The following standards are applied uniformly across all Division of Graphic Design (ARTD) courses. Your instructor will collect your signature for each course you take, indicating your full understanding and agreement of this document. Further, these standards extend the current existing standards and policies of the School of Art, College of Arts & Sciences and BGSU (Student Conduct Program, found at www.bgsu.edu/offices/sa/studentconduct/). If you have questions concerning anything outlined in this document, please consult with your assigned advisor and/or instructor of record.

**Attendance Policy**
All students are expected to be in class at the designated times. Failure to do so will be marked as an Absence. It is at the instructor’s discretion whether special circumstances will exempt a student from a missed class. Late arrival and early departure from a class, unless expressly approved by your instructor, will count toward a full Absence (see chart below).

### Division Attendance Standards:

| 3 lates or early departures | 1 absence |
| 3 absences                  | written warning from instructor |
| 4 absences                  | student’s final grade lowered by one letter grade |
| 5 absences                  | lowered by two letter grades |
| 6 absences                  | failure of the course * |

*Even though a student will receive an “F” for a project not handed in on time, that project must still be completed and handed in before the end of the class semester. Further, in order to receive a passing grade for the course, an amount of effort equivalent to other projects must be put forth, subject to the satisfaction of the instructor.*

**Grading**
Please see the grading form provided by your instructor for criteria and numerical values. These grading forms are used for all design classes unless otherwise noted. In the event that work is handed in late, the following standard applies: Any work not completed by the time and date specified by the instructor will receive a penalty of one full grade reduction (“B+” is reduced to a “C-”) for each day that the project is late. Students who do not turn in their project by the next scheduled class will receive an “F” for the project.

**Communication Devices & Social Networking**
The use of cell phones, PDA’s, music/voice players, or any internet-based communication technology, such as online instant messaging, e-mail, online music or video, or social networking platforms (i.e. Facebook, Twitter, blogs, websites, et al.) during class time is strictly forbidden. Instructors reserve the right to remove students from their classroom upon such violation(s), with such removal equating to one full absence. Active participation in class activities and lectures plays an important part in determining your final overall grade for the course. Additional classroom policies may be enforced by your instructor via their respective syllabus.

**Make-Up Quizzes and Tests**
Students who miss a quiz/test due to an excused absence must arrange a time, at the instructor’s discretion, to take a make-up quiz/test. Note: No make-up quiz/test will be available to students who do not provide the instructor with an official, written excuse (see **Attendance Policy** for further specifics).

**Incomplete**
An Incomplete (INC) is a temporary grade that can only be given when verifiable medical reasons or circumstances beyond the control of the student prohibit the completion of all required elements for a particular class. An Incomplete is not automatic, and will be granted only after careful review and approval from the Instructor and the Chair of the Division of Graphic Design. Incomplete grades must be resolved in a timely manner, in accordance with University Bylaws and in coordination with the Instructor of record.

**Sustainability**
The Division of Graphic Design (faculty group) is a signing member of the Designers Accord (www.designersaccord.org), a nonprofit coalition of designers, educators, researchers, engineers, business consultants, and corporations, focused on working together to create positive environmental and social impact. As such, Graphic Design student majors and non-majors alike are being asked to voluntarily join the Division in its support for sustainable design practices by having a keen awareness for, and a full intention towards reducing their individual impact on our environment. A commitment to his initiative could include, but not be limited to: responsible and reduced printing output; increased use of environmentally-friendly project materials; reduced overall use of total project materials as an alternative creative solution; monitored and reduced electric power consumption whenever possible, and proper disposal of all recycled and recyclable materials. This is a voluntary commitment.
Program Standards Agreement Form

Agreement:
We, the students of ARTD______________________________, by virtue of our signatures, below, state that we have read and fully understand the Division of Graphic Design Program Standards, as outlined in the document located online at art.bgsu.edu/graphicdesign. We further understand that these standards are applied uniformly across all Division of Graphic Design (ARTD) classes. We have retained a copy of these Program Standards for our own personal records.

Signature: ___________________________ Print Full Name: ___________________________ BGSU ID: ___________________________

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