

# School of Art



## STUDENT PACKET CONTENTS

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**LOCKER RENTAL NOTICE**---Information on School of Art locker Rentals

School of Art  
Academic Advising

104 ART

206-543-0646

[uaskart@uw.edu](mailto:uaskart@uw.edu)

Have a great quarter!

To: School of Art Students

From: Christopher Ozubko  
Director, School of Art

RE: **School of Art Policies**

On behalf of the faculty and staff I would like to welcome you to the School of Art. We know that you will enjoy your classes and hope that you will take full advantage of the learning experience and resources that this School offers undergraduates at the University of Washington. The following are School of Art policies designed to help students get the most out of their classroom experiences in the visual arts and art history. Please acquaint yourself with these policies and direct any questions or problems to the staff in Academic Advising and Student Services, 104 Art, M-F, 8am-4pm (drop-in hours 11-3pm M-Th), 543-0646

### **University of Washington School of Art Policies and Procedures**

#### Equal Opportunity

The School of Art reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with UW policy and applicable federal and state statutes and regulations.

#### Disability Accommodation

- If you would like to request academic accommodations due to a disability, please contact Disabled Student Services, 448 Schmitz, (206) 543-8924 (V/TTY) or [uwdss@u.washington.edu](mailto:uwdss@u.washington.edu).
- If you have a letter from Disabled Student Services indicating you have a disability that requires academic accommodation, please present the letter to me so we can discuss the accommodations you might need for the class.

#### First Day Attendance Policy

Demand for Art classes is extremely high. Instructors assume that if you are not present for roll call on the first day of a studio art class you have decided not to remain enrolled. If you miss the first day without permission, it is your responsibility to drop the course. You may contact the instructor in advance and receive her/his permission to be absent on the first day.

#### Over-Limit Policy

- To obtain an over-limit, students must be present at roll call on the first day of class.
- To maintain the natural priority of the registration process, instructors will not sign and advisers will not accept over-limit permission slips until the first day of class.

#### Participation Policy

Absences from class prevent participation and may negatively affect grades. If you miss class due to illness or emergencies immediately notify your instructor and insure that all missed assignments and exams are completed.

#### Plagiarism

- Plagiarism is defined as using in your own work the creations, ideas, words, inventions, or work of someone else without formally acknowledging them through the use of quotation marks, footnotes, bibliography, or other reference.
- Please check with your instructor if you have questions about what constitutes plagiarism.
- Instances of plagiarism will be referred to the Vice Provost/Special Asst to the President for Student Relations and may lead to disciplinary action.

Incomplete Grades an incomplete is given only when you:

- Have been in attendance and done satisfactory work through the eighth week of the quarter.
- Have furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond your control.

#### Concerns about a course, an instructor, or a teaching assistant

- Talk with the instructor in charge of the class as soon as possible.
- If you are not comfortable talking with the instructor or are not satisfied with the response that you receive, you may contact the Director of Advising and Student Services, Judith Clark, Art 104, 206-543-0646
- If you are not satisfied with the response that you receive you may contact the Chair of the School of Art, Christopher Ozubko, 102 Art.

#### Examination Schedule

- Students are required to take exams as scheduled.
- Exceptions are granted in cases of documented emergencies and must be approved by instructor.

Grade Appeal Procedure If you are concerned that the grade you received for a class is incorrect:

- Contact the instructor who issued the grade and discuss the matter with her/him.

- If not resolved to your satisfaction, make an appointment with the Director of Academic Advising and Student Services, Judith Clark, 104 Art, 543-0646.
- If necessary submit a written appeal to the Director of the School of Art who will take the matter under advisement and call a faculty committee to review the student's course work and make a final determination concerning the grade dispute.

#### Materials Fees

- All art and art history classes have materials fee that are billed on your tuition statement. Information is available in 104 Art.
- If you drop a class in the first five days of the quarter, the fee is automatically removed from the quarterly billing.
- If you drop after the first five days (and before using any class materials) you must petition for a refund. Studio Art Fee Refund Petitions are available in 102 Art.
- The School of Art cannot process any petitions received after noon on the last day of the quarter.

