

Course Policies - Payne's studio courses

Absences (policy may be detailed by syllabus)

Students are responsible for the information presented and for course work due (including unannounced quizzes and assignments) during both class and lab times. If you cannot attend class **or lab**, you are responsible for getting the information. If you have a valid reason for not getting assignments in on time or missing labs and lectures, such as a medical excuse or a family emergency, you should talk to me about it as soon as possible.

Grading Scales

Alphabetic grades given on projects will be recorded as these numeric scores:

A, B, C, D, F = 95, 85, 75, 65, 50 A-, B-, C-, D- = 92, 82, 72, 62 B+, C+, D+ = 88, 78, 68

Final grades will be averaged to the nearest whole number to assign a letter grade for the course:

93-100 = A, 83-86 = B, 73-76 = C, 63-66 = D, 0-60 = F

90-92 = A-, 80-82 = B-, 70-72 = C-, 60-62 = D- 87-89 = B+, 77-79 = C+, 67-69 = D+

Academic Dishonesty

Cheating on an exam or copying the work of someone else and passing it off as one's own (plagiarism) may very well result in the student failing the course. If you are doing the same work for two different classes both instructors must be notified or it will be considered academic dishonesty and action will be taken.

Class Preparation

In one very major respect, art courses are not much different from other courses in other disciplines. They all require outside preparation. Students are encouraged to use the art department studios except when courses other than their own are in session. Studio hours are 7:00 a.m. to 12:30 a.m. daily. Computer Lab hours are 7:00 a.m. to 11:30 p.m.

Incomplete Grades

If a course cannot be completed because of circumstances beyond the student's control, a grade of 'I' (incomplete) might be used. Under no circumstances will an 'I' be given simply because a student did not complete the course work, or would like to do it over again.

Student Artwork Policies

Technically, all artwork produced in conjunction with an art course at Wartburg is property of the Art Department. The Art Department reserves the right to hold student artwork for the purposes of exhibiting, reevaluating, or to use as examples for future courses (including the publishing of student work on the web). Every effort will be made by the department to use this policy in a fair and equitable manner. If you do not want your work published on the web or on the Art Department's various exhibit spaces around campus for whatever reason, notify the instructor and all efforts will be made to not post it.