GW INTERIOR ARCHITECTURE POLICIES

ATTENDANCE POLICY AS PER GW OFFICE OF THE REGISTRAR https://registrar.gwu.edu/university-policies#attendance Attending regularly scheduled and scheduled make up classes is a fundamental student responsibility. Faculty will use class attendance and participation as factors in determining course grades. The contributions of class attendance and participation will count toward course grades and is explicitly stated on each individual course syllabi, as are all factors used when determining these grades.

While it is expected that students will make every effort to attend classes, it is recognized that personal circumstances (e.g., religious observances, documented family and medical emergencies) and University-scheduled events (e.g., varsity athletic competitions, performances) will arise which preclude class attendance. In such circumstances, faculty will make appropriate accommodations, such accommodations to be determined by the faculty member. The student is responsible for obtaining the materials presented in missed classes and for making up missed tests and other assignments. No academic penalty shall be imposed for class absences which are permissible in accordance with University policy.

It is expected that students will schedule classes in order to minimize the number of classes that may be missed. Further, it is expected that whenever possible, students will inform course instructors in advance of any absences related to scheduled events.

GRADING

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>94% and 100%</td>
<td>A</td>
</tr>
<tr>
<td>90% and less than 94%</td>
<td>A-</td>
</tr>
<tr>
<td>87% and less than 90%</td>
<td>B+</td>
</tr>
<tr>
<td>84% and less than 87%</td>
<td>B</td>
</tr>
<tr>
<td>80% and less than 84%</td>
<td>B-</td>
</tr>
<tr>
<td>77% and less than 80%</td>
<td>C+</td>
</tr>
</tbody>
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BFA ACADEMIC STANDING
Per GW’s undergraduate policies on academic standing, a minimum grade of C- must be attained in all upper-level courses numbered in the 2000s through the 4000s that are required for the major, regardless of whether those courses are internal or external to the home department. If a student received a grade of D+, D, or D- in such a course, it will not count towards the minimum number of credits required for the major until the course is repeated and a satisfactory grade (C- or better) is attained. This condition of C- or better does not apply to introductory-level courses (numbered in the 1000s) that may apply to the major.

MFA ACADEMIC STANDING
Per GW’s graduate policies on academic standing, graduate students must maintain a minimum cumulative GPA of 3.0 to remain at the University. The program has the choice to petition the dean's office to give the student one semester only of academic probation. After that semester, if a 3.0 is not reached, they will be terminated from the university.

AVERAGE MINIMUM AMOUNT OF OUT-OF-CLASS OR INDEPENDENT LEARNING EXPECTED PER WEEK as mandated by our accreditors National Association of Schools of Art and Design (NASAD) and Middle States Commission on Higher Education (MSCHE).

- CORE STUDIO COURSE [6 credits]
Core studio courses are expected to meet a minimum of 1.5 hours of instructional time per credit hour and 1.5 hours of out of class time for each credit earned (NASAD Standard). Over 15 weeks, this 6-credit studio course will meet for 9 hours for studio instruction per week, and students will be expected to spend an additional 9 hours per week working on their projects and preparing for class, totaling a minimum of 18 hours per week.

- SUPPORTING STUDIO COURSE [3 credits]
Supporting studio courses are expected to meet a minimum of 1.5 hours of instructional time per credit hour and 1.5 hours of out of class time for each credit earned (NASAD Standard). Over 15 weeks, this 3-credit studio course will meet for 4.5 hours for studio instruction per week, and students will be expected to spend an additional 4.5 hours per week working on their projects and preparing for class, totaling a minimum of 9 hours per week.

- SUPPORTING LECTURE COURSE [3 credits]
In a 15-week semester, including exam week, students are expected to spend a minimum of 100 minutes of out-of-class work for every 50 minutes of direct instruction, for a minimum total of 2.5 hours a week (MSCHE Standard). A 3-credit course should include 2.5 hours of direct instruction and a minimum of 5 hours of independent learning, totaling a minimum of 7.5 hours per week.

SYLLABI + SCHEDULES
The course syllabus and schedules are not legal contracts. The instructor reserves the right to cancel class, change deadlines, or modify the course schedule and/or syllabus at any time during the semester.

CIDA ACCREDITATION
Please note that your project may be kept for CIDA evaluation and may be used as teaching materials, for an accreditation visit, or for display in the department and beyond.
REQUESTS FOR FACULTY LETTERS OF RECOMMENDATION
If you are seeking a letter of recommendation from a faculty member, please complete the recommendation request form and send it to the faculty member. You can obtain the form from Liz Meitner at ciarc@gwu.edu.

REQUIRED 120 HOUR IA INTERNSHIP
The internship must be complete while you are a student in the program (anytime after you begin Studio 1 and before you complete Studio 5). You and your employer must fill out an internship form. You can obtain the form from Liz Meitner at ciarc@gwu.edu. After you complete the form, you will submit it to your Professional Practice professor during your final semester in the IA Program.

ACCESS TO CORCORAN FLAGG BUILDING
You can enter the building at the front door between 7:00 am and 11:00 pm. Your GWORLD card can be used anytime to enter at the locked entrances on either New York Avenue or E Street. Students have access to the building M-F 7:00 am-11:00 pm and 9:00 am-9:00 pm on Saturdays and Sundays. If you are already in the building at closing time, you can remain in the building until you finish.

CLOUD ACCOUNT
You will need your CCAS Cloud account to log on to the computers and to print using the Canon printers. You should have received an email directly from the Office of Technology Services (OTS) inviting you to create a cloud account. This email contains your credentials as well as a one-time use link that allows you to set security questions for your account. If you have not already created a cloud account, check your GW email or call OTS at 202-994-8096 https://ots.columbian.gwu.edu/columbian-college-private-cloud.

PRINTING
Canon printers and plotters are in rooms 100C, 100E, 111 and the student lounge for your use.

LOCKERS
You will be assigned a locker/lock the first week of classes. The lockers are located within classrooms so be mindful if you need to access your locker when a class is in session.

LAB/COURSE FEE
These fees cover costs to run all studios and labs. This includes computer software, equipment, equipment maintenance and printer maintenance. Fees do not cover individual printing costs or supplies.

GW POLICY ON OBSERVANCE OF RELIGIOUS HOLIDAYS
Students should notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance in writing to the instructor. For details and policy, see: provost.gwu.edu/policies-procedures-and-guidelines.

ACADEMIC INTEGRITY
Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information. In addition, academic dishonesty includes using other people's design work as own, not giving credit to designer of work used in a presentation, tracing over a photograph if assignment is to sketch from life, tracing over a drawing that is not students own, and handing in work done that was done in a previous course. For details and complete code, see: studentconduct.gwu.edu/code-academic-integrity.

DISABILITY SUPPORT SERVICES 202-994-8250
Any student who may need an accommodation based on the impact of a disability should contact the Disability Support Services (DDS) in Rome Hall, Suite 102, to establish eligibility and to coordinate reasonable accommodations. For additional information see: disabilitysupport.gwu.edu.

COUNSELING AND PSYCHOLOGICAL SERVICES 202.994.5300
GW’s Colonial Health Center offers counseling and psychological services, supporting mental health and personal development by collaborating directly with students to overcome challenges and difficulties that may interfere with academic, emotional, and personal success. For additional information see healthcenter.gwu.edu/counseling-and-psychological-services.

SAFETY AND SECURITY