**College of Art**

The College of Art is part of the Sam Fox School of Design & Visual Arts

http://samfoxschool.wustl.edu

**Student Conduct & Academic Integrity**

Students are expected to comply with the rules and regulations of the University. See “University Policies and Procedures” available at https://acadinfo.wustl.edu/WebSTAC.aspx for more information. Additional information is available in the Art Student Handbook distributed at Orientation or in the Washington University Undergraduate Bulletin available at http://bulletin.wustl.edu.

**Bachelor of Fine Arts Degree Requirements**

A current list of degree requirements can be found at http://samfoxschool.wustl.edu/

Major areas of study are communication design, fashion design, and art—with optional concentrations in painting, photography, printmaking and sculpture. To earn a concentration, you must take at least 15 units of major coursework in an area.

First-year students take Drawing I and II and Practices in Architecture + Art + Design I and II. In the second year, you begin to explore your major area of interest. Your last two years will include intense study in your chosen focus area and a capstone experience. The capstone studio brings together all seniors in the studio areas and separately in the communication design and fashion areas for critical dialogue beyond disciplinary boundaries to guide preparation for a culminating B.F.A. exhibition.

Art electives, available in all the major areas, introduce the materials, techniques and aesthetic issues of particular disciplines. They offer the opportunity to explore areas outside the major and to gain experiences that complement and expand your expertise.

Throughout the four-year program, you may take Sam Fox Commons courses that provide opportunities to study “in between” art and architecture and expose you to different ways of thinking. These courses incorporate topics such as sustainability, public practice, and new technologies and will complement and enhance your chosen area of study.

To receive the Bachelor of Fine Arts degree, you must meet the requirements of the College of Art and take academic courses with other undergraduates. Work in art can be combined with studies in architecture, business, humanities, natural and social sciences, and the other arts. You may take these courses for educational and intellectual enrichment or in direct correlation with your primary interests.

Writing I is required in the first year. Transfer students must fulfill the Writing I requirement by taking Writing I or by review of a writing portfolio. For more information, go to http://transferportfolio.arts.wustl.edu.

Humanities: Humanities courses examine the human condition as it has been documented and expressed in both past and contemporary times. This area includes courses from Literature (both in English and other languages), Classics, History, Philosophy, and Religious Studies, as well as some courses in the creative arts such as Dance, Drama, Music and Writing. Courses designated “SF-Art: HUM” fulfill a humanities requirement.

Natural Sciences or Mathematics: These courses seek to understand the natural and physical world, using objective and empirical observation and controlled experimentation. This area includes courses from Biology, Chemistry, Environmental Biology or Policy, Earth & Planetary Sciences, Math, and Physics as well as some courses from departments such as Anthropology and Psychology. Courses designated “SF-Art: NSM” fulfill a natural sciences or mathematics requirement.

Social and Behavioral Sciences: These courses use qualitative and quantitative observation to explore the social environment, relationships with society, and forms of human behavior. These area includes courses from Anthropology, Economics, Education, International & Area Studies, Political Science, and Psychology, and courses from other areas, including interdisciplinary studies. Courses designated “SF-Art: SSB” fulfill the Social and Behavioral Sciences requirement.

Art History: Two one-semester introductory courses (Art- Arch 115 and 215) and three additional courses or related courses with permission of the associate dean of students. Courses designated “SF-Art: AH” fulfill an art history requirement.

