

**SUNY Buffalo State**

**Department of Design**

**Student Handbook**

Students are expected to know the academic policies of Buffalo State. The most important school policies are stated in the current Buffalo State Undergraduate Catalog and Department of Design Handbook. Supplementary regulations can be found in course syllabi.

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## 1. Statement of Principle on Academic Integrity

The College has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. The School of Arts and Humanities expects the highest level of integrity from every student. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect for others' academic endeavors. By placing their name on academic work, students certify the originality of all work not otherwise identified by appropriate acknowledgements.

**Cheating and Plagiarism will be subject to the Academic honesty and integrity procedures as per Policy Number: VIII:04:00 'Academic Misconduct'**

Appropriation and collaboration are critical components of our creative activity and will be throughout our careers, but it is also extremely important in this era that we understand the parameters required to claim originality. When in doubt, ask. Your professors will be eager to assist you.

Examples of plagiarism and academic dishonesty in visual art are:

- Using images from the internet directly or indirectly (such as drawing an image from the internet) without citing the source.
- Using another student's work with or without that student's permission and claiming it to be your own (this includes over-utilizing a generous friend).
- Using music for which you have no rights, or using music from a creative commons source without proper attribution

Further reading: <http://www.wired.com/2009/02/copyfight-erupt/>

## 2. Studio and Safety Policies

Artists and designers are generally exposed to a number of potentially toxic or hazardous materials and processes in the studio areas. Safety and a healthy work environment are of prime importance and the following policies are to be followed and will be strictly enforced. Students and faculty have the responsibility to be aware of health and safety issues and to follow best practices within each studio.

There should never be an instance where you go ahead with something that you think might be "a little risky". There is always a way to do something safely and

there is no such thing as a stupid question. Don't be shy or intimidated or lazy, and don't ever hesitate to ask for help.

The following policy outlines reasonable access, security, and safety for all students and studio spaces governed by the Design department. Please familiarize yourself with these studio safety rules and regulations. A copy of these Studio and Safety Policies is posted in the studio and on Blackboard if the instructor is using Blackboard.

### **SAFETY VIOLATION POLICY**

**Because safety is of primary concern, safety violations will not be tolerated.** Instructors will keep a record of safety violations. You will receive a verbal and written warning if any of the specific program instructors, fellow students, or campus employees witnesses you violating a safety rule or regulation. After the first warning, your final semester letter grade will be lowered for each violation. After three safety violations, you may be asked to withdraw from the course or receive a failing grade for the course.

### **Classroom/Studio Access**

Students must be enrolled in a studio course for at least one credit to have access to that specific studio space. Students who are not registered at Buffalo State for at least one credit hour will have no access to the ceramics, fibers, metals/jewelry and wood/furniture program studios for any reason. Because of the inherent equipment and process dangers, and material use associated with the studio programs, unless employed by the college, *auditing of studio classes will not be permissible for any reason.* Access may be given to certain students enrolled in related studio courses who have exhibited considerable training and expertise in that studio's processes and operation and with the written permission of the instructor and the area coordinator governing that studio space.

Students registered for a studio class have 24 hour access to that studio's general areas if access is provided and can work in those areas except during other class times. Each semester, students will be issued a student access permit issued by appropriate faculty and fully filled out which allows students to use a given studio. Copies of these permits will be kept on file by the faculty member. Students may also be issued swipe card access to a given studio space that has a swipe card reader and will be able to use their student ID card for access. Additionally, student's ID card may be used to gain access to the building from the south and northwest main doors.

### **Studio/Safety Monitors**

At times other than when a faculty member is present, tools, machinery, equipment and materials involving safety related issues may be operated **only** if a trained studio/safety monitor (students hired by the college) or the department's Instructional Support Technician is present. The studio/safety monitors oversee safety and may be able to grant supervised access to lab spaces, tools, machinery, or equipment requiring safety supervision to use. A list of these monitors and times that they are available will be posted in the respective studio and will be on file with the Chair of the Department and with University Police. Safety monitors may be issued swipe card access to safety related rooms and keys to rooms, appropriate equipment, materials, or power sources that are critical to the operation of that area.

Failure to follow the directives of a safety monitor will be considered a violation of both the Safety Policies and the code of student conduct.

Tools, machinery, equipment and materials that could potentially cause injury, if possible, will be locked down/secured when there is not proper supervision by a faculty member or studio/safety monitor.

A monitor is not necessary if no potentially dangerous tools, machinery, equipment or materials are to be used.

