internship Performance Evaluation" from their supervisor within 30 days of completion. Students must also submit (within 30 days of completion) either a daily journal, a reflective essay (five pages), or a portfolio. The student's responsibility is to make sure that all paperwork and supporting documents are received by the Sam Fox School Registrar's Office (Bixby Hall, Room 1), or credit will not be awarded. Please visit the Inside Sam Fox website for the necessary forms related to internships.

Leave of Absence

A student may request a leave of absence for one or two semesters when individual professional, medical, or personal circumstances warrant it. Petitions are reviewed and approved by the Sam Fox School Registrar's Office. Any requests extending beyond one year will be reviewed on a case-by-case basis. In addition to a written petition, the student requesting a medical leave of absence must submit a medical recommendation from Habif Health and Wellness Center.

A student returning from a leave of absence must submit a written request for reinstatement by July 1 (if returning in the fall semester) or by December 1 (if returning in the spring semester). In the case of a medical leave of absence, a letter of clearance is required from Habif Health and Wellness Center before the student will be permitted to re-enroll.

International students requesting a leave of absence must contact their advisor at the Office for International Students and Scholars to discuss how the leave might affect their visa status.

Students who are on a leave of absence for medical, mental health, academic, family, personal, or any other reason are not eligible to participate in a registered student group, hold a student group leadership position, or attend/plan a student-group-sponsored event as a representative of said student group. Depending on the type of leave and any corresponding policy restrictions, students on a leave of absence may or may not be able to attend campus-wide events as a guest of a current Washington University student.

Major Declaration and Transfer

A student declares their major by using the university's online registration system (WebSTAC). A student must declare a major no later than the beginning of the spring semester of the sophomore year. Once a student has declared a major, they must be approved to change to another major. Students requesting to change their major must be in good academic standing. Credit transfers between majors are at the discretion of the program chair.

Interdivision Transfer Policy: Transferring Into the College of Art

Undergraduate students enrolled in the College of Arts & Sciences, McKelvey School of Engineering, Olin Business School, or the College of Architecture may apply to transfer into the College of Art. Transfer requests must be made in WebSTAC by the last day of final exams of the semester before the effective semester. It is strongly recommended that students meet with a four-year advisor in the Sam Fox School prior to registration to ensure that they know what classes to take the following semester and are given waitlist priority. Otherwise, enrollment in the required studios for the semester of entry may not be possible. All Washington University students must spend their first semester in the academic division that admitted them.

Minimum Criteria

The following requirements must be met for an internal (interdivision) transfer into the College of Art:

1. Submit a portfolio of 10 to 20 images of the best and most recent artwork.
2. Achieve a cumulative GPA of 3.0 or higher. Students with GPAs below 3.0 are required to meet in person with the associate dean of students in the Sam Fox School for an interview and academic record review.
3. Present an academic record that supports the conclusion that the student will be able to complete a Bachelor of Fine Arts or Bachelor of Arts degree in the College of Art in a typical time frame. Depending on the student's level at the time of transfer, additional semesters and/or preapproved summer school may be required.
4. Be in good academic standing.

Each application is evaluated on a case-by-case basis. Meeting these requirements does not guarantee admission into the College of Art.

Portfolio Requirements

The portfolio should consist of 10 to 20 pieces of artwork such as drawings, paintings, photographs, illustrations, videos, sculptures, storyboards, websites, or other types of relevant work in art and design. Work from any studio courses previously taken in the Sam Fox School must be included in the portfolio. Artwork should be submitted as high-resolution digital images no larger than 2 MB each. Students should include only one image per file. Detail images or alternate views of work may be included as individual files. Each file should be in .jpg or .jpeg format and labeled using the following format: Lastname Firstname_01.jpg (e.g., Smith John_01.jpg).

The portfolio must also contain a numbered image list that corresponds to the file names. For each piece, students should list the course in which it was made (if applicable), the title/assignment, the media used, the size, and the year of completion. The image list may be a .pdf or .doc file.

The images and image list must be uploaded to a Box folder that the student will be informed how to access.

To Begin the Transfer Process

1. Log into WebSTAC and select "Change WU School" under the "Academics" tab.
2. Upload the portfolio and image list to Box as instructed.
3. Meet with the associate dean of students for an interview and portfolio review. Contact information for the associate dean is provided during the request process in WebSTAC.
4. Complete an exit interview or exit survey with the academic division that is being left.