#### Building Use Policy

- The Art building is open to students 365 days a year from 6am to 11pm.
- Students wishing to work in the building after 11pm obtain a key and building pass from Ann Greene in 102 Art.
- For the safety of our students, the campus police frequently monitor the facility. Individuals found without a pass may be asked to leave the building.
- All students working after hours in the studios and classrooms must maintain quiet, refrain from tampering with the work of others, and follow all regulations established by the faculty for each classroom/studio.
- Students who are not enrolled in classes for the quarter may not use the facilities, classrooms or studios in the School of Art.
- All students taking studio classes are expected to follow faculty direction in terms of keeping classrooms clean, safe, and workable for themselves and others.

#### Locker Policy –

##### **DO NOT STORE FLAMMABLE OR COMBUSTIBLE ITEMS IN LOCKERS**

- The Academic Advising and Student Services Office rents lockers to students taking classes in the School of Art.
- Lockers are available to rent beginning on the 1st day of each quarter. Check with the Advising Office for quarterly fee. Cash or check payment accepted.
- Lockers and issued locks are property of the School of Art. Tampering with or removing School of Art property is subject to fine.
- Lockers must be secured with School of Art issued locks. This policy is in place for the safety of all persons in the building to allow emergency access in case of a hazard.
- Students wishing to retain a specific locker throughout the school year must pay the specified rental fee for each quarter.
- No refunds on returned or unused lockers will be given after the first full week of the quarter.
- Do not store flammable or combustible items in lockers.
- Students are responsible for removing locker contents at the end of the rental contract. Items remaining after the specified clean-out date will be donated or discarded.
- A lock replacement fee will be charged for any damaged or missing locks.

#### Safety

- Many of the substances and equipment used in creative processes can be hazardous to you and others if used incorrectly. Enrollment in a class requires the student to know, understand and comply with all safety and equipment use policies in each classroom/studio. These guidelines are distributed to students on the first day of each class.
- *Art Hazards in the School of Art* handout is an excellent beginning resource for learning about these dangers. This handout is available in the Academic Advising and Student Services Office (Room 104).
- Material Safety Data Sheets, and information on hazardous waste disposal, UW Health & Safety Policy and art hazards are available from the School of Art Administrator (102 Art) and on reserve in the Art Library.
- Spray booths are provided for use of aerosols and their use is mandatory.

#### Image Use

The SoA regularly displays works of art that students create in class, images of student works, and images of students participating in SoA activities. We do this to promote our students, their work and the School, and the ways we display student works and related images vary widely. Use of such images is traditional among all art schools and we assume that by participating in UW SoA classes and activities students have no objection. However, if you do have concerns about these image uses, please contact Academic Advising and Student Services (206-543-0646 or [uaskart@u.washington.edu](mailto:uaskart@u.washington.edu)).

### Art Building Exhibition Policies

In most cases, student art work is safe, appropriate, and non-invasive. However, in a few instances, projects can become a problem for the building or the department in a number ways. To avoid those problems, art work that is displayed outside of the classroom, no matter how temporarily, must be reviewed and approved by the Administrator of the School of Art before installation.

If art is to be displayed outside of the classroom, it must be approved by the Administrator of the School of Art a week prior to installation. (The only exception to this policy is two-dimensional work displayed on the third floor display boards). Approval will be based on:

1. Appropriate location
2. Health & Safety considerations
3. Potential fire hazard
4. Environmental factors
5. Potential damage to the Art Building or the surrounding area

### **Approval process**

Instructors must submit to the School of Art Administrator a list (form available on School of Art web site or from Art Advising, Art Building, room 104) of all projects their students are planning to install at least one week in advance.

The Administrator will review the list and return it to the instructor indicating which projects will be approved. Projects that are not approved will have a reason enumerated next to the denial.

