

## IV. ACADEMIC POLICIES AND PROCEDURES

This section contains information of value to all students. This is meant as a quick reference guide. If you cannot find the information you need in this section, do not hesitate to contact the Dean's Office, the Assistant Dean's Office, your Department Chair, your Advisor, or the Director of the Freshman Foundation Studio Arts Program. For additional information, please see the current UMass Dartmouth General Catalogue.

### Academic Integrity

All students are expected to act with honor and integrity. Your work should be original and at all times be the result of your best efforts to achieve your creative goals.

### Academic Ethical Standards/Plagiarism Warning

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. Academic dishonesty of any variety, whether the result of a failure to understand proper academic and scholarly procedure or as an act of intentional dishonesty will not be tolerated. You are expected to understand the necessity of citing sources in all academic work to avoid plagiarism.

## GRADES

### Grading System:

Letter Grade	Quality points	Letter Grade	Quality points
A	Excellent	C	Satisfactory
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B	Good	D	Marginal
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
F	Unsatisfactory		
F	0.0		

### **Selection of Pass/Fail**

During the first 5 weeks of the semester, Sophomores, Juniors, and Seniors may select a Pass/Fail option for one course per semester (up to a maximum of four courses), except in the following cases:

1. any course specified as a degree requirement
2. any course in your major, unless the Department rules otherwise
3. any course used to satisfy general education requirements or the distribution requirements of the degree program in which the student is enrolled.

### **Grade Point Averages**

A grade point average (G.P.A.) is determined for each student at the end of each term. Your G.P.A. is computed by multiplying the credit of each UMD course by the quality points of grade received in that course. The sum of the above is then divided by the total number of course credits in which you were enrolled.

Grade Point Average is used to determine your academic progress through your college experience. Satisfactory levels are as follows:

Cumulative credits	GPA requirement
To 30	1.500
31-60	1.700
61-90	1.850
91-above	2.000

### **Incompletes**

May only be given in exceptional circumstances at the instructor's discretion and at the student's request made no more than 48 hours after the final examination or class. The student must be passing at the time of the request or sufficiently close to passing for the instructor to believe that upon completion the student will pass the course. If the work is not completed within a year of recording the I, the grade will become an F(I). "I" grades cannot be changed to W.

### **Withdrawals**

A student may withdraw from a course after the Add/Drop period, and up to the completion of the tenth week of the semester. No credit is awarded. W grades do not affect a student's GPA. More than 24 credits of W makes the student subject to dismissal from the university.

## **Grade Appeal**

You can pursue a Grade Appeal through a formal process which is outlined in the University's Grade Appeal Policy. A copy of the full policy and an outline of procedures are available in the Dean's Office, the Academic Advising Center, the Office of Academic Affairs, and now online at [www.umassd.edu/acadivising/gradeappeal.cfm](http://www.umassd.edu/acadivising/gradeappeal.cfm). Only final course grades may be appealed. For purposes of appeal, a final grade may be alleged to be 1) unfair because of unequal application of grading standards within the course section, or 2) in error because of a clerical or computational error. Formal appeals are addressed in writing to the Grade Appeal Facilitator (currently Dr. Linus Travers, Professor of English, [LTravers@umassd.edu](mailto:LTravers@umassd.edu)), and must be initiated within the first 20 class days of the following semester, excluding summers, or within 25 working days from the date that the grade report is mailed from the Registrar's Office, whichever is later.

## **ATTENDANCE**

There is no University-wide attendance policy. **HOWEVER, CLASS ATTENDANCE HAS A MAJOR IMPACT ON YOUR ACADEMIC STATUS.** You are expected to be present at all scheduled activities related to courses in which you are enrolled and are responsible for the course work missed during any absences. (Refer to each course syllabus for policy pertaining to individual classes.)

CVPA's individual faculty members will inform their students of the attendance rules for each class and the penalties for violating them. Faculty members are solely responsible for the enforcement of these rules. If you have more than three absences from any class during a given semester, contact the Assistant Dean's Office for assistance.

## **ACADEMIC STATUS**

### **Academic Warning**

If you have a semester grade point average below 2.0 at the conclusion of any term, you shall be issued an academic warning. Students who receive three or more grades of "I" (Incomplete) or "W" (withdrawal) in a semester shall also be issued an academic warning. If you believe that the Academic Warning status has been inappropriately applied to you, you should discuss this with the Assistant Dean who has the authority to rescind an Academic Warning if warranted.