**Required Units**

Students must fulfill the following degree requirements:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing I (C- or better)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>History of Western Art, Architecture &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Modern Art, Architecture &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>Additional Art History</td>
<td>9</td>
</tr>
<tr>
<td>Courses in Arts &amp; Sciences*</td>
<td>12</td>
</tr>
<tr>
<td>Courses in Architecture, Art, Design;</td>
<td>9</td>
</tr>
<tr>
<td>Arts &amp; Sciences; Business; or Engineering*</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>48</td>
</tr>
</tbody>
</table>

**Sam Fox Foundation Sequence**

Drawing I                                      | 3       |
Drawing II                                     | 3       |
2-D Design                                     | 3       |
3-D Design                                     | 3       |
Practices: Art + Architecture + Design I       | 1       |
Practices: Art + Architecture + Design II      | 1       |
Total                                          | 14      |

**Major Area Requirements**

Sophomores Studios                              |         |
Junior Studios                                  |         |
Senior Studios                                  |         |
Capstone                                       |         |
Total                                          | 42      |

**Sam Fox Commons (X10), Architecture, Art or Design courses**

Courses in Architecture, Art, Design;          | 9       |
Arts & Sciences; Business; or Engineering       | 15      |
Total Credit Units Required                    | 128     |

*Courses in Architecture, Art, Design; Arts & Sciences; Business; and Engineering except physical education; and Engineering except physical education, independent study, internships. Advanced Placement, International Baccalaureate or transfer credit.

Courses in University College do not count toward degree requirements.

**Academic Regulations: Grades**

Students in the College of Art must take all courses that begin with an "F" or "X" for a lower grade. Internships and seminars offered only under the pass/fail grade option may count toward degree requirements. Art students 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 degree requirements.

In the College of Art one semester unit of credit is assigned for every two hours of work completed in class and one hour of work completed outside of class per week for one semester. A grade point is a measure of quality assigned to units according to the following system:

<table>
<thead>
<tr>
<th>Credit</th>
<th>Degree Requirements</th>
<th>Grade Points Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>superior</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>good</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>average</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>average</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>unsatisfactory</td>
<td>1.3</td>
</tr>
<tr>
<td>D-</td>
<td>unsatisfactory</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>failing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>course work incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>X</td>
<td>examination not taken</td>
<td>0.0</td>
</tr>
<tr>
<td>N</td>
<td>no grade reported</td>
<td>0.0</td>
</tr>
<tr>
<td>P#</td>
<td>pass (P/F option)</td>
<td>0.0</td>
</tr>
<tr>
<td>F#</td>
<td>fail (P/F option)</td>
<td>0.0</td>
</tr>
<tr>
<td>L</td>
<td>successful audit</td>
<td>0.0</td>
</tr>
<tr>
<td>Z</td>
<td>unsuccessful audit</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>withdraw</td>
<td>0.0</td>
</tr>
<tr>
<td>R</td>
<td>repeat</td>
<td>--</td>
</tr>
</tbody>
</table>

Grades of I, X, and N will become grades of F if the deficiency is not made up within the next two semesters of residence. For a repeated course, students earn credit and grade points based on the second grade received. (See Policy on Retaking Courses.)

**Grade Point Average**

The undergraduate grade point average is determined by dividing the number of grade points earned by the number of semester units for which grades of A, B, C, D, or F have been recorded. Grades of F and P# received for courses taken on the Pass/Fail option are not figured into the grade point average. A letter grade of C- or above must be received in major classes to count for degree requirements. Students must maintain a minimum 2.0 cumulative grade point average to graduate.

**Academic Honors**

Dean’s list: In recognition of exceptional scholarship, first-year, sophomore, junior and senior art students who have earned at least 14 credit hours under the letter grade option (excludes courses taken pass/fail or audit) and earned a grade point average of 3.5 or higher during a semester will be cited on the Dean’s List.

Senior Honors: Undergraduate art students may be named as Eliot Scholar if their academic performance has been outstanding, with a cumulative grade point average of 3.5 or higher through the final semester.

Latin Honors: Graduating students may also be considered for Latin Honors (cum laude, magna cum laude, or summa cum laude) as determined by the dean.
Satisfactory Progress Toward a Degree

Students are expected to proceed at a pace which enables them to finish their degree within the appropriate time limit. For undergraduates, this is usually eight semesters.