If a project is not approved, the student may meet with the Administrator for a more thorough review of the situation. A compromise, in most cases, can be reached.

If a project is substantially changed between the proposal/approval process and the installation, the instructor must resubmit the approval.

NOTE: the student's name and class must be VISIBLY displayed near the installation.

# CONNECT

<https://catalysttools.washington.edu/gopost/board/uwsoa/1411>

Get connected with the latest internships, job openings, exhibitions, workshops, competitions and more!

The “ArtExperience” page is updated frequently to keep you up-to-date on opportunities and events around campus, in Seattle, and across the country. Bookmark the page and check back often!

# STAY INFORMED

<http://mailman.u.washington.edu/mailman/listinfo/artadvice>

Sign up for the ArtAdvice listserv for notification of important deadlines and information specific to students in the enrolled in the School of Art.

# Graduating?

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*Be sure to meet with an adviser to submit your Graduation Application to make it official!*

Undergraduate students must complete an application for graduation with their departmental adviser. **The deadline for submitting the application is the third Friday of the quarter in which the student intends to graduate.** (Students graduating in Summer Quarter who plan to attend the Commencement ceremony must meet the Spring Quarter application deadline.) Please refer to the Academic Calendar for graduation application deadlines.

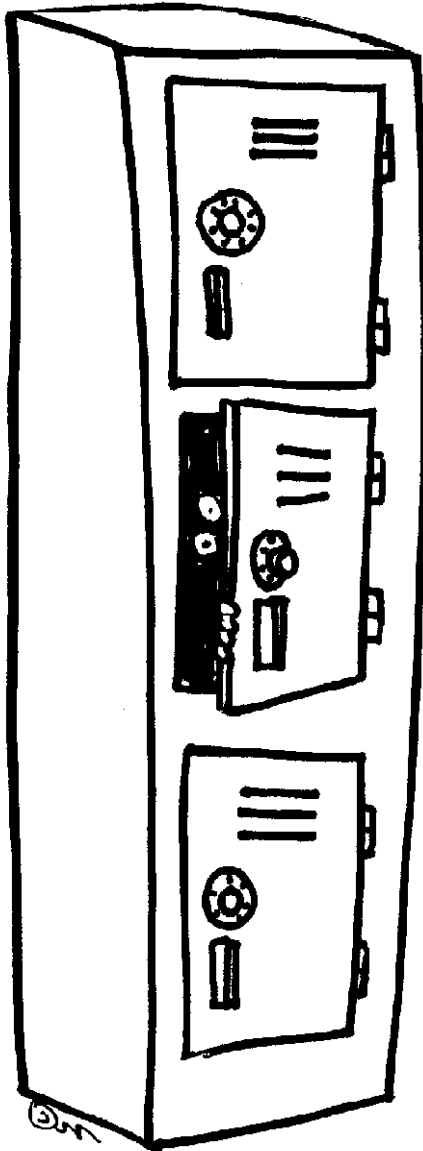
Degrees are not automatically awarded when requirements have been satisfied. It is the student's responsibility to apply for degrees and certificates. Graduation application forms are available in the major departments.

To be eligible for Graduating Senior Priority registration, students should contact a departmental adviser for information about the deadline.

Questions about application for undergraduate degrees can be directed to the Office of Graduation and Academic Records, 264 Schmitz Hall, Phone: (206) 543-1803, Fax: (206) 685-3660, Email: [ugradoff@u.washington.edu](mailto:ugradoff@u.washington.edu).

It is important to keep your address current. We will send you announcements regarding graduation, commencement, and diplomas. We may also need to contact you if we have questions about your remaining degree requirements.

# Need A Place To Store Your Stuff?



*Rent a School of Art Locker!*

**\$10/quarter**

**\$25/ Aut, Wtr, Spr**

**Cash or Check only.**

**For more information come to the  
Art Advising Office, ART 104.**