

Evaluation and Grading Policy:

Attendance Policy:

The faculty of Communication Arts support a rigorous attendance policy in all classes. Consistent and prompt attendance develops responsible professional behavior and insures that students have access to the full range of experiences and information necessary to complete class assignments and acquire the skills and knowledge emphasized in a university education.

Attendance will be taken at the beginning of each class and you are expected to arrive on time and stay until class is over. The gathering of materials should be done before or after classes; there is no substitute for studio time.

Preparation for Class:

Students are to be prepared at the start of each class with assigned work and supplies. Students who do not participate in class critiques or individual discussions with faculty when scheduled to do so should not expect private critiques with faculty at a later date. Students who miss lectures and class discussions due to absences must obtain notes for the classes missed and assignments from a responsible classmate prior to the next class period. While faculty will be happy to clarify information for students who are confused, instructors cannot repeat lectures or elaborate project descriptions on an individual basis. Students should make every attempt to obtain general information from classmates before discussing details with faculty.

Deadlines

Because of the collective aspect of the critique, it is mandatory that your project be presented on time, so that that the critique covers the widest possible breadth of work. Failure to present a project at the start of class on the day of a "crit" will result in the automatic lowering of your grade for that project.

Tardiness:

Tardiness is defined as being ten minutes late for class or departing before the class has been formally dismissed by the instructor. Tardiness that exceeds 30 minutes will be counted as an absence. Three tardies are counted as one absence.

Students may not accrue absences exceeding the number of times the class meets in one week. For example, if a class meets once a week, then one absence is allowed. If a class meets twice a week, then two absences are allowed.

More than these absences may affect your grade and may lead to your withdrawal from the class. If the need arises for prolonged absences, you must contact your instructor.

Notification of Attendance Problem:

Students whose attendance matches the allotted number of absences will receive written and/or verbal warning. An absence or tardy accrued following this warning may result in one or more of the following:

Additional warning from the Department Head.

Removal from the class for attendance violations. (If before the official withdrawal deadline, student's transcript will carry the word WITHDRAWAL.)

Reduction in the overall grade for the semester. (In some instances, unsatisfactory attendance may result in a failing grade.)

Grading Policy:

University courses and VCUarts courses are taught with high expectations. Many students are unaccustomed to the high standards by which they are evaluated and graded. Perfect attendance, meeting all deadlines and working at your peak ability are universal expectations.

Classroom conduct has an impact on course grades. You are expected to actively participate in class activities and be a considerate member of the 'community' within the classroom. Students who are disruptive to class may be removed from the class and their grades lowered accordingly. Please refer to www.students.vcu.edu/rg/policies/conductguide.html for University policies relating to conduct.

- A Outstanding** - Consistently exceptional work that raises the standards for one's entire peer group
- B Above Average** - Exceeding the requirements/ expectations of the class
- C Average** - Meeting all class requirements
- D Below Average** - Completion of most, but not all, course requirements
- F Fail** - Failure to meet the requirements of the course

Withdrawal Dates:

November 5 -- Last day to drop a course with a mark of "W"

Religious observations:

It is the policy of VCU to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. Students desiring to observe a religious holiday of special importance must provide advance written notification to each instructor by the end of the second week of classes.