Academic Probation and Suspension

A student whose semester grade point average is below 2.0 (grade of C) or who fails below a 'pass' of 66 2/3% (number of credits earned divided by the number of credits attempted) will be placed on academic probation.

If, after the following semester, the semester grade point average is still below 2.0 or the pace is below 66 2/3%, the student may be ineligible for normal advancement or may be suspended.

Probation serves as a warning that unless the quality of work improves, the student may be subject to dismissal because of academic deficiency. Students dismissed for academic deficiency will not be eligible for readmission until they have demonstrated, under the conditions set for each individual case, their ability to do satisfactory work.

While the College desires to give all students the opportunity to prove themselves, it is not in the best interest of the student or the College to permit a student to continue indefinitely in educational programs in which they are not producing satisfactory results.

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

Incomplete Courses

If, following the last day for withdrawal from courses, the student experiences medical or personal problems that make satisfactory completion of course work unlikely, s/he 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 signed by both the instructor and the student; and, 3. return the signed petition to the Associate Dean of Students for final approval.

Policy on Retaking Courses

Retaking courses in which “No Credit” has been received. When a student retakes a course in which “No Credit” has been received, both enrollments for the course appear on the transcript. If a passing grade is received in the second enrollment, the first enrollment may be changed to show an appropriate symbol indicating the re-enrollment upon request by the student and with departmental approval.

Retaking courses in which a passing grade has been received. When a student retakes a course in which a passing grade has been received, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first grade, the first grade may be changed to show an appropriate symbol indicating the re-enrollment upon the request of the student and with departmental approval. Credit toward degree fulfillment will be allowed for only one of the enrollments.

Courses completed at institutions other than Washington University will not be considered as applicable under this policy.

Major Declaration and Transfer

Students declare their major by using the University’s online registration system (WebSTAC). Once they have selected and been approved for a major, they must obtain permission to change to another major within the College of Art. Students requesting a transfer of major must be in good academic standing. "Major Transfer Request Forms" are available in the Administrative Office, Bixby Hall, Room 1, and must be filed before the drop deadline of the semester in which the student wishes to transfer. The transfer of credits between majors is at the discretion of the major faculty.

Transfer Credit

Students wishing to transfer credit for course work completed at another institution should bring a full catalog description of the course(s) to the Associate Dean of Students for pre-approval. 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 grade point average. College courses taken to earn credit for high school graduation will not be considered for transfer credit. Washington University does not transfer credits for courses taken online.

The Associate Dean of Students evaluates transcripts of incoming transfer students. Upon review, credit may be awarded and students will be notified of their status.

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 by providing instruction in digital technologies. Students re-enrolling as sophomores entering the sophomore year will be required to have an advanced computer and software. Supplemental purchases (monitors, scanners, tablets, etc.) may be necessary as students advance and declare a major. For more information visit the Sam Fox School website at http://samfoxschool.wustl.edu.

Sam Fox School Undergraduate Study Abroad Programs

The Sam Fox School has undergraduate study abroad programs that draw on the rich traditions as well as the contemporary design strengths in carefully selected locations. The programs are led by faculty from the Sam Fox School. Each program leverages its 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. All Sam Fox School Programs work hand-in-hand with the School’s curriculum to ensure that students can study abroad while earning required degree credits. For more information about these programs, visit the Sam Fox School website at http://samfoxschool.wustl.edu.

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 area of study intended to give students hands-on experience in their field. Credits vary from one to three; one credit hour requires a minimum of 50 contact hours. The maximum number of credits that can be earned per internship is three (150 hours or more). No additional credit is awarded for hours in excess of 150. Grading is on a pass/fail basis. Tuition is charged at the per credit hour rate, including summer.

In order to receive credit, students must have on file an approved "Learning Contract" before they begin and 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, reflective essay (10 pages) or a portfolio. It is the student’s responsibility to make sure that all paperwork and supporting documents are received by the Assistant Dean/Registrar (Bixby Hall, Room 1) or credit will not be awarded. Forms are available in Bixby Hall, Room 1.