Second Major Declaration Policy: College of Art

Undergraduate students enrolled in the College of Arts & Sciences, McKelvey School of Engineering, Olin Business School, or the College of Architecture may declare a second major in art or design in the College of Art. Second major declarations must be made in WebSTAC by the last day of final exams of the semester before the effective semester.

Minimum Criteria

The following requirements must be met to pursue a second major in the College of Art:

1. Submit a portfolio of 10 to 20 images of the best and most recent artwork.
2. Achieve a cumulative GPA of 3.0 or higher. Students with GPAs below 3.0 are required to meet in person with the associate dean of students in the Sam Fox School for an interview and academic record review.
3. Present an academic record that supports the conclusion that the student will be able to complete a second major in art or design in a typical time frame.
4. Be in good academic standing.

Each declaration is evaluated on a case-by-case basis. Meeting these requirements does not guarantee acceptance into the second major program.

Portfolio Requirements

The portfolio should consist of 10 to 20 pieces of artwork such as drawings, paintings, photographs, illustrations, videos, sculptures, storyboards, websites, or other types of relevant work in art and design. Work from any studio courses previously taken in the Sam Fox School must be included in the portfolio. Artwork should be submitted as high-resolution digital images no larger than 2 MB each. Students should include only one image per file. Detail images or alternate views of work may be included as individual files. Each file should be in .jpg or .jpeg format and labeled using the following format: Lastname Firstname_01.jpg (e.g., Smith John_01.jpg).

The portfolio must also contain a numbered image list that corresponds to the file names. For each piece, students should list the course in which it was made (if applicable), the title/assignment, the media used, the size, and the year of completion. The image list may be a .pdf or .doc file.

The images and image list must be uploaded to a Box folder that the student will be informed how to access.

To Begin the Declaration Process

1. Log into WebSTAC and select "Major Programs" under the "Academics" tab.
2. Upload the portfolio and image list to Box as instructed.
3. Meet for an interview and portfolio review with the advisor of the declared second major program. Contact information is provided during the declaration process in WebSTAC.

Minimum and Maximum Loads

Students must enroll in an average of 15 to 16 units each semester to complete degree requirements in eight semesters. It is strongly recommended that students enroll in no more than 18 units each semester in order to focus on studios and required courses.

Full-time enrollment is 12 units. Enrollment below 12 units may be granted only with the consent of the associate dean of students.

An enrollment above 21 units will be charged at the established university rate per hour for the additional credits and must be approved by the director or undergraduate program chair.

Refer to the section of this *Bulletin* that covers tuition and fees for both the annual tuition rate and the per-credit-unit breakdown applicable to the College of Art.

Students are expected to proceed at a pace that enables them to finish their degree within the appropriate time limit. For undergraduates, this is usually eight semesters. Exceptions to these minimum standards may be granted only with the written consent of the associate dean of students.

Prerequisites

Students enrolling in College of Art courses without the prerequisites must seek permission from the instructor in consultation with the chair; registration without this permission does not guarantee enrollment in the course.

Retention of Student Work

The College of Art reserves the right to hold a student's work(s) for exhibition purposes and holds reproduction rights of any work(s) executed in fulfillment of course requirements.

Satisfactory Academic Progress and Academic Standing

Satisfactory Academic Progress is demonstrated through completed credits and a minimum grade point average (GPA). Students are expected to proceed at a pace that enables them to finish their degree within an appropriate amount of time. For undergraduates, this is usually eight semesters, requiring a minimum pace of 66⅔% (number of credits earned divided by the number of credits attempted). Per the requirements of 34 C.F.R. 668.34(a)(4)(ii), the federal student aid program requires students to maintain a minimum GPA of 2.0 (C average) to maintain eligibility for financial aid. A minimum cumulative GPA of 2.0 is also required for students in the College of Art to be eligible to graduate.

As long as students demonstrate Satisfactory Academic Progress, they are considered to be in good academic standing. The College of Art considers the following key performance indicators to determine whether a student remains in good academic standing:

- Minimum semester and cumulative GPA of 2.0;
- Satisfactory progress in units completed (66⅔%, calculated by the number of credits earned divided by the number of credits attempted); and
- Progress in the focused area of study (e.g., major requirements).