During night time (10:30 P.M.–7:00 A.M.), on weekends, **and at times during the day that an instructor or safety monitor is not present, Upton Hall is under campus police jurisdiction.** Hall or outside access studio doors must be closed and locked and should not be propped open during these times. **If you are the last one(s) in the studio, you must make sure all of the doors and windows are closed and locked upon exiting.** Campus Police may check Upton Hall at any time, but especially during overnight hours and students may be asked to present their student access permit. Students who will be working in Upton Hall between the hours of 10:30 p.m. and 6:00 a.m. and use the Upton Hall parking lots must park only in that semester's designated overnight parking lot. Cars parked anywhere else may be ticketed.

You may not work alone in the studios and there must be at least two students present to use the facility. The only exception is for the safety monitors who may be the only one in the studio during scheduled monitor hours. For safety reasons, only enrolled students may use each specific studio facility.

Please note that any time of day or night a safety issue is involved, this activity must be monitored. The instructor has the right to limit access to equipment during times other than those covered by safety monitors even if a qualified person wishes to use it. Monitored studio hours will be posted on studio doors.

If a student does not follow the proper procedures/policy, then that student's access privileges will be revoked.

### **Health and Safety**

Hazards in the Studios may include:

- Machines, Tools, and Equipment. Machinery and tools can crush, burn, cut skin, cut off body parts, break bones, and cause impact injuries to the operator and others around the work area.
- Hazardous Chemicals. Many forms of art making use potentially harmful chemicals like solvents and acids. These chemicals can damage lungs, eyes, skin and other parts of the body.
- Hazardous Substances. Dusts, fumes, and other materials can poison workers, damage lungs, eyes and other parts of the body.
- Material Handling. Carrying and lifting large or heavy objects or holding machinery or tools can create back injuries, potential slip, trip and drop injuries or repetitive strain injuries, if done incorrectly.
- Noise. Loud noises or prolonged exposure to sounds can damage hearing.
- Electricity. Damaged electrical cords or power tools can cause shocks.
- Heat. High temperature objects and surfaces can cause severe burns.

**HEALTH WARNING!** *Some courses will involve the use of materials and processes that have potentially hazardous health effects.* Pregnant women, those with allergies, respiratory conditions or other health problems should consult their doctor about the materials and processes they might be exposed to and get their clearance before signing up for the course. Some processes involve the use of potentially toxic or hazardous materials that can be inhaled, absorbed through the skin, or ingested. While basic hygiene and common sense in handling and dealing with potentially toxic or hazardous materials/processes will suffice the majority of the time, please be sure to follow the proper safety instructions presented to you by the instructor, described in the syllabi, handouts, and the Safety Data Sheets (SDS) that are available at various points throughout the studio for each material used in the studio. Certain materials/chemicals or combinations may be toxic and hazardous and require special handling. Any toxic or hazardous materials or chemicals brought into the studio must be properly identified and the instructor(s) made aware of their potential usage. Safety Data Sheets (SDS) will need to be presented to the instructor(s) before use. The instructor, program coordinator, or Instructional Support Technician has the right to deny use of any unknown materials, toxic or hazardous materials, chemicals or processes.

## **Eye, Hearing, Dust, and Fume Protection**

**Eye:** For the processes that require them, you must wear the proper safety eyewear, glasses or goggles that display the Z-87 inscription; this inscription means it is rated for industrial impact.

**Hearing:** Always use ear protection when working with loud machinery or when necessary.

**Dust/Fume:** Please note that regular nuisance dust masks often don't provide the proper protection for handling toxic or hazardous materials or processes and dust masks do not provide protection from fumes and fume or vapor masks don't provide protection from dust. A respirator appropriate for the hazard can be purchased from a local company. Students who work in areas where dust and fume concerns exist will first need medical approval from the Weigel Health Center then our College's Environmental Health and Safety office will suggest the proper mask and can fit test it for you.

For all programs, use the appropriate ventilation capture system, i.e. spray booth, chemical hood, etc. (ask your professor for their locations in Upton Hall).

## **Use of Tools, Equipment, Machinery, and Materials**

If not approached and operated or handled properly, the materials, chemicals, tools, machinery, and equipment could cause serious injury or potential health issues. No tool, machinery, or equipment may be used without a formal demonstration on its proper use and safety by the instructor or Instructional Support Technician; **no exceptions**. All materials, tools, machinery, and equipment are used at your own risk. Observe signs posted around the studios, they are for your own safety. It is at the discretion of course instructors to determine if students are capable of operating equipment safely.