Combined (Dual) Degree

Students may pursue a second bachelor’s degree from another division within the University. To do this, the student must satisfactorily complete all of the degree requirements for both degrees.

The Second Major

Art students may earn a second major in the College of Arts and Sciences, the John M. Olin School of Business, and the School of Engineering and Applied Science (Computer Science) while completing the requirements for the B.F.A. degree. Students choosing to take advantage of this option will graduate with a B.F.A. degree with two majors—one in art and one in another school. Students must successfully complete all of the degree requirements for the B.F.A. and all of the requirements for the second major. Unlike a combined (dual) degree program, students do not need to complete the distribution requirements necessary for a degree in the College of Arts and Sciences, the Olin School of Business, and the School of Engineering and Applied Science (Computer Science). Students interested in this option should consult with the Associate Dean of Students (Bixby Hall, Room 1).

Art Education

Students who wish to teach art at the elementary and secondary levels may obtain Missouri state certification by taking additional credit units of required education courses offered by the University’s Department of Education in the College of Arts and Sciences. These courses may be taken as part of the B.F.A. program. In addition to the course work in education, prospective art teachers must complete specific courses in general education (beginning in the arts, humanities, mathematics, natural sciences, and social sciences). For information on general education requirements, consult with the Associate Dean of Students (Bixby Hall, Room 1) or the Department of Education (Seigle Hall, Room 107). Missouri state certification normally takes an additional semester of study. Application to enroll in the teacher education programs may be made through the Department of Education and should be done no later than the beginning of the sophomore year. Part of the application process involves successfully passing College Base, an achievement test focused on general education content. (This test is periodically given on campus.) Acceptable scores on the SAT or the ACT must also be submitted. Interested students may also apply for admission to the Master of Education degree program offered by the Department of Education.

The Minor in Art Requirements

Students in an undergraduate degree program at Washington University outside the College of Art may pursue a minor. A current list of minor requirements can be found at http://samfoxschool.wustl.edu.

The minors are:

Art (15 units) – The minor in Art allows students to select five Art courses from an approved list. Students are able to choose from across the Art curriculum or cluster their courses in a single disciplinary area—painting, for example. It becomes the choice of each student to select a narrow or wide-ranging set of courses based upon particular interests and goals. For students in the College of Art, the minor in Art is available to students majoring in Communication Design or Fashion Design only.

Design (15 units) – The minor in Design allows students to take approved courses from across Communication Design, Fashion Design, and the illustrated Book Studio, mixing and matching courses to suit interests and schedules. For students in the College of Art, the minor in Design is available only to students majoring in Art.

Students outside the College of Art may take approved courses if space permits and prerequisites are met.

Consult the Associate Dean of Students or the Assistant Dean/Registrar (Bixby Hall, Room 1) for more information.
MINOR DECLARATION
Students declare their art minor by using the University’s online registration system (WebSTAC).

GRADING FOR MINORS
Students must receive a grade of "C-" or better to earn credit.

TRANSFER, ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE CREDIT FOR MINORS
Transfer, Advanced Placement (Studio 2-D, Studio 3-D, and Studio Drawing) and International Baccalaureate credit does not count toward a minor.

PASS/FAIL GRADING FOR NON-ART MAJORS AND MINORS
Students not in the College of Art may petition to take one art course on a pass/fail basis by contacting the Assistant Dean/Registrar at (314) 935-4761 or crisbaldwin@wustl.edu.

STUDENTS NOT CANDIDATE FOR DEGREE
Washington University employees and other students choosing to take courses without applying to the degree program may be admitted to the College of Art as a "Student Not Candidate for Degree (SNCD)." Degree-seeking students will have enrollment priority. All course prerequisites must be met, and tuition is charged at the regular per credit rate (see “Tuition Payment and Billing” under “General Information” at the front of the course listings). Students wishing to apply for admission as a non-degree student should contact the Assistant Dean/Registrar at (314) 935-4761 or crisbaldwin@wustl.edu.