All of the above indicators combined demonstrate Satisfactory Academic Progress. A deficiency in any of the three performance indicators will trigger a review that may cause a student to be placed into one of the academic standing categories described below, which is also a signal that minimum standards for graduating are not being met. Unless a student demonstrates improvement, thereby indicating their ability to fulfill degree requirements within a reasonable period of time, the student may be dismissed from the university. Although the College of Art desires to give all students the opportunity to prove themselves, it is not in the best interest of either the students or the college to permit students to continue indefinitely in educational programs in which they are not producing satisfactory results.

Academic Concern

Any of the following performance indicators at the end of a semester will cause the student's standing to be reviewed and may cause the student to be placed on Academic Concern:

- Receiving an incomplete (first occurrence and all subsequent occurrences)
- Earning a semester GPA of less than 2.0 (first occurrence)
- Earning fewer than a total of 12 units in a regular semester (first occurrence)

While a student placed on Academic Concern remains in good academic standing, this status is a signal to the student that academic performance is below minimum standards and, if continued, will likely cause the student to fall out of good standing.

A student may also be placed on Academic Concern when their earned semester pace or GPA is below the terms of Satisfactory Academic Progress because of outstanding or incomplete grades. Once all grades are received, the student's record is reviewed to determine satisfactory or other status.

An Academic Concern status is not noted on the official transcript; since it does not cause the student to fall out of good standing, it will not be incorporated into enrollment verifications requesting confirmation of academic standing.

Academic Notice

Any of the following performance indicators at the end of a semester will cause the student's standing to be reviewed and may cause the student to be placed on Academic Notice:

- Cumulative GPA of less than 2.0 (first occurrence and all subsequent occurrences)
- Semester GPA of less than 2.0 (second occurrence and all subsequent occurrences)
- Earning fewer than a total of 12 units in a regular semester (second occurrence and all subsequent occurrences)

Academic Notice status indicates that a student is not in good academic standing. Although this status is not noted on the official transcript, it will be incorporated into enrollment verifications requesting confirmation of a student's standing. Students placed on Academic Notice are notified in writing of the status and of any requirements resulting from the status change.

Academic Notice serves as a warning that, unless the quality of work improves, the student may be required to take time away due to academic deficiency. A student may be removed from Academic Notice when their cumulative GPA is above 2.0 and they are meeting the pace of 66⅔% for Satisfactory Academic Progress.

To support a student on Academic Notice status, the Sam Fox School Associate Dean of Students Office may require the student to develop and follow an Academic Improvement Plan. To succeed, the student must understand the causes of their current situation, identify what needs to change, and implement those changes. The student may be required to meet regularly with the Associate Dean of Students to review progress.

Academic Time Away

Any of the following performance indicators at the end of a semester will cause the student's standing to be reviewed and may cause the student to be placed on Academic Time Away, which is a pause in enrollment at Washington University:

- Any third time a student becomes eligible for Academic Notice
- Any second sequential semester a student becomes eligible for Academic Notice (These are typically the fall and spring semesters, since most students do not enroll in summer classes. However, if a student does enroll in summer classes after a spring semester after which they were placed on Academic Notice, their performance will be reviewed.)
- Any semester in which a student earns no degree credit

Academic Time Away status indicates that a student is not in good academic standing. Because this status is marked by a break in enrollment, this status is noted on the official transcript. Students placed on Academic Time Away are notified in writing of the status and of any requirements resulting from the status change, including the minimum number of semesters until they are eligible to request reinstatement. Students on this status are not allowed to enroll in any classes at Washington University during their Academic Time Away period, including courses offered by the School of Continuing & Professional Studies. Academic Time Away is not viewed as a punitive action. Rather, it is an academic pause applied when it is clear that

something is interfering with a student's ability to complete degree requirements. It is not in the student's best interest to continue unless they are able to apply changes that will allow them to make successful academic progress toward graduation.

First Appeal Option

A student who wishes to appeal their Academic Time Away status must present a written appeal within 48 hours of receiving notification stating the reason(s) why they believe their situation should be reconsidered. This statement must be sent as outlined in the notice of Academic Time Away. In this statement, the student must explain why the unsatisfactory academic performance occurred and, if they are allowed to return, what they would do differently. The student will then be given an opportunity to present their case in an appeal hearing. Failure to appear at an appeal hearing will be considered a withdrawal of the appeal.