## **General Safety Instructions for Machines**

1. Keep your attention and focus on what you are doing.
2. Never talk to, or distract someone else who is operating a machine.
3. Be careful not to shout or walk up behind someone operating a machine.
4. Keep loose clothing rolled up and tucked in. Dangling belts, necklaces, scarves and earphone cords can get caught in a moving piece of equipment and pull you into it.
5. Tie-back long hair.
6. Wear safety glasses when operating machines.
7. Be alert for any unusual sounds when turning on or operating any machine.
8. Clean up scrap materials, dust, etc. when finished with a machine to avoid a slipping accident.

9. Be alert for loose parts, maladjustments and dull blades. Always correct the situation before using the machine by informing the instructor.
10. Develop and maintain a respectful attitude toward all machines. Take a little time periodically, or before beginning an operation to try to anticipate what could go wrong. Remind yourself frequently of good safety practices.
11. Never force or “horse” a machine. Let the machine do the work. If it’s burning the material or overloading the motor then something is wrong. Stop and check!
12. Use a power machine only after you have received instruction on its safe and proper use.
13. Never use a power machine when you are alone in the studio.
14. Guards must remain in place and used properly.
15. Do not leave any running machine unattended.
16. Disconnect from power all machines when cleaning, adjusting, changing set-ups, etc.
17. Keep body parts away from moving parts, use a push stick, fence or other instrument. Allow all machines to come to a complete stop before you change a setup, make adjustments, remove debris or other operations where your hands will be in close proximity to blades, knives or other moving parts.
18. Caution any student committing an unsafe act. Notify the instructor immediately.
19. Notify the instructor immediately of any breakage or malfunction, or if something does not seem right.
20. Do not fix or adjust any machine without the instructor’s permission.
21. Report all injuries, however slight, to the instructor immediately.
22. No tools may be removed from the studio without the instructor’s consent.
23. If you are taking physician prescribed medications for a medical condition and have been warned either by your doctor, the pharmacist or by warning labels on the medication that the drug(s) should not be used while operating machinery, please do not do so. If you feel uncomfortable, please inform the instructor of your situation so you will not be penalized for non-compliance of course curriculum.

### **Other Safety Practices**

Do not work with anything that is potentially dangerous (that includes an X-acto knife) when you are tired, distracted, on medication, under the influence of alcohol or drugs because your judgment maybe impaired.

Some materials which contain potentially toxic or hazardous materials, can be minimized by keeping a clean studio. Therefore, in the all studio and adjoining



spaces, it is especially important that each person takes responsibility to maintain a neat, clean environment that is easy to work in. Work areas must be cleaned and work put away each time before you leave. Return tools to their proper places.

Familiarize yourself with the location and operation of fire exits, fire extinguishers, first aid kits, panic buttons, emergency phones and phone numbers, and eyewash locations. Defibrillators are located by the elevator on each floor.

Fire extinguishers must not be blocked. Aisles and exit routes must not be obstructed in any way. Fire doors are to remain closed at all times unless moving things in and out of rooms. Use of extension cords are for temporary use only.

Read and familiarize yourself with the posted material disposal procedures. These procedures must be followed at all times. DO NOT POUR MATERIALS, CHEMICALS, SOLVENTS, PAINTS OR ACIDS DOWN SINKS. Proper material waste disposal procedures for each studio must be followed, including proper collection and disposal.

Read and familiarize yourself with all the safe operating procedures for the machines, tools, equipment, and chemicals you will be using.

Make sure you know what personal protective equipment you will need to use and where it is located.

No food and drink in areas where there is exposure to toxic or hazardous materials or processes.

No pets, children, smoking, drugs or alcohol are allowed.

Potentially hazardous situations can be minimized by keeping a clean studio. Therefore, in the Design Studios and adjoining rooms, it is especially important that we work together to maintain neat, clean spaces, which facilitate a professional, safe and healthy creative space. Work areas must be cleaned and work put away each time before you leave. Return things to their proper places. Don't leave food sitting out (it will attract rats the size of small dogs).

