

SCHOOL OF ART

POLICIES AND INFORMATION

ATTENDANCE POLICY

Students are expected to attend every meeting of each class in which they are enrolled. Absences may be excused only for extreme reasons as illness and death in the family. Each absence in excess of the equivalent of one full week of class may be considered sufficient reason to lower the grade for the class by one letter. For instance, a three credit studio class meets six hours each week; each absence in excess of six hours of missed class time may lower your grade by one letter.

REQUIRED STUDY TIME

The School of Art expects students to devote a minimum of three hours of studio activity of academic study per week for each credit for which they are enrolled. Hence, a three credit course requires a minimum of nine hours of work per week. Six of these are accounted for in class, and the remaining three must take place at other times, either in the studio or elsewhere.

Independent Study courses require four hours of study per credit each week; e.g., a five credit independent study course requires twenty hours of study each week. (See independent study contract for eligibility.)

BUILDING HOURS

Building Hours: During the days on which classes are scheduled the building will be open from 6:30 a.m. to 11:00 p.m.; building passes will not be required during these hours. Please note, however, that although the building will be open during these hours, certain classrooms or studios that require monitors may not be.

After Hours, Weekends, and Holidays : Except for those authorized students, the building will be closed between 11:00 p.m. and 6:30 a.m. on scheduled class days and all hours on weekends, holidays and between semesters. Undergraduate students can obtain access to the building during class times only by authorization from their instructors. Student ID cards are required as identification in the building at all times.

Combination Lock: Access to the building after hours will be gained only through the northwest combination lock door. Students will be informed of the

combination from their instructors. The combination will be changed following the end of each semester or as needed. In the rare case of students needing access between semesters, the new combination will be given to them by the Director on an individual basis.

Locked and Monitored Areas: Because of various factors, certain areas will have more rigid restrictions placed upon their access and will be governed by policies set by their area heads and the Director. The following items apply to some of those areas:

- A. Monitors: Some areas, such as the sculpture/shop and metalsmithing areas, will be open only while an assigned monitor is present; exceptions, however, may be made by the area head.
- B. Dangerous Conditions: Two or more persons must be present when potentially dangerous materials or equipment are in use.
- C. Spraying: There is to be no used of aerosol paints or adhesives in any space within the building (except in the sculpture spray booth). There is to be no spraying on the sides of the building or on the second floor on the cement bridge between Haynes Hall and Cheever Hall.
- D. Sign-Up: Access to some areas, such as the printmaking darkroom, may be made available by making arrangements in advance with the appropriate area head.

INCOMPLETE GRADES

Instructors may assign the grade of "I" (Incomplete) under two circumstances. The first is an unusual academic situation such as equipment failure, delays in the shipment of necessary materials, or other situations clearly beyond the control of the student. In this case, the "I" grade may be initiated by the instructor with the approval of the Director of the School of Art.

The second circumstance for which an "I" grade can be assigned is personal hardship, as defined in the current University Bulletin. In this situation, The hardship must be certified by the Dean of Student Affairs and Services, who must also initiate the "I" grade, but in certain circumstances the instructor may initiate the "I" grade.

MATERIALS FEE

All students in the School of Art pay a program fee of \$150 per semester, not to exceed eight semesters. This fee covers the cost of some supplies, expendable materials, visiting artists, and specialized equipment dedicated to student use.

STUDENT WORK

All student work done in the School of Art is the responsibility of the individual student while it is being created and stored in the school. Extreme care will be taken by the School of Art during the time the work is turned in for grading or is part of an informal exhibition in the school.

Work submitted to the Annual Undergraduate Juried Exhibition and the BFA Thesis Exhibition is not insured; although the School of Art will take all reasonable precautions, it will not be responsible for loss or damage of artwork. All work must be removed from studios and exhibitions areas at the end of the last day of the semester unless arrangements have been made with individual faculty members for retaining work between semesters. All work that is part of course requirements becomes the responsibility of the student at the end of the final week of the academic semester.

REGISTRATION

All Art 400 and 500 level Independent Study courses require an Independent Study contract filled out by the student and signed by the instructor. The School of Art office will then enroll the student in the class. Dates of pre-registration are listed in the Schedule of Classes and will be posted in advance around the building and in studios, plus announced by instructors in class.

LOCKERS

Each student enrolled in a studio art class is eligible for a locker space in the building. Lockers are not reserved and are available on a first come first served basis; a student has only to find an empty locker and place his/her own lock on it. Lockers will be cleaned out at the end of summer session.

MUSIC IN STUDIOS

Because many of the individual studio areas have radios, cd players, etc., it is expected that the volume will be kept at a tolerable level as to create a congenial atmosphere. Students and the instructor will agree at the beginning of the course specific rules for playing music during class time.

GENERAL

- A. Students are at all times responsible for a thorough clean-up of their projects; instructors at the end of each semester are responsible for the condition of the areas in which they have been teaching.
- B. For safety and health reasons, smoking is not allowed in any part of Haynes. Because of the use of hazardous chemicals in some studios, food and beverages are not permitted in the studios.

- C. Abuses of the access system to the building such as taped or blocked-open doors or windows, studios in disarray, violation of University policies regarding alcohol or drugs, or misuses of equipment will result in the clearing of the building and the elimination of after-hours access.
- D. Any person opening a door or otherwise providing after-hours access to the building for a person not authorized does so at the risk of the loss of his or her own building privileges and bears full responsibility for any consequences – theft, damage or injury – of that action.
- E. Non self-closing fired doors should never be blocked open. All designated exit corridors must be kept clear of furniture, projects, or trash. Maintain clear exit paths and access to all wall and column mount fire extinguishers.
- F. Bicycles, skateboards, rollerblades and pets are not allowed in the building. University regulations prohibit these items inside buildings. Bicycle parking is provided under the connection between Cheever and Haynes. Bicycles found in Haynes will be impounded by the Campus Police.
- G. The present building access system allows the greatest possible after-hours use of Haynes Hall while at the same time insuring personal safety and the maintenance of excellent facilities. Since both students and faculty have an obvious interest in the success of the access system, they have a responsibility for adhering to and enforcing its policies, which included the report of violations.
- H. This policy should be read to students in each class each semester and posted throughout the building.
- I. Only extension cords approved (three prong, grounded cords) by the School of Art may be used. Do not overload the electrical receptacles.