**Note re. Academic Warning:** Be aware that the Registrar's office does not send out an official notification of warning status after each semester. It is your responsibility to review your grades and GPA every semester via webstudent online at <http://student.umassd.edu/>.

## **Academic Probation**

If you have a cumulative grade point average below 2.0 after the completion of 30 credits and two semesters at UMass Dartmouth, or if you have received an Academic Warning in two consecutive semesters, you shall be placed on Academic Probation. You will meet with the Assistant Dean to discuss your academic situation and establish a learning contract for the subsequent semester.

If the Assistant Dean determines that the Academic Probation status has been inappropriately applied, said status may be rescinded. In such a case, the Probationary status shall be deleted from your record.

If you are placed on Academic Probation, you may request a leave of absence from the Assistant Dean. Length of the Leave and terms of readmission will be negotiated between you and the Assistant Dean, but leaves are generally for a period of no more than two years.

## **Academic Dismissal**

Any student whose cumulative grade point average falls below a satisfactory level in relation to the number of credits completed (see p. 14) or who shall have been on Academic Probation for more than three consecutive terms shall be subject to dismissal by the Dean for unsatisfactory academic performance.

Students who withdraw from more than 24 credits or who earn more than 30 credits in excess of their degree requirements are subject to dismissal. Special circumstances can be discussed with the Assistant Dean.

## **COURSE DEFINITIONS:**

### **Directed Study**

If you would like to take a regular University course in a semester when it is not offered, you may seek to do so through a Directed Study option. However, you must understand that because the appropriate faculty member must be available and approvals must be granted, the option of Directed Study for a particular course is not always available.

The procedure to enroll in a Directed Study is as follows:

1. Contact the faculty member who teaches the desired course. The faculty member must agree to provide you with close supervision to achieve the same course objectives that would have been accomplished had you taken the course on a regular class basis.
2. Once you receive the permission of the faculty member who teaches the course and after consultation with your faculty advisor, you must then obtain permission from the Department Chair and the Assistant Dean of CVPA.

## **Independent Study**

Independent Study is faculty-supervised research into areas of study outside the current curriculum. Independent Study offers you the opportunity to investigate a research topic independently, under the close supervision of a faculty member. Independent Study will only be approved for research into areas of study that do not duplicate the University's current curriculum of courses.

The procedure to enroll in an Independent Study is as follows:

1. Present your Independent Study proposal to the faculty member who you are asking to be your sponsor. Your proposal should include the subject of your research, your objective, and details of how you will achieve your objective, and how you will be evaluated.
2. If approved by your faculty sponsor-who must agree to assume responsibility for coordinating the Independent Study, evaluating its results, and determining an appropriate grade, you must also obtain permission from the Department Chair and the Assistant Dean of CVPA.

## **Permission Forms for Directed and Independent Study**

Directed Study and Independent Study forms are available at the Registrar's office in the Foster Administration Building, ground floor. Each form must be signed by:

1. your course professor or faculty sponsor
2. the Department Chair
3. the Assistant Dean and then returned to the Registrars office for processing.

Note: Directed Study courses will be so designated on your transcript, displaying the title of the course undertaken. Directed Study courses are offered at each course level in order to match the level of the course of record.

Independent Study courses will be so designated on your transcript, displaying an annotation of the topic undertaken.

## **CREDITS**

Major degree programs within the College of Visual and Performing Arts require varying numbers of credits. Refer to the current [UMass Dartmouth Undergraduate General Catalogue](#) for details.

**Minor degree** programs consist of at least 18 credits of which 9 must be of the upper division level. Individual departments designate their upper division courses. Any degree candidate who has earned at least 54 credits with a cumulative grade point average of 2.0 and with a 2.5 grade point average in his or her major, may request admission to a Minor

from the department in question. Minors are currently available in Art History, Music, and Music Therapy.

Successful completion of a Minor will be noted on your transcript. Departments offering a Minor may establish other specific requirements.

**Full-time:** 12 or more credits per semester. Note: a graduating senior in the final semester may be considered full-time with fewer credits.