### **Fire Safety**

In the event of fire or other reason for evacuating the building, please abide by these general evacuation procedures:

- Stay calm; do not rush and do not panic. Safely stop your work. Gather personal belongings if it is safe to do so.
- Close windows and doors but do not lock them. Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator. Proceed to the nearest assembly area.
- Wait for any instructions from emergency responders. Do not enter the building or work area until you have been instructed to do so by the emergency responders

### **General Campus Safety**

Buffalo State faculty and staff want all students to feel safe on campus. Be alert and walk in pairs, especially after dark. Consider using campus safety services, such as the Escort Van, Motorist Assistance Program, and walking escorts. Blue light emergency phones located throughout the campus and red phones in Upton Hall provide direct access to University Police. *Be sure to familiarize yourself with the location of these red phones in your studio or in the hallways.*

**For all emergencies on campus, call University Police at 878-6333.**

### **Other**

Use of a particular studio by other faculty is by arrangement with the area coordinator and faculty member of that area. No exceptions. Once permission has been granted, that faculty member must abide by all the same safety rules and cleanup related to that specific studio.

If there is any reason for an instructor to believe that a student cannot function in a manner that insures the safety of that student and the other students in the class, the professor has the right to take the student aside and prevent them from operating any tool, machinery, equipment or to use any chemicals or other materials or processes deemed hazardous in nature for their potential to cause injury or health issues. If the student refuses, then the University Police and the Chair of the department will be contacted to deal with the situation. Students who are under the influence of alcohol or drugs will be asked to leave the studios immediately.

### **Students with Disabilities**

Students with disabilities are to be treated like any other student. Students who disclose to the instructor that they have a disability may work with campus Disability Services to see about providing reasonable and appropriate accommodations

If a student is registered with the Disability Services Office, and a condition is verified that makes a student eligible for accommodations, the disability services office can work with the instructor to develop an appropriate accommodations

plan. Unless the student is registered with disability services, there is no official basis to offer accommodations and the student is not entitled to receive accommodations.

Additionally, it cannot preemptively be determined that a person will be a risk to themselves or others just because they have been identified as having a disabling condition. Someone with epilepsy that is well controlled may be cleared by their doctor for all activities. If a student has provided verification of a condition that would create a safety concern for the use of equipment, the department's equipment use policies would apply to prevent use of equipment whenever a safety concern exists.

If a student, regardless of disability, is putting them or others at risk when utilizing materials, chemicals, tools, or equipment, then the department will enforce the safety policies and procedures and that student will not be allowed to use the materials, chemicals, tools, or equipment or facilities.

**Please note: The above Studio and Safety Policy is general in its format. Each individual program has additional program specific safety rules that may not pertain to the other studios.**

### **3. Course Assignments**

Assigned reading and lecture material will supplement studio projects. Students are responsible for purchasing all books and assigned articles. Reading the assigned material for each class is a requirement (not optional). Class discussions will depend on prior knowledge of the assigned readings as will the success of your work, exams and papers.

**You will be dismissed from class (resulting in an absence) if you fail to bring the required materials to class.**

Studio activity will include numerous two- and three-dimensional assignments. Changes may be made in the course content, scope, and/or sequence of projects to permit the introduction of new/innovative material or when current topics, competitions, or guests can measurably add to the student's program experience.

#### **Demonstrations, Critiques, and Deadlines**

All projects are to be handed in on scheduled due dates and will be graded according to grading criteria of the state of completion at that time. The instructor will set the time and date of the deadline.

As in the real world no extension on any deadlines will be given. Either your work is finished in time or you “lose the job”.

**Computer crashes and machinery breakdown are not excuses for missing a due date. Should Buffalo State equipment fail find an alternative solution to meet the deadline. Hope for the best, but plan for the worst. Always have a Plan B.**

It is mandatory that you attend critiques and demos; demonstrations are necessary in order for you to understand the assignments. Generally, there will be group critiques on dates when the assignments are due plus individual feedback throughout the semester. Critiques are a time for constructive criticism and are used for feedback to help you develop effective visual solutions to the various problem-solving assignments. Participation in critiques is also mandatory. Like a test in another class, if you fail to show up for a critique, you will receive an “E” grade for the critique.

**Missed Assignments:**

You are responsible for all materials presented in class. If you miss class for any reason, you are responsible for obtaining notes and announcements from another student and checking Blackboard (if the instructor is using Blackboard). Late or missed assignments will result in a reduction of your grade.

Save all completed projects. Protect your work by picking up projects promptly and by not leaving them exposed in the classroom after grading.  
Do not handle work that does not belong to you.

Professionals work hard, regardless of recognition and regardless of the end reward.