The Sam Fox Registrar is responsible for coordinating appeal hearings, which consist of a faculty committee of a minimum of three Sam Fox School faculty members. The Associate Dean of Students may attend as a non-voting member of the committee. The committee will have access to the student's academic record, written appeal, any previous academic improvement plan, and any other information deemed relevant to the review. The student will have an opportunity to speak on their behalf and to answer questions posed by the committee. After the appeal hearing, the student is informed of the outcome in writing within 48 hours.

After deliberation, the faculty committee will make a determination based on a simple majority vote to either grant the appeal or to deny the appeal. If an appeal is granted, the student is reinstated for the upcoming semester and placed on Academic Notice. If the appeal is denied, all original terms of the original Academic Time Away remain in effect.

Second Appeal Option

The decision by a faculty committee may be appealed to the director of the student's academic division on any of the following grounds:

- *New evidence of a substantive nature:* New, significant evidence regarding factors affecting the student's academic performance becomes available that was not available at the time of the original appeal hearing. Information is not considered new evidence if the student did not attend the original hearing or voluntarily withheld information during the original hearing.
- *Substantive procedural error:* A specified procedural error or error in interpretation of university policies resulted in the student being denied a fair hearing, or the error prevented the faculty committee from making a fair decision.

Should the student wish to appeal the decision of a faculty committee, a written request must be sent within 48 hours of receiving the committee's decision to the director of the student's academic division. The written request should be of sufficient detail to stand on its own without accompanying testimony to permit the evaluation of the merit of the grounds for appeal. The director will determine whether there is

sufficient basis to modify or uphold the original determination of the faculty committee. If the appeal criteria are not met, the appeal will be denied. The review method used to make a determination is at the discretion of the director.

The student is informed of the outcome of their second appeal option in writing. If an appeal is granted, the student is reinstated for the upcoming semester and placed on Academic Notice. If the appeal is denied, all original terms of the original Academic Time Away remain in effect.

Reinstatement After Academic Time Away

If a student on Academic Time Away would like to return to the university in the future, they must petition and be approved for reinstatement. There is no guarantee that a student on Academic Time Away will be allowed to return. If the student is granted reinstatement, they are placed on Academic Notice upon return. Failure to achieve and maintain Satisfactory Academic Progress after reinstatement may result in a second status of Academic Time Away without an option for reinstatement.

Study Abroad

Students have an opportunity to study in Florence, Italy, for a semester or over the summer term. The program leverages this unique location by inviting local artists, designers, and architects to serve as instructors and visiting lecturers; incorporating local sites into course assignments and studio projects; and arranging numerous excursions to nearby sites and cities. The Florence program works hand-in-hand with the School's curriculum to ensure that students can study abroad while earning required degree units.

Undergraduate students are also eligible to participate in the university's study abroad programs. To receive academic credit for participation in a non-Sam Fox program, students must submit a written proposal and garner approval in advance. Students should contact the Special Programs Manager if they are planning to participate in a study abroad program to ensure that they are eligible and that credits will transfer. The Inside Sam Fox website's WUSTL Programs page has details about eligibility, credit policy, deadlines, and required proposal materials.

Students pursuing study abroad during the summer need to seek preapproval from the Sam Fox Registrar's office as outlined in the Transfer Credit policy.

Transfer Credit

A maximum of 15 units of pre-matriculation or non-Washington University transfer credit may be counted toward an undergraduate degree. A student wishing to transfer credit for courses completed at another institution must bring a full catalog description of the course(s) to the Sam Fox School Registrar's Office for preapproval. Upon receipt of an official transcript indicating a grade of C or better, courses will be considered for transfer. Grades for transfer courses will not appear on the student's Washington University record and will not figure into the student's GPA.

College courses taken to earn credit for high school graduation will not be considered for transfer.

Washington University does not transfer credits for courses taken online.

Transfer credit cannot be used to fulfill a Sam Fox minor.

No transfer credit will be awarded for courses taken while a student is suspended from Washington University for violations of the university Student Judicial Code or Academic Integrity Policy.

Students deferring admission or taking a gap year are not eligible to earn transfer credit.

Units and Grades

A *unit* is the amount of credit given for one hour of lecture or up to three hours of studio work per week for one semester.