WASHINGTON UNIVERSITY TUITION PAYMENT POLICY AND BILLING PROCEDURES
See front matter to this course listing for tuition rates. Students enrolled in more than 21 credits following the drop/add period will be charged the per credit rate for each credit above 21.

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

LEAVE OF ABSENCE
A student may request a leave of absence from the College for one semester at a time, up to one year. If this is granted, s/he may re-enroll at the end of that time without going through further admission or re-admission procedures. A “Request for Leave of Absence Form,” available in Bixby Hall, Room 1, must be completed before a leave of absence will be granted.

In the case of a medical leave of absence, a letter of clearance is required from the Director of Student Health and Counseling Services before a student will be permitted to re-enroll.

WITHDRAWALS AND REFUNDS
A written request for a refund must be submitted to the Associate Dean of Students for consideration. Approval is required to officially withdraw from the University. Tuition adjustments will be processed based on information received and according to the “Washington University Withdrawal Refund Policy” at the front of the Course Listings. Tuition refund checks will be issued only after the 4th week of classes each semester. Materials fees for College of Art courses will not be refunded after the 4th week of classes. 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 12th week, provided that the condition is verified by the University Student Health and Counseling Service 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.

RETENTION OF STUDENT WORK
The College 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.

FINAL EXAMS
All courses in the College of Art comply with final exam schedule XXXII (see instructor).

The Graduate School of Art is part of the Sam Fox School of Design & Visual Arts

http://samfoxschool.wustl.edu

STUDENT HANDBOOK
Additional information regarding grading policies and end-of-year committee and panel reviews is available in the Graduate Student Handbook distributed at Orientation.

STUDENT CONDUCT & ACADEMIC INTEGRITY
Students are expected to comply with the rules and regulations of the University. See “University Policies and Procedures” available at https://acadinfo.wustl.edu/WebSTAC.asp for more information.

GRADUATE PROGRAM: M.F.A. CURRICULUM
The Master of Fine Arts in Visual Art is a terminal professional degree in studio art. The Graduate School of Art subscribes to the standards set forth and accredited by the College Art Association of America and the National Association of Schools of Art and Design. The residence requirement for the Master of Fine Arts degree is at least two academic years of full-time study (minimum 12 credits each semester). Students have five calendar years from the date of first registration to complete the degree. Individual programs are arranged with the Director of the Graduate School of Art. Graduate students work with faculty advisors according to their areas of interest within the Sam Fox School and the larger University.

Students must complete 44 credits of studio work (10 credits each semester in the first year; 12 credits each semester in the thesis year). Two seminars in contemporary practices (3 credits each) and a combined total of 18 credits in art history and/or related courses, completed at the undergraduate and graduate levels, are required.

In the last semester, students take a 3-credit thesis seminar to complete the 60 credits required for the degree. The culminating event of the graduate program requires students to present, defend and document a thesis exhibition.

Elective credits can be completed in both academic and studio courses.

Academic electives must be taken at the 400- or 500-level to earn graduate credit with the exception of courses in the Department of Art History and Archaeology which may be taken at the 300-level or higher.

Art electives introduce students to the intellectual and conceptual issues and production methods of a broad array of practices which complement and expand the student’s area of study. First-year students must take all art electives at the 500 level; second-year students must take all art electives at the 600 level.
Students may not register for courses in University College—these credits do not count toward degree requirements.

SATISFACTORY PROGRESS TOWARD A DEGREE

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

ACADEMIC REGULATIONS: GRADES

Students must maintain a minimum grade point average of 2.7 (‘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 dismissal from the program. Work completed with a grade of ‘C+’ or below in other courses does not count toward degree requirements.