**Documentation of the Design Process**

Part of every project is complete documentation of the design process from the very first sketch on. Documentation and submission of process work is course specific. However, professional appearance of the documentation is essential, that means, no crumpled, torn, dirty pages. Neat covers and crisp lettering is expected.

Unless otherwise stated, all assignments must be removed from the studios or instructor's office by the end of the semester. If left in the studio they may be discarded during studio cleaning at any time after that date!

**4. Workload**

For students to be academically successful in studio classes (in addition to the required class time) you must show evidence that demonstrates a MINIMUM of at least two hours each week on assignments outside of class for each hour of on-campus class time. Additional hours may vary by individual Program requirements. For some assignments you will be putting in much more time. Please note; this minimum is for the time you spend actually working on your assignments. You should expect to spend adequate time in reading, researching, writing, working on projects, preparing homework, studying, and so on. This is known as independent learning, a hallmark of an educated person. Please read syllabus handouts to find an individual area's additional outside of class hour requirements.

## **5. Grading System and Criteria**

### **Each program area has it's own minimum GPA requirement.**

Ceramics: BFA 3.0, BS 2.5

Communication Design: 2.75

Fibers: BFA 3.0, BS 2.5

Metals/Jewelry: BFA 3.0, BS 2.5

Wood/Furniture: BFA 3.0, BS 2.5

Students who fall below the minimum GPA in their major (as opposed to total GPA), will be put on probation and given one semester to improve their grades.

**Students whose major GPAs fall below the required minimum after two semesters, will be removed from the BS or BFA track and will have to seek out another degree option. Their advisor and the associate dean of Arts & Humanities will assist in this process.**

Grades will be assigned periodically throughout the semester. It is now mandatory that all faculty post their Midterm Grades in Banner. If you are concerned about your performance in class, please make an appointment to see the instructor during his or her office hours for a performance review.

### **Grading Criteria**

The instructor does not provide a project statement nor gives a set of facts that allows for only one "best" solution. The general method in all design teaching is to provide a stimulating framework, which permits the student to explore a wide variety of possible solutions to a problem. There is no preconceived "right" or "best" solution to a project statement when it is issued. Try to concentrate on

the objectives of the project and to apply your own approach and individual character in arriving at a creative solution.

The gold standard is not the class best but a comparison to the best work done in the field globally.

Grading will conform to the policy established by the Faculty and College and will reflect the student's: attendance, overall development, effort in personal work and group efforts, evidence of process [not only final product], development of self-criticism, participation and preparation, clarity of argument and overall organization, professionalism and enthusiasm and intensity for learning and skill development.

Design projects may receive several grades, for the design concept (solving the problem) and for presentation (communication skills). Projects will be evaluated by these criteria:

- **Design:** The quality of the design concept, logic, and organization. The organization and relationship of specific components make up a coherent whole.
- **Note taking:** Taking thorough notes during classes is extremely important.
- **Precedent:** You are expected to build a framework of reference and know the precedents in the field to expand the knowledge base.
- **Creativity of Idea:** YOUR unique and personal approach to the various problem-solving assignments. You will be expected to go beyond the "standard" designs that others have created in the past and arrive at your own interpretation. USE YOUR IMAGINATION!
- **Clarity / Appropriateness of the Solution:** Did you solve the problem and is your solution able to be understood clearly?
  - **Content** - exploration of concept/theme within your work. Does your object reflect your concept or idea and is the content clearly understood by the viewer?
- **Depth of search for solution:** Exploration of the full project potential. Developmental work, exploration of a variety of approaches and ideas in an effort to seek out the optimal solution, willingness to experiment and be open-minded. **All developmental drawings must be submitted with each project presented in a professional format.**
- **Craftsmanship:** How well made a project is; refers specifically to the skill or control that you exercise over the medium and quality of the project's presentation. Craftsmanship includes two- and three-dimensional presentation (thoroughness, sensitive use of materials and tools, appropriate use of conventional symbols, appropriate format)

- **Growth and Development:** This involves exploring a variety of approaches and ideas in an effort to seek out the optimal solution; demonstrate a willingness to experiment and be open-minded; take creative risks and push yourself to try to create designs that have an impact.
- **Oral Presentation:** Students should present their work in a professional manner including professional attire, use of formal design language, and articulate organization of thoughts.
- **Adherence to the Project Statement:** The project description may be considered a legal document, with guidelines and a framework to be followed. Exploring the full range of the project potential and adding personal interpretation and development will be encouraged.
- **Communication with Instructor:** Projects not seen in progress in the classroom will not be accepted. It is the student's responsibility to discuss their progress with the instructors. In co-taught classes, students must communicate with both instructors, especially for email and all communication outside of the classroom.
- **Cleanliness of Workspaces:** How well you maintain the areas you work in. Final grades will not be submitted until the studio has been cleaned!