### **Course Load**

**Maximum Load:** Undergraduate students who wish to register for more than 18 credits in a semester must obtain approval of the Assistant Dean.

### **Transfer Credits**

Course equivalents are determined in the Transfer Credit Approval Process administered by the University. If a course from elsewhere is found equivalent to a UMass course, the credits will be accepted. If, while a student in CVPA, you would like to enroll in courses at another university or college for transfer credit to UMass, you should have such course approved in advance by completing the Prior Approval form, available online or at the Registrar's office. The courses must be approved by the appropriate Department Chair and the Assistant Dean in order to ensure the transferability of such credits.

### **Prior Learning Credits**

Non-traditional Prior Learning is an innovative program enabling participants to gain academic credit based on previous learning experiences. It is designed for the returning adult student who would like to earn credits toward a degree, and is available to degree-seeking students. An individual's college-level skills and knowledge derived from prior learning or work experience will be documented during a one-semester workshop. Evaluation for credit of the documented learning experience will be completed at the end of each academic year. This program is coordinated by the Division of Continuing Education. Consult first with your Advisor to see if she/he believes you are eligible for earning credits through this program.

## **REGISTRATION**

Registration is the process by which you enroll in courses each semester. Returning students are responsible for registering during the established registration period. New and transfer students and re-admitted students register according to the most recent instruction from the Office of the University Registrar (508.999.8615). Registration will not be considered effective until all financial obligations to UMass Dartmouth are met.

## **ACADEMIC FORMS**

In order to assure that your transcript records all your course work correctly, reflecting any changes you might make during the semester, it is critical that you complete the appropriate forms as outlined below. Most of these forms will soon be available through Web Student and the student “self service” features. The following is offered for your quick review. Unless otherwise noted, all forms can be obtained in either the Registrar's Office or in the Academic Advising Center located on the Lower Level of the Foster Administration building. Please follow the directions on each form and be sure to obtain all the signatures required.

### **Add/Drop Course Form**

You can officially add or drop a course up to the end of the first week of the semester without its appearing on your record. In the case of a class that meets only once a week, the Add/Drop period shall be two weeks.

### **Change of Major Form**

Requests for change of your CVPA major must be approved by the Department Chairs involved and by the Assistant Dean of the College.

### **Directed Study and Independent Study Form**

Forms are generally available in Department offices and at the Registrars office. See P. 16 & 17 for details.

### **Leave of Absence Form**

You may apply to the Assistant Dean for a Leave of Absence for a period no longer than two calendar years. Application must stipulate the reason for the request and the time period requested. You may return within the stipulated period by writing to the Department Chair, Registrar and Assistant Dean at least four weeks prior to the first day of classes in the semester of return. If you exceed the stipulated time for a Leave of Absence, you will be considered to have withdrawn and will be subject to re-admission procedures.

## **INTERNSHIP OPPORTUNITIES AND EXPERIENTIAL LEARNING**

### **Internships**

Internship opportunities vary from Department to Department within the College. Some are paid others unpaid; some are for credit, others not-for-credit. Check with your individual Department Chair for the available opportunities within your field of interest.

In some instances, it is also possible for you to find your own internship opportunity and propose the idea to your Advisor or Department Chair. The Department Chair must approve internships.

#### **Art History Department**

Art History does sponsor and encourage internships at arts organizations for its art history majors. Several examples include the New Bedford Art Museum and ArtWorks! in New Bedford, and Heritage Plantation in Sandwich. Typically these are unpaid but course credit is given. Contact your advisor in Art History.

#### **Design Department**

There are a limited number of internship opportunities available in the Design Department. Interested students majoring in Graphic Design, Letterform, or Electronic Imaging should contact Laura Franz (508.999.9285) to explore the available options.

#### **Artisanry Program**

Internship opportunities exist in Ceramics, Jewelry / Metals, and Textile Design / Fiberarts. Contact your advisor for the most up-to-date information, as new opportunities become available each semester.

### **Experiential Learning**

Under the direction of a faculty sponsor, arrangements are made to work under the immediate supervision of a supervisor at a work site, which may be located on or off campus. The range of project types and settings is almost limitless, creating exciting ways to enrich one's academic studies, to test a tentative career choice, and to gain valuable experience. Contact the Career Resource Center for more information, 508.999.8658.