The unit of credit in the Graduate School of Art is the semester hour and 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>Degree Points Credit</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>superior</td>
<td>yes</td>
</tr>
<tr>
<td>A</td>
<td>superior</td>
<td>yes</td>
</tr>
<tr>
<td>A-</td>
<td>superior</td>
<td>yes</td>
</tr>
<tr>
<td>B+</td>
<td>good</td>
<td>yes</td>
</tr>
<tr>
<td>B</td>
<td>good</td>
<td>yes</td>
</tr>
<tr>
<td>B-</td>
<td>passing</td>
<td>yes</td>
</tr>
<tr>
<td>C+</td>
<td>unsatisfactory</td>
<td>no</td>
</tr>
<tr>
<td>C</td>
<td>unsatisfactory</td>
<td>no</td>
</tr>
<tr>
<td>C-</td>
<td>unsatisfactory</td>
<td>no</td>
</tr>
<tr>
<td>D+</td>
<td>unsatisfactory</td>
<td>no</td>
</tr>
<tr>
<td>D</td>
<td>unsatisfactory</td>
<td>no</td>
</tr>
<tr>
<td>D-</td>
<td>unsatisfactory</td>
<td>no</td>
</tr>
<tr>
<td>F</td>
<td>failing</td>
<td>no</td>
</tr>
<tr>
<td>I</td>
<td>course work incomplete</td>
<td>no</td>
</tr>
<tr>
<td>X</td>
<td>examination not taken</td>
<td>no</td>
</tr>
<tr>
<td>N</td>
<td>no grade reported</td>
<td>no</td>
</tr>
<tr>
<td>P#</td>
<td>pass (P/F option)</td>
<td>no</td>
</tr>
<tr>
<td>F#</td>
<td>fail (P/F option)</td>
<td>no</td>
</tr>
<tr>
<td>L</td>
<td>successful audit</td>
<td>no</td>
</tr>
<tr>
<td>Z</td>
<td>unsuccessful audit</td>
<td>no</td>
</tr>
<tr>
<td>W</td>
<td>withdraw</td>
<td>--</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 grade point average 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 grade point average and do not count toward degree requirements.

INCOMPLETE COURSES

If, following the last day for withdrawal from courses, the student experiences medical or personal problems that make satisfactory completion of course work unlikely, s/he 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 signed by both the instructor and the student; and, 3. return the signed petition to the Director of Graduate Studies 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 M.F.A. 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 denied admission to candidacy twice, the student will be dismissed.

THESIS

The thesis requirement for the M.F.A. degree comprises an exhibition of work; a defense of the thesis work and written document; and approval of both by the Graduate Committee.

WASHINGTON UNIVERSITY TUITION PAYMENT POLICY AND BILLING PROCEDURES

See front matter to this course listing for tuition rates. Students may not be enrolled in more than 16 credit hours following the drop/add period without approval of the Director of the Graduate School of Art. Students will be charged the per credit rate for each credit above 21.

CHANGE IN FEES

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

LEAVE OF ABSENCE

A student may request a leave of absence from the School for up to one year. If this is granted, students may re-enroll at the end of one year without going through further admission procedures. A “Request for Leave of Absence Form,” available from the Administrative Office, Bixby Hall, Room 1, must be completed before a leave of absence will be granted.

In the case of a medical leave of absence, a letter of clearance is required from the Director of Student Health and Counseling Services before a student will be permitted to re-enroll.

WITHDRAWALS AND REFUNDS

If a student withdraws from the program, a written request for a refund must be submitted to the Director of the Graduate School of Art for consideration. Approval is required to officially withdraw from the University. Tuition adjustments will be processed based on information received and according to the “Washington University Withdrawal Refund Policy” at the front of the course listings. Tuition refund checks will be issued only after the 4th week of classes each semester. Materials fees for Graduate School of Art courses will not be refunded after the 4th week of classes. 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 12th week, provided that the condition is verified by the University Student Health and Counseling Service 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.

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.

FINAL EXAMS

All courses in the Graduate School of Art comply with final exam schedule XXXII (see instructor).