You are encouraged to ask relevant questions and contribute to the overall learning environment of the course. You are expected to conduct yourself professionally at all times. This includes paying quiet attention, following instructions, working safely, and showing respect for your fellow classmates and instructor. You are also expected to be prepared for each class. This means working only on coursework during class time, using class work time well, attending and participating in all critiques, and having a notebook and pen available for note taking.

You are expected to actively participate in class by taking part in all class activities. At the end of every class and time that you work in the studio you must clean up after yourself.

These criteria remain valid even if not explicitly mentioned in the project statement. The project statement may include additional project-specific criteria. Please note that individual faculty members may alter the actual grading criteria and percentages within the varied studio experiences offered in Design. Please check the course syllabus for exacting percentage breakdowns.

Professionalism includes: attendance, participation, collegial interaction with instructors and fellow students, appropriate behavior (that befitting a professional), improvement, and critical learning.

## Grading System

Since Design is a competitive field it is the responsibility of every instructor to give their students realistic and timely feedback about their achievements. Only realistic honest grading can inform the students about their standing and help them to coordinate their efforts.

The student work is measured with a global professional standard and will not be compared with other student's work or grade.

Since one of the educational goals is to educate students to finish a given project within a given amount of time, keeping deadlines is essential for your future success.

Projects are due at the beginning of the class unless otherwise stated.

It is important to learn to complete a certain amount of work within a given timeframe.



## GRADE POINT CHART

Letter Grade	Points Given by SUNY	Round Up Point or Range	
<b>A</b>	<b>4.00</b>		Superior
		3.84	
A-	<b>3.67</b>		
		3.50	
B+	<b>3.33</b>		
		3.17	
<b>B</b>	<b>3.00</b>		Above Average
		2.84	
B-	<b>2.67</b>		
		2.50	
C+	<b>2.33</b>		
		2.17	
<b>C</b>	<b>2.00</b>		Average
		1.84	
C-	<b>1.67</b>		
		1.50	
D+	<b>1.33</b>		
		1.17	
<b>D</b>	<b>1.00</b>		Below Average, but passing
		0.84	
<b>E</b>	<b>0.00</b>		Failure or unofficial withdrawal

## 6. Attendance

You are expected to attend all classes, be on time, and to be in the class for the whole session. A semester may seem like a long time, but it will go by extremely quickly.

1. Regular attendance is required.
2. On your third absence a student's grade will be lowered by half a letter grade.
3. Three tardies will equal one absence.
4. Excused absences are granted only with a note from the student's physician or discussion with the instructor. Excusable Absences: The School of Arts and Humanities allows instructors to excuse absences that are related to personal illness or medical emergency, death or critical

- illness in the immediate family, jury duty, military duty, or religious observances. Students should notify instructors prior to missing class for excusable absences or within 24 hours after the class meeting. You must prove a legitimate reason for an excused absence. Excused absences must be documented and signed by a doctor, etc., and presented to the professor at the next class session.
5. If a student is late to class more than 10 minutes, it will be counted as an absence.
  6. If a student leaves class more than 10 minutes early, it will count as an absence.
  7. If a student receives five total absences, excused or unexcused, he or she will be in jeopardy of failing the course.

**Excusable Absences:** The School of Arts and Humanities allows instructors to excuse absences that are related to personal illness or medical emergency, death or critical illness in the immediate family, jury duty, military duty, or religious observances. Students should notify instructors prior to missing class for excusable absences or within 24 hours after the class meeting. You must prove a legitimate reason for an excused absence. Excused absences must be documented and signed by a doctor, etc., and presented to the professor at the next class session.

**Non-Excusable Absences:** The School of Arts and Humanities does not consider the following as excusable reasons for missing class: vacation, job-related responsibilities, working on class assignments, activities sponsored by other departments or classes, child-care responsibilities, or extended personal leave. Students should schedule activities that do not justify excusable absences – such as job or internship interviews, or non-emergency medical appointments – outside of class times. There will be no make-up critiques, lectures, demos or presentations for unexcused absences.