Experiential learning requires:

1. A contract proposal for the work experience
2. Faculty and work site sponsors
3. Maintenance of a work log and a written evaluation of how the experience's goals were achieved
4. At least 45 hours per academic credit

## **ALTERNATIVE STUDY OPPORTUNITIES**

### **Summer Institutes**

The College of Visual and Performing Arts generally offers several Institutes each summer.

Many courses can be taken for credit and applied towards credit requirements for undergraduate and graduate degree programs. Institutes are typically one- to two-week intensive courses of study.

For details regarding the Summer Institute, contact Continuing Education.

### **Division of Continuing Education (DCE)**

Full-time day students are allowed to take one DCE course in the evening during the fall and one course in the evening during the spring semesters only. They will receive a tuition waiver, but will still be responsible for the \$25.00 registration fee. This does not apply to the intersession and summer semesters.

### **Study Abroad**

The university encourages its students to study abroad. A number of exchange agreements have been established to facilitate study abroad, together with procedures for academic advisement, registration, and planning personal finances. In addition, a wide variety of programs are available, both of short duration and for a semester or a year. Opportunities currently exist in France, Germany, Portugal, Italy, Australia, United Kingdom, Latin America and Spain.

For more information, contact Professor Tony Miraglia at 508.999.8573

## **EXHIBITION/PERFORMANCE OPPORTUNITIES**

CVPA's significant contribution to the regional arts scene is evident in its dynamic presence within the community and in the high caliber of exhibitions held in each of its galleries: Campus Gallery, Gallery One, Gallery Three, and the Design Gallery (Gallery U3). Each located on the University's Dartmouth campus, the University Gallery 244, and the Spring Street and Purchase Street Window Galleries, located on the University's New Bedford campus at the Star Store.

## **VISUAL ARTS**

**University Art Gallery** Gallery Director: Lasse Antonsen Star Store, Rm. 151:  
508.999.8555.

The University Art Gallery is devoted to presenting important developments within contemporary art and features exhibitions devoted to international, national, and regional art. Exhibitions cover many areas of interest including installation, painting, sculpture,

video, photography, illustration, book arts, printmaking, ceramics, furniture design, electronic imaging, jewelry, weaving, design, folk art, and primitive art. Consistent with CVPA's mission, exhibitions feature an educational program with lectures and tours. The University Art Gallery also features the graduate students' MFA exhibitions.

The gallery has an Advisory Committee, which is comprised of faculty, staff, and students. Students who have a special interest in the programming are welcome to contact the Gallery Director for possible participation in the Committee's planning meetings.

### **Gallery One**

Gallery Coordinators:

Professor Susan Hamlet      SHamlet@umassd.edu

Professor Eric Lintala      508.999.6662

Professor Laura Franz      508.999.9285

Gallery One is devoted to student work, especially undergraduate students. Exhibitions are coordinated by Professors Hamlet, Lintala, and Franz. Students are welcome to participate in the programming. Gallery One is also open for students who would like to get experience in installing and planning exhibitions. The gallery is located on the First Floor Lower in the CVPA building, Group VI, on the University's Dartmouth Campus.

### **Gallery Three**

Gallery Three is devoted to undergraduate students' work, especially Fine Arts students in drawing and painting. It is located on the Third Floor Lower of Group VI.

### **Gallery U3 (Third Floor Upper)**

Display cases on the Third Floor Upper of Group VI are administered by the Design Department. Exhibitions are devoted to student work, especially in photography, illustration, surface design, and electronic imaging.

### **Outdoor Student Sculpture Exhibition**

Each spring, the sculpture program mounts an Outdoor Student Sculpture exhibition on the Dartmouth Campus. This exhibition gives students practical experience in creating public art. Students are guided through each aspect of public sculpture from the conception of the idea to the proposal, and the model making to the creation of the public work and the outdoor installation of each sculpture. While the exhibition is held on the main campus on the grounds surrounding Group VI, construction of each sculpture occurs on the New Bedford Campus.

### **Gallery 244**

Gallery Coordinator: Professor Eric Lintala; 508.999.6662

Gallery 244 is located in CVPA's studios at the star store on the New Bedford Campus of the University. A Graduate Student Committee approves show proposals that sometimes include open calls for work from the undergraduate and graduate community, based on various thematic topics.

## **PERFORMING ARTS**

The Music Department offers many choral and instrumental ensembles. Non-music majors are welcome although they may have to audition to participate. Obtain details from Michelle Cieto in the Music Department (508.999.8568). Credits can be earned. Consult with your Advisor.

### **UMass Dartmouth Chorus**

Director: Michael Driscoll, 508.999.8568

Performs major choral works, along with a wide variety of world folk and popular music. It is open to students, staff, and faculty. Sightreading is not required but minimal experience in group singing is desirable. In recent years, the Chorus has collaborated in performances with the New England Conservatory Camerata and the Wheaton College Chorale.

### **Wind Ensemble**

Director: Tobias Monte, 508.999.8568

The Wind Ensemble is an opportunity for qualified students to perform major standards and contemporary band literature.

### **Contemporary Jazz**

Director: John Harrison, 508.999.8568

This ensemble is designed for instrumentalists and vocalists desiring a small group experience in the performance of jazz, blues, and popular music styles. It is an appropriate in-class experience for students who intend to practice consistently and prepare repertoire for performance. At the end of the semester, public performances are encouraged. An audition is required.

**Latin Jazz Ensemble** Director: Santi Debriano, 508.999.8571

**Spirits** Director: Santi Debriano, 508.999.8571

**Chamber Ensemble** Director: Paul Cienniwa, 508.999.8568

**Percussion Ensemble** Director: Jamie Eckert, 508.999.8568

**West African Drum and Dance Ensemble Director:** royal hartigan, 508.999. 8572.

The West African Drum and Dance Ensemble performs instrumental music, dance, and song of the peoples of West Africa. It is open to all people and we invite you to share our intense celebration of these ancient and contemporary cultural expressions.

### **Gospel Choir**

Director: Dana Scott, 508.999.8568

Open to all, the group will sing traditional and contemporary music with African influences. Sightreading is not required but minimal experience in group singing is desirable.

**UMD Spinners Vocal Ensemble Director:** Michael Driscoll, 508.999.8568 The UMD Spinners Vocal Ensemble is a select choral ensemble that performs frequently, both on and off campus. In addition to classical performances at choral festivals and performances in such venues as the New Bedford Whaling Museum, the group sings lighter repertoire on campus at student events and pep rallies.

**Jazz Vocal Ensemble Director:** John Harrison, 508.999.8568 Performance of contemporary "Big Band" literature built on the elements of jazz. The band performs music regularly during the school year. Music varies from contemporary jazz-rock to big band swing. Permission of instructor is required.

## **EXHIBITION/PERFORMANCE OPPORTUNITIES OFF CAMPUS**

### **Overview**

Many area galleries and museums feature work by undergraduate and graduate students as well as faculty. Several have long-standing relationships with the College, mounting annual exhibitions of student work with publicized opening receptions and media coverage. There is also a wealth of major galleries and museums in the area and within an hour and one half drive to Boston or Providence, Rhode Island.

### **Galleries and Museums**

#### **Local**

AHA!, Thursday Nights in New Bedford each Thursday evening, the College joins with galleries and museums in New Bedford to present an evening of the arts. It is a city-wide event with over a dozen participating organizations. A brief list of area galleries and museums includes: Artworks at Dover Street. Gallery X, New Bedford Art Museum, Westport River Vineyard Et Winery/Russell Gallery, New Bedford Whaling Museum.

#### **Regional**

Some regional galleries and museums include: Attleboro Museum Center for the Arts, Brown University, Fuller Art Museum in Brockton, Institute for Contemporary Art in Boston, RISD Museum, Rhode Island College/Bannister Gallery, and Salve Regina McKillop Gallery.

### **Performing Arts**

A partial list of performing arts venues locally and regionally includes: New Bedford Symphony Orchestra, Zeiterion Theater, the Berklee School of Music, and the Boston Symphony Orchestra.

The Library offers a pass program relating to the CVPA area of study including:

American Textile History Museum (Lowell), Institute of Contemporary Art (Boston), Museum of Fine Arts (Boston), New Bedford Museum of Art, New Bedford Whaling Museum, and Rhode Island School of Design (RISD Museum Providence). Passes are available to current UMD students, faculty, and staff. Call to reserve at Circulation Desk x8750 / x8675