

Graduate Syllabus Policy Attachment

The following policy statements must be included in all graduate syllabi.

Course Attendance

Students have a responsibility to attend all scheduled class meetings.

Faculty are responsible for clearly stating their expectations for performance and attendance through the course syllabus, and during the first week of classes. This includes their manner of recording attendance and whether any portion of a student's grade is based on attendance and/or class participation. Faculty are obligated to recognize legally protected activities, such as religious holidays, military service, and jury duty.

Students are responsible for making themselves aware of course attendance policies, and for meeting all course expectations as outlined in the course syllabus regardless of missed class time. Students are responsible for communicating in a timely manner in written form (e.g. in an email) with their faculty regarding any missed class time and related class work.

A student who feels circumstances may warrant withdrawal from a single course should contact their Advisor and the Office of the Registrar. A student who wishes to request a medical leave of absence from the College should contact the Counseling and Wellness Center. Non-medical leaves of absence are coordinated through the Academic Resource Center. A student who misses the first meeting of a class may be dropped from the roster by the instructor.

The Academic Resource Center

The Academic Resource Center (ARC) provides access for all matriculated MassArt students to academic Advisors, success coaches, writing specialists, and a "Success Squad" of peer tutors and peer advisors, all of whom support remote and hybrid learning. Specific ways the ARC can support students include:

- Skills for successful remote learning
- Writing assistance on papers, artist statements, and assignments
- Time Management
- Advising on major selection and course plans
- Reading strategies
- Test preparation and strategies

Appointments can be made at massart.edu/arc-appt. Learn more about the ARC at massart.edu/academic-resource-center.

Students with Disabilities

Massachusetts College of Art and Design is committed to fostering the academic, personal, and professional growth of our students. We are especially committed to ensuring that students with documented disabilities, as defined under the Americans with Disabilities Act (ADA) and the subsequent Amendments Act (ADAAA), are provided equal access to all campus resources and opportunities. If you have a disability that may warrant accommodations, we encourage you to make an appointment with Student Accessibility Services staff within the Academic Resource Center (ARC)

at massart.edu/arc-appt. For more information, please visit the Student Accessibility Services web page: <https://massart.edu/student-accessibility-services>.

Media Recording

This class may use video and audio recordings of faculty and students, both online and in person, to better support learning. By enrolling in the course, students are consenting to being recorded in this class and may only withdraw such consent by informing the course instructor in writing. As these recordings may contain intellectual property as well as confidential student information (ex. student names, likenesses), sharing or transferring recordings of such content by any method currently available or any method that may become available in the future is not allowed. Copies of such recordings may not be shared (uploaded, linked, embedded, or otherwise posted via file-sharing, social media, or other sites or services). Access to video and audio recordings in this class is for personal educational use only and is available only to individuals currently enrolled in the class, unless faculty permission is expressly granted. Recording and/or sharing course materials including video and audio files without the written consent of the course instructor is a violation of College policies (ex. academic honesty) and will be reported to the Registrar and/or Dean of Students for further action and/or discipline.

Grading System

Two grading systems are used at the college:

Letter grades (A, A-, B+, B, B-, C+, C, C-, D, F, Incomplete, W) are given in the following courses: Liberal Arts, Art Education, Fashion Design, Graphic Design, Industrial Design, Animation, Illustration, and Architectural Design, and History of Art.

Pass / No Credit / Incomplete / W grades are given in the following courses: First year studio courses (Studio Foundation – SFDN), Film/Video, Photography, Studio for Interrelated Media, Fine Arts 2D – Painting, Printmaking, Fine Arts 3D – Ceramics, Fibers, Glass, Jewelry/Metalsmithing, Sculpture.

Graduate Programs Grading System

A dual letter and Pass/No credit grading system is used for students in the following programs: M.Des, M.Arch, MA, MAT, MAT/AE, M.Ed and TPP. A Pass/No credit grading system is used for students in the MFA and graduate level Post-baccalaureate programs.

Course Grade Definitions: Graduate Programs

A	Exceptional work in all respects.
B	Above average work, distinguished in certain but not all respects. Lowest passing grade in: M.Des, MFA and MFA-BLR, Graduate Post-bac, MA, MAT, MAT-AE, M.Ed and TPP programs.
C	Failing work. No credit is given in: M.Des, MFA and MFA-BLR, Graduate Post-bac, MA, MA, MAT-AE, M.Ed and TPP programsM

	M.Arch (Master of Architecture) Program: Below Average work. Lowest passing grade is C in the M.Arch Program only.
C-	Failing work. No credit is given.
D	Failing work. No credit is given.
F	Failing work. No credit is given.
Pass	Work meeting all expectations for successful completion of the course.
NC	No Credit. Work that does not meet the expectations of the course.
INC	Incomplete. A designation of an Incomplete in a course is a non-credit, temporary designation assigned when the student cannot, due to extenuating circumstances, complete the course obligations by the end of the semester.
W	Withdrawn from the course. No credit earned. W grades do not appear on the student's transcript.

If a failing grade is received in a required course, students must take the course again and pass it. This rule does not apply to a student who changed majors and who did not pass requirements for a previous concentration.

Course Grade Value for Pass/No-Credit for Graduate Programs

In all graduate and post-baccalaureate programs, a course grade of P is equivalent to a B or better; a course grade of NC is equivalent to an F.

Plagiarism

In creative work, plagiarism is the inappropriate and unethical representation of another's work as one's own. In those instances where a significant portion of a creative work is intentionally "appropriated," plagiarism is the failure to note, orally or in writing, the source of the appropriation. In expository or academic writing, whenever your work incorporates someone else's research, images, words, or ideas, you must properly identify the source unless you can reasonably expect knowledgeable people to recognize it. Proper citation gives credit where it is due and enables your readers to locate sources and pursue lines of inquiry raised by your paper. Students who do not comply may be penalized.

For more academic policies, see: [Graduate Academic Policies online](#)