**Preponderance of Absences:** Even when specific absences may be excused, there may come a point at which too many absences make it impossible for students to meet the course requirements. After a total of five absences, regardless of reason, excused or unexcused, you will be asked to withdraw or will receive a failing grade for the course. Any special medical or personal problem that occurs, where absenteeism will exceed the allowed absences will require verification by the Dean of Students and may require course withdrawal or incomplete status on final grade.

## 7. Consultations

Due to the number of students in each class it might not be possible to have individual consultations with all students during every class-time. Students that did not get a consultation get a priority for the consultations in the next class. If additional consultations are needed, or consultations addressing a private issue, please see your instructor during his or her office hours.

Not receiving an individual consultation is no excuse for incomplete work.

It is also the student's responsibility to obtain all information necessary to complete each project.

In co-taught courses all communication, design decisions etc. will be with both the instructors. When sending e-mail messages, both instructors should be copied.

## **8. Classroom Rules**

### **Mutual Respect**

Because our programs foster and encourage a community environment, we all must work toward a cooperative, productive and positive studio environment. Class discussions are to be conducted in an environment of respect and tolerance for both people and their ideas.

### **Discrimination and Harassment**

The Buffalo State Dept. of Design strives for a healthy and supportive creative environment in which each person feels welcome and has the right to reach his or her potential. We are proud and celebrate our diverse backgrounds, sensibilities and interests. All students, staff and faculty are required to treat each other with the utmost respect, courtesy and professionalism at all times. Harassing a fellow student, staff or faculty member in any way will not be tolerated and could be grounds for immediate expulsion from the program.

Examples of discrimination or harassment include but may not be limited to:

- Sexual harassment of any kind. Please refer to Buffalo State's sexual harassment policy: <http://equity.buffalostate.edu/sexual-harassment-policy>
- Threatening a person with physical abuse or social embarrassment
- Publishing photos or statements of or about persons on the internet in derogatory contexts (in other words, making fun of or intentionally embarrassing someone online - cyberbullying).
- Starting and/or proliferating rumors (true or false)
- Any other type of bullying. Read more about bullying here: <http://spfe.buffalostate.edu/anit-bullying-initiative>

## **Studio/Classroom Behavior**

Our department will not tolerate student behavior that is disruptive of the educational environment. The instructor may have removed from the classroom anyone who, in the instructor's opinion, is disrupting the educational process and pursue formal charges against the student under the college judicial system, pursuant to Buffalo State's code of student conduct.

Improper studio/classroom behavior includes arriving late and/or leaving early; using cell phones and computers in activities unrelated to class work; and any behavior that is distracting to the instructor or other students. Disruptive behavior can include such things as any type of harassing, belligerence, abusive language or action, negative comments toward a person, being nasty to others, intimidation, excessive or unwanted talking to other students about issues not related to the studio or class, not respecting others property or the studio property, controlling common areas via your personal work or property in these common areas, controlling the volume and stations on the radio, borrowing things from others in the studio without permission, etc.. If another student is being disruptive toward you or your work environment, then, if appropriate, ask them to please stop their behavior. If the disruptive behavior continues then report the student to one of the program instructors or to the University Police.

## **Equipment**

You may have the opportunity to borrow expensive equipment in some of your classes. This equipment may be taken off campus (ask your professor to make sure). Whenever any equipment is in your possession, even if it is still on campus, it is your sole responsibility to see that it is returned in the same condition at which it was borrowed. **If any equipment is damaged, stolen, or lost while in your possession, you are responsible for its replacement.** This does not apply for equipment damaged from normal wear and tear or for malfunctioning equipment that has been used correctly.

## **Damaging Materials, Tools, or Equipment**

Damaging or abusing classroom materials, like cutting directly on the floor or tables or spray-painting in the classroom is absolutely not acceptable. Every student will replace or repair damaged material. If the disruption becomes severe and escalates, a faculty member may call the University Police to have the student removed. Any tampering with studio equipment and tools, deliberate mischief causing damage or theft of studio equipment is strictly prohibited by the College and may result in criminal prosecution by the State of New York.

## **Stealing**

**No student may remove ANYTHING (materials, tools, equipment, etc.) from the studio without first getting permission from the professor and signing it out.** If you remove something from the studio or outside premises without permission or without signing it out, it will be considered stealing and reported to University Police and the office of Student Judicial Affairs and you may be asked to leave the program.