Pluses and minuses are used. Each grade earned for a course taken for credit receives a specified number of grade points, and these points are affected by plus and minus grades as well. Symbols used for both options have the following meanings:

Grade	Meaning	Points per Unit
A+		4.0
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
D+		1.3
D		1.0
D-		0.7
F		0.0
P#	Pass (P/F option)	
F#	Fail (P/F option)	
I	Course work incomplete*	
W	Withdraw	
WLA	Withdraw (medical leave)**	
R	Repeat	
L	Successful audit	
Z	Unsuccessful audit	
N	No grade submitted	

* This grade signifies that the student has not completed part of the work for a semester but has satisfactorily completed the rest of the work. A student must remove a grade of I as discussed in "Incomplete Grades."

** The WLA grade is only for undergraduate students who withdraw from all semester course work with an approved medical leave of absence.

Minimum Grade Requirement

Undergraduate students in the College of Art must complete all required courses with a grade of C- or better. This includes any course taken to fulfill the writing requirement.

Minimum Grade Point Average

Students in the College of Art must have a minimum grade point average of 2.0 to be eligible to graduate.

Auditing a Course

Studio courses in the College of Art cannot be taken with the audit option. With prior approval from their academic advisor, students may audit an elective course outside the College of Art if the instructor allows.

Pass/Fail Option

A student may take one non-art course per semester on a pass/fail basis (exclusive of courses that must be taken pass/fail). Any additional courses taken pass/fail in a given semester will not be counted toward the degree. All courses with an F10 or F20 department number must be taken for credit, unless otherwise noted in the course description. Any course taken to fulfill the writing requirement must be taken with the credit option.

Students not majoring or minoring in the College of Art may petition to take one art or design course on a pass/fail basis by contacting the Sam Fox School Registrar's Office.

Incomplete Grades

Students who, following the last day for withdrawal from courses, experience medical or personal problems that make satisfactory completion of course work unlikely may request a grade of I (incomplete). Students in this situation must take the following steps:

1. Contact the instructor before the final review or exam to discuss the request.
2. If the instructor consents, complete an Incomplete Grade Petition signed by both the instructor and the student.
3. Return the signed petition to the Sam Fox School Registrar's Office for final approval.

The instructor is under no obligation to award a grade of I (incomplete).

The grade of I (incomplete) must be removed no later than the last day of classes of the next full semester. Upon failure to make up an incomplete grade within the next semester, the student will automatically receive an F in the course unless explicitly excused by the director of art. An F grade that is so received may not be changed.

Students will not be allowed to continue in courses that require prerequisites if the prerequisite has a grade of I (incomplete). A student who carries more than 9 units of with grades of I (incomplete) may be declared ineligible to re-enroll.

F grades for a semester may be changed only through the last day of classes of the following semester and then only in extraordinary circumstances. The director will approve no changes of F grades after this time.

Repeating a Course

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 grade, the first grade will be administratively changed to R to indicate the re-enrollment. If the second grade is lower, both grades will remain on the transcript, with degree credit for only one of the enrollments. This policy only applies to courses taken at Washington University.

Independent Study

Opportunities for independent study are available to undergraduate students in limited circumstances, such as a conflict which would affect a graduation timeline. Registration in an independent study requires the student to submit a written proposal and to obtain the approval of the sponsoring faculty, advisor, and program chair. Approved proposals must be submitted to the Sam Fox School Registrar's Office by the semester course add deadline. Proposals received after the deadline will not be considered.

A maximum of 3 units for juniors and seniors and of 1 unit for first-year students and sophomores can be taken per semester. Independent study cannot replace required courses.

A maximum of 9 units may be applied to degree requirements from the following areas: physical education, lessons, and/or independent studies.

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 Habib 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.

Withdrawal Date	Refund
Within 1st or 2nd week of classes	100%
Within 3rd or 4th week of classes	80%
Within 5th or 6th week of classes	60%
Within 7th or 8th week of classes	50%
Within 9th or 10th week of classes	40%
After 10th week of classes	0%

Summer Withdrawals and Refunds

The Sam Fox School reserves the right to cancel a course if it has not enrolled a minimum of eight students before 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:

Withdrawal Date	Refund
Prior to the first class meeting	100% + fees
Prior to 15% of published meeting dates	100%
Prior to 30% of published meeting dates	80%
Prior to 45% of published meeting dates	60%
Prior to 60% of published meeting dates	40%
After 61% of published meeting dates	No refund

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