### **School Policy Violations**

- No weapons, pets, or smoking/alcohol in the classrooms.
- At the discretion of the professor, eating within the studio is a privilege to be lost.
- You are permitted to have cell phones, but ensure that they are silenced and put away at the appropriate times. Be sure to sign up for emergency text messages from the College: <https://buffstatealert.buffalostate.edu>
- Texting and use of headphones is prohibited during class.
- No talking, sleeping, using cell phones, looking at computer screens inappropriately or being disrespectful during lectures/presentations. (Participation in the class discussions however is very important and will improve your grade.)
- Listening to music is at the sole discretion of the faculty member teaching the class. Rules governing the use of music in classes will be found within the course's syllabus.

### **End of Semester**

All work, tools and personal belongings must be removed by the day after the class's CEP day. Anything left after this time become the property of that specific program and will be discarded/reused at the discretion of the program faculty. If you are utilizing Upton Hall hallway lockers or lockers located in the studio, all contents and locks are to be removed at the end of the academic semester for those taking only one class, or at the end of the academic year in May. Lockers still locked the week after May graduation will have locks cut off and contents removed. Contents become property of the College and will be disposed of or reused accordingly. The College has the right to inspect any lockers at any given time. No flammable or dangerous items may be stored in lockers. Neither Visual Arts departments nor the College will be responsible for lost, stolen or damaged work or personal belongings.

## **9. Advising**

Advising is the most important process in order to complete all required courses on time and graduate in a timely manner. **As you (the student) are the sole person that registers for classes, your schedule and the classes you take are always YOUR RESPONSIBILITY.** You will be assigned a faculty advisor at

the beginning of your academic career. Each semester your advisor will SUGGEST courses that meet your academic goals, but it is your responsibility to ensure that those courses do indeed meet your plans and are to your benefit, and you must register for those courses yourself. Keep all your paperwork from advising, and each semester make an appointment with your faculty advisor as early as possible (usually the seventh or eighth week of the semester). If for any reason you choose not to take the courses you and your advisor agreed upon, tell your faculty advisor as soon as possible.

### **Credits**

Students are responsible for ensuring they have sufficient credits for matriculation. This information is always available on DegreeWorks. Remember, there are credit requirements for your major and credit requirements for your Intellectual Foundation and general education courses. Together, these add up to 120 credits. These specific requirements vary from major to major. Know what your's are.

### **PINS**

Since advising is mandatory, each semester you will receive a Personal Identification Number (PIN) from your advisor at the conclusion of your advising consultation. This PIN will allow you to register for courses using the Buffalo State's Banner system. This prevents students from registering for courses without proper counsel from an advisor.

### **Course Repeat Policy as stated in the 2015-2016 Undergraduate Catalog**

- A student may repeat a given course once for which a C-, D+, D, or E grade was earned. The course must have the same prefix, number, title, and credit hours.
- A student may not repeat the course a third time.
- The repeated course must be taken at Buffalo State. Only the second grade and those semester hours completed will be used in determining the GPA.
- All grades remain on the permanent record. Students may not use pass-fail to repeat a course for which a C-, D+, D or E grade was earned. A passing grade will not replace an F or U grade, since F and U are not computed in the GPA.
- Courses with letter grades above C- cannot be repeated. Courses that were illegally repeated will not be used in computing the cumulative average. Practicum courses may differ.
- Check with the department that offered the course. Repeating courses affects financial aid. Check with the Financial Aid Office for the current policy.

- Once a student has completed a bachelor's degree, a final average for that degree is computed. Courses from that degree may not be repeated, and that final average is not affected by any subsequent coursework at Buffalo State.

## **10. Program Right to Keep, Document and Publish Student Work**

The Department of Design may select and keep any student work. The student might be asked to provide his or her work for accreditation reviews and exhibitions. The Program may opt to document and/or publish student work on the internet or in print publications.

## **11. Summary**

**All policies apply 24 hours a day, seven days a week, in all spaces, (including the studio's exterior areas) inside and outside of class time.** You must adhere to all studio policies as posted. Students who abuse any of the studio/course policies or equipment or exhibit discourteous or disruptive behavior will, depending on the severity of the incident, either lose the privilege to use the studio or equipment outside of their scheduled class time, be asked to withdraw from the class, or receive a lower or failing grade for the course. Any violations of studio or school policy may be referred to the college judicial system, pursuant to Buffalo State's code of student conduct.

Acceptance of the handbook is mandatory for all design students.

I have fully read, understood, and accept the rules and regulations specified in the Department of Design Handbook (version December 2016).

Date:

Student Name :

Student Signature: