



Molly Magnell –Bachelor of Fine Arts Major in Communication Design May 2018

STUDENT HANDBOOK

2021-2022


**SAM FOX SCHOOL OF DESIGN
& VISUAL ARTS**

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Dean's Introduction

Dear Sam Fox School Students,

It is a pleasure to welcome you to the Sam Fox School. This is truly a time of new beginnings and I want you to feel confident that you are embarking on an exciting endeavor that will provide an important foundation for your future.

At the Sam Fox School you are part of a diverse interdisciplinary community of artists, architects and designers working together in a creative research environment. The course of study you are embarking on—be it in art, architecture, or design—will be rigorous and challenging, as you hone and focus your talents with the guidance of our dedicated faculty and staff.

What follows is a guide to the nuts and bolts of your time with us, a listing of who to call and where to go when different needs arise. Hang on to it: It's a helpful map for accessing the tools and support you'll need to pursue your education, as well as for making the best of the next few years intellectually as well as socially.

I look forward to seeing you in the studio or around campus soon.

Best,

Carmon

Things you need to know

This handbook will serve as a resource for Sam Fox Students. If a question is not addressed within these pages, please contact the offices listed in the Sam Fox directory and this handbook.

CONTACTS

Who to contact about what

The best way to contact staff or faculty is through email. The Sam Fox Directory of staff and faculty are available online.

<https://samfoxschool.wustl.edu/people/directory>

As a Sam Fox School student, you will work with two types of academic advisors. Your **Four-Year Advisor** will serve as a primary point of contact for academic support from the time you first enroll until commencement. In addition to enrolling you in classes during the summer prior to your first semester and authorizing you to register your first year, your Four-Year Advisor will help you choose a major, understand the curriculum, navigate your degree requirements, and plan for second major and minor programs.

In your second year, you will receive a **Faculty Advisor** who will help you select courses in your major and stay on track with your degree requirements. You are required to meet with your Faculty Advisor each semester to be authorized to register. Please consult your regular faculty for questions specific to your major.

To schedule an appointment with your four-year advisor:

Georgia Binnington <https://go.oncehub.com/GeorgiaBinnington>

John Early <https://go.oncehub.com/JohnEarly>

Advising

Name/Title	When to contact	Email/Phone	Location
Georgia Binnington <i>Associate Dean of Students</i>	Four-Year Advisor Combined Studies	gbinning@wustl.edu 314-935-6532	Bixby Hall Suite 1E
Cris Baldwin Senior Assistant Dean & Registrar	Academic Record Academic Integrity Registration	crisbaldwin@wustl.edu 314-935-4761	Bixby Hall Suite 1F
Aaron Akins Associate Registrar	Academic Record Registration Building Access	aakins@wustl.edu 314-935-6205	Bixby Hall Suite 1H
Courtney Cushard Coordinator of Special Programs	Undergraduate Study Abroad	courtney.cushard@wustl.edu 314-935-4643	Weil Hall 105
John Early Undergraduate Academic Advising Coordinator-Senior Lecturer	Four-Year Advisor Peer Mentoring Program	john@wustl.edu 314-935-3106	Bixby Hall Suite 1D

Architecture

Name/Title	When to contact	Email/Phone	Location
Heather Woofter <i>Director College of Architecture</i>		woofter@wustl.edu 314-935-6203	Givens Hall Suite 105
Constance Vale <i>Chair Undergraduate Architecture</i>		constancevale@wustl.edu 314-935-6210	Weil Hall 236
Courtney Cushard Undergraduate Programs Coordinator	Social, Chair Contact, Charrettes, Lectures, Student Groups	courtney.cushard@wustl.edu 314-935-4643	Weil Hall 105
Martin Padilla Assistant Director Career Development, Architecture	Career Services Architecture	mpadilla@wustl.edu 314- 314-935-4157	Steinberg Hall 005
Audrey Treece Program Manager Architecture	Program Initiatives, Operations, and Graduate Advising, GAC	treece.audrey@wustl.edu 314-935-4636	Givens Hall Suite 105
Mandy Wortmann Administrative Assistant to the Director	Appointments with the Director of Architecture	a.wortmann@wustl.edu 314-935-6200	Givens Hall Suite 105

Art and Design

Name/Title	When to contact	Email/Phone	Location
Amy Hautt <i>Director College of Art</i>		ahautt@wustl.edu 314-935-6525	Bixby Hall Suite 1I
Aggie Toppins <i>Chair Undergraduate Design</i>		a.r.toppins@wustl.edu 314-935-6500	Steinberg 9
Tim Portlock		tportlock@wustl.edu	Walker Hall 203

<i>Chair Undergraduate Art</i>		314-935-6500	
Mary Ruppert-Stroescu <i>Coordinator Fashion</i>		mrupper@wustl.edu 314-935-6470	Bixby Hall 14
Jessica Erickson Administrative Assistant to the Director	Appointments with the Director of Art	ericksonj@wustl.edu 314-935-7497	Bixby Suite 11
Courtney Cushard Undergraduate Programs Coordinator	Reviews, Studio Assignments, Student Groups, Programming	courtney.cushard@wustl.edu 314-935-4643	Weil Hall 105
Jen Meyer Assistant Director Career Development Art	Career Services Art	Jennifer.meyer@wustl.edu 314-935-9298	Steinberg Hall Room 005

Diversity, Equity & Inclusion

The Sam Fox School strives to increase the diversity of our community, nurture an inclusive learning and work environment, and promote a culture and ethos that values diversity, inclusion, and equitable success. We consider it an essential mission and responsibility of the School to engage critical societal issues in St. Louis. We believe that art, architecture, and design are uniquely positioned to address these challenges in a meaningful way, and understanding context and history is essential to being part of change.

Find more information about our [current actions and updates related to diversity, equity, and inclusion here](https://samfoxschool.wustl.edu/node/14260).
<https://samfoxschool.wustl.edu/node/14260>.

We welcome feedback on how we can advance diversity and inclusion efforts within our studios, galleries, and classrooms.

The Sam Fox School Committee for Fairness and Diversity advises the Dean's Office on related issues including the improvement of recruitment and retention efforts; strengthening the environment for women and members of minority groups; and stimulating and responding to opportunities that promote and encourage diversity, tolerance, and equity among all groups in the Sam Fox School.

Name/Title	When to contact	Email/Phone	Location
Stephen Deaderick, Assistant Director for Diversity, Equity, and Inclusion		sdeaderick@wustl.edu	Weil Hall Suite 105
Bruce Lindsey, Chair of the Sam Fox		blindsey@wustl.edu	Givens Hall

School Committee for Fairness and Diversity			
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Student Technology Services

If students need help with technology on campus, the fastest way to request assistance from STS is to submit a support request using ServiceNow (<https://sts.wustl.edu/contact-us/submit-support-request/>). This form creates a ticket that is tracked and managed by WUSTL technicians until the problem is fully resolved. Students can also email directly student.technology@wustl.edu

Website: <https://sts.wustl.edu/>

ACADEMIC INTEGRITY

Effective learning, teaching, and research depend upon the ability of members of the academic community to trust one another and trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged, and work that is presented as original must be, in fact, original. Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Washington University.

All Washington University in St. Louis undergraduates are governed by the Undergraduate Academic Integrity policy. Assistants in Instruction, Faculty, and the Sam Fox School's Academic Integrity Office, Senior Assistant Dean and Registrar, Cris Baldwin are available to help students understand the Academic Integrity Policy. They can advise how to avoid plagiarism and its serious consequences by learning to cite sources correctly and leaving plenty of time to complete assignments. Do not hesitate to ask for assistance with any concerns.

wustl.edu/policies/undergraduate-academic-integrity.html

ACADEMIC RECORD

Your academic record is kept by the Sam Fox School Registrar's Office in Bixby Hall, Suite 1. Any credits from other institutions or Advanced Placement (AP) or International Baccalaureate (IB) credit should be reported to that office. Midsemester, as registration time approaches, you will receive information to help you select courses for the next semester.

ADDRESS AND CONTACT INFORMATION

When a student's address or their parent's address changes, or they receive a new phone number, students should log into WebSTAC and keep all home and local contact information current. Link:

<https://acadinfo.wustl.edu/WSHome/Default.aspx>

ADVANCED PLACEMENT

Credits for Advanced Placement (AP) and International Baccalaureate (IB) exams are awarded upon receipt of official scores. In most cases, an AP score of 5 and an IB score of 6 or 7 earns immediate credit. AP scores of 3 or 4 may require you to successfully complete an upper-level course and earn a grade of "B" or better to receive credit. The maximum number of non-Washington University credit that can be awarded is 15 units.

ATTENDANCE AND CLASS PARTICIPATION

Attendance is mandatory and will be documented for all course meetings. Sam Fox students are expected to arrive ready to participate and be fully engaged in the day's coursework during the entire scheduled class period. Participation in major critiques and reviews by all students is essential to the development of the students. Failure to do so will have an impact on your final grade. Following university policy, class will begin promptly with the start time listed on your course schedule.

In the case of severe medical or family emergencies, contact the

Associate Dean of Students, Georgia Binnington, as soon as possible:
gbinning@wustl.edu, 314-935-6532.

AWARDS AND RECOGNITION

Dean’s List: In recognition of exceptional scholarship, Sam Fox School students who have completed at least 14 credit hours under the letter grade option (excludes courses taken pass/fail or audit) with a grade point average of 3.5 or higher during a semester will be cited on the Dean’s List.

Latin Honors: Graduating students may be considered for Latin Honors (cum laude, magna cum laude, or summa cum laude) as determined by the Sam Fox School.

Courses taken in University College do not count toward degree requirements, nor do the credit or grades factor into semester or cumulative grade point averages. Therefore, they do not count towards Dean’s List eligibility.

BACHELOR OF SCIENCE AND BACHELOR OF ARTS DEGREES

ARCHITECTURE

To receive the Bachelor of Arts in Architecture or Bachelor of Science in Architecture degree, students must meet the requirements of the College of Architecture. Courses may be taken for educational and intellectual enrichment or in direct correlation with primary interests.

Distribution Requirements

College Writing	3
Humanities	3
Calculus I	3
General Physics I	3
Social and Behavioral Sciences	3
History of Western Art, Architecture & Design	3

Course attributes, which correlate to the required areas of the curriculum, are listed in the “Course Listings” after “Arch:.” The specified number of credit units in each area listed below is required for the Bachelor of Science in Architecture or Bachelor of Arts in Architecture degrees.

An approved writing course is required in the first year. To fulfill the writing requirement, students must earn a **C-** or better. A student earning less than a **C-** is required to take another Writing course as recommended by the English Department.

Humanities (3 units): Courses that examine the human condition as it has been documented and expressed in both past and contemporary times. This area includes courses from Literature (both in English and in other languages), Classics, History, Philosophy, and Religious Studies, as well as the creative arts such as Dance, Drama, Music, and Writing. (Look for Arch: HUM).

Natural sciences or mathematics (6 units): These courses seek to understand the natural and physical world, using objective and empirical observation and controlled experimentation. This area includes courses from Biology, Chemistry, Environmental Biology or policy, Earth and Planetary Sciences, Mathematics, and Physics, as well as some courses from departments such as Anthropology and Psychology. (Look for Arch: NSM).

Social & behavior sciences (3 units): These courses use qualitative and quantitative observation to explore the social relationships within society and forms of human behavior. This area includes courses from Anthropology, Economics, Education, International & Area Studies, Political Science, and Psychology and courses from other areas, including Interdisciplinary Studies. (Look for Arch: SSC).

College of Architecture | BS & BA Degree Requirements

NOTE: All architecture students begin the program as Bachelor of Science students. Students can declare the Bachelor of Arts at any time.

BS		BA	
Distribution Requirements	15	Distribution Requirements	15
College Writing	3	College Writing	3
Humanities	3	Humanities	3
Calculus	3	Calculus	3
Physics	3	Physics	3
Social & Behavioral Sciences	3	Social & Behavioral Sciences	3
Art History	6	Art History	6
History of Western Art, Arch. & Design	3	History of Western Art, Arch. & Design	3
Intro to Modern Art, Arch. & Design	3	Intro to Modern Art, Arch. & Design	3
Foundations	2	Foundations	2
Practices I	1	Practices I	1
Practices II	1	Practices II	1
Major Requirements	48	Major Requirements	48
Design Processes I	4.5	Design Processes I	4.5
Design Processes II	4.5	Design Processes II	4.5
Design Processes III	6	Design Processes III	6
Design Processes IV	6	Design Processes IV	6
ARCH Design I	6	ARCH Design I	6
ARCH Design II	6	ARCH Design II	6
ARCH History I	3	ARCH History I	3
ARCH History II	3	ARCH History II	3
Building Systems I	3	Building Systems I	3
ARCH Electives (300 above)	6	ARCH Electives (300 above)	6
BS Requirements	51	BA Requirements	51
ARCH Design III	6	History/Theory Research & Writing Elective	3
ARCH Design IV	6	Senior Capstone in ARCH	3
Structures I	3	Electives	45*
Structures II	3		
Environmental Systems	3		
History/Theory Research & Writing Elective	3		
Electives	27*		
BS Requirements Total Units	122	BA Requirements Total Units	122

*A maximum of 15 non-Washington University credits, including Advanced Placement, International Baccalaureate, and transfer, is permitted.

*A maximum of 9 credits may be applied to physical education, lessons, and independent studies.

*No Credits from University College will be accepted.

The College of Architecture offers [five minor programs](https://samfoxschool.wustl.edu/academics/college-of-architecture/minors)
<https://samfoxschool.wustl.edu/academics/college-of-architecture/minors>

- Minor in Architecture
- Minor in Architectural History and Theory
- Minor in Landscape Architecture
- Minor in Urban Design
- Creative Practice for Social Change – *open to all undergraduate students*

ARCHITECTURE SEMESTER REVIEWS

Each semester, all undergraduate architecture studios participate in studio final reviews. Final reviews begin the day after the last day of classes and several consecutive days, including weekends. Each undergraduate studio is assigned a final review day, and final reviews are mandatory for all students.

ARCHITECTURE STUDIO CULTURE

The College of Architecture at Washington University in St. Louis is a design institution; as such, the design studio is fundamental to the curriculum in architecture, landscape architecture, and urban design. The design studio offers an education marked by integration and cooperation among myriad disciplines, international cultures, and the trajectories of contemporary design. The design studio provides and encourages many avenues for creative thought, ensuring that the studio is a place of continued innovation, experimentation, and professional preparation. To support this integrated curricular nature in the design studio, the College of Architecture students, faculty, and staff will engender a studio culture marked by exploration, production, and critique.

The students and faculty work together to create a studio culture conducive to quality studio output consistent with the standards of the College of Architecture. This quality of work is attained through thorough diligence for the studio requirements, sustained effort, and valuable design engagement with faculty and peers, ultimately yielding clear visual and verbal articulation of studio and project principles. The School strives to create a studio culture that values

risk-taking and encourages deliberate and compelling questioning of prescribed design and studio beliefs.

For a copy of the full studio culture policy, please visit
<https://cdn.filestackcontent.com/content=type:attachment/Gw9W2ZlwR5uWk8iCMEGW>

BACHELOR OF FINE ARTS AND BACHELOR OF ARTS DEGREES

ART

To receive the Bachelor of Fine Arts or Bachelor of Arts degrees, students must meet the requirements of the College of Art. Courses may be taken for educational and intellectual enrichment or in direct correlation with primary interests.

Distribution Requirements	BFA	BA
College Writing	3	3
Humanities	3	3
Natural Science or Math	3	3
Social and Behavioral Science	3	3
History of Western Art, Architecture & Design	3	
Introduction to Modern Art, Architecture & Design		3
<u>Art History & Visual Culture Electives*</u>	<u>9</u>	<u>6</u>
	27	18

Course attributes, which correlate to the required areas of the curriculum, are listed in the "Course Listings" available online at <http://courses.wustl.edu/>. The specified number of credit units in each of the areas listed below is required for the BFA and the BA.

An approved Writing course is required in the first year. To fulfill the writing requirement, students must earn a **c-** or better. A student earning less than a **c-** is required to take another Writing course as recommended by the English Department.

Humanities [3 units]: Courses that examine the human condition as it has been documented and expressed in both past and contemporary times. This area includes courses from Literature (both in English and in other languages), Classics, History, Philosophy, and Religious Studies, as well as the creative arts such as Dance, Drama, Music, and Writing. (Look for: Art: HUM).

Natural sciences or mathematics [3 units]: These courses seek to understand the natural and physical world, using objective and empirical observation and controlled experimentation. This area includes courses from Biology, Chemistry, Environmental Biology or Policy, Earth and Planetary Sciences, Mathematics and Physics, as well as some courses from departments such as Anthropology and Psychology.

Social & behavior sciences [3 units]: These courses use qualitative and quantitative observation to explore the social relationships within society and forms of human behavior. This area includes courses from Anthropology, Economics, Education, International & Area Studies, Political Science and Psychology, and courses from other areas, including Interdisciplinary Studies. [Look for: Art SSC].

Art History | Visual Culture

BFA [15 units]: Two one-semester introductory courses [L01 113 and L01 215] and three additional courses. [Look for: Art AH]. Visual Culture courses address postmodern cross-media landscapes, mediated identity, and contemporary communication. Courses designed (Art) VC fulfill a visual culture requirement.

BA [6 units]: Two courses designated as art history [Look for: Art AH] or visual culture [Look for: Art VC].

College of Art | BFA & BA Degree Requirements

Class of 2022, 2023, and 2024

BFA		BA	
Distribution Requirements	12	Distribution Requirements	12
College Writing	3	College Writing	3
Humanities	3	Humanities	3
Natural Sciences/Mathematics	3	Natural Sciences/Mathematics	3
Social & Behavioral Sciences	3	Social & Behavioral Sciences	3
Art History & Visual Culture	15	Art History & Visual Culture	6
History of Western Art, Arch & Design	3		
Intro. To Modern Art, Arch & Design	3		
Additional Art History or Visual Culture	9		
Foundations	13	Foundations	9
Drawing	3	Select 2 (Drawing, 2-D, 3-D, Transdisciplinary Design)	6
Digital Studio	3	Digital Studio	3
2-D Design	3		
3-D Design	3		
Practices	1		
Major	39	Major	15
Sophomore Studios	6 or 9*	Sophomore Studios	6
Junior and Senior Studios	24 or 27*	Junior and Senior Studios	9
Sam Fox/Art/Design/Arch Electives	12	Sam Fox School Electives	12
Capstone	6		
Electives**	30	Electives**	66
Total Units	121	Total Units	120

*Art majors take 2 Sophomore Studios + 9 Junior and Senior Studios. Design majors take 3 Sophomore Studios + 8 Junior and Senior Studios.

**Electives in the category may be taken in any school: Arts & Sciences, Business, Engineering, and Sam Fox.

A maximum of 15 non-Washington University credits, including Advanced Placement, International Baccalaureate, and transfer, is permitted.

A maximum of 9 credits may be applied to physical education, lessons, and independent studies.

No credits in the University College will be accepted.

College of Art | BFA & BA Degree Requirements

Class of 2025

BFA		BA	
Distribution Requirements	12	Distribution Requirements	12
Writing I	3	Writing I	3
Humanities	3	Humanities	3
Natural Sciences/Mathematics	3	Natural Sciences/Mathematics	3
Social & Behavioral Sciences	3	Social & Behavioral Sciences	3
Art History & Visual Culture	15	Art History & Visual Culture	6
History of Western Art, Arch & Design	3		
Intro. To Modern Art, Arch & Design	3		
Additional Art History or Visual Culture	9		
Foundations	17	Foundations	9
Drawing I	3	Select 2 (Drawing, 2-D, 3-D)	6
Drawing II	3	Digital Studio	3
2-D Design	3		
3-D Design	3		
Digital Studio	3		
Practices I and II	2		
Major	48	Major	27
Sophomore Studios	6 or 9*	Sophomore Studios	6
Junior and Senior Studios	24 or 27*	Junior and Senior Studios	9
Capstone	6	Sam Fox School Electives	12
Sam Fox Electives	9		
Electives**	30	Electives**	66
Total Units	122	Total Units	120

*Art majors take 2 Sophomore Studios + 9 Junior and Senior Studios. Design majors take 3 Sophomore Studios + 8 Junior and Senior Studios.

**Electives in the category may be taken in any school: Arts & Sciences, Business, Engineering, and Sam Fox.

A maximum of 15 non-Washington University credits, including Advanced Placement, International Baccalaureate, and transfer, is permitted.

A maximum of 9 credits may be applied to physical education, lessons, and independent studies.

No credits in the University College will be accepted.

The College of Art offers second majors in Art and Design (<https://samfoxschool.wustl.edu/academics/college-of-art/second-majors-in-studio-art-and-design>)

Within the second major in design, you may select an optional concentration in communication or fashion.

The College of Art also offers the following minors:

<https://samfoxschool.wustl.edu/node/10123>

- Minor in Art
- Minor in Design
- Minor in Human-Computer Interaction
- Minor in Creative Practice for Social Change
<https://samfoxschool.wustl.edu/collaborations/socially-engaged-practice/minor-in-creative-practice-for-social-change>, supported by the Sam Fox School's Office for Socially Engaged Practice, available to students enrolled fall 2017 or later.

STUDIO ART END-OF-SEMESTER REVIEWS

All BFA juniors and seniors in Studio Art are scheduled for an end-of-semester faculty review directly following the final week of classes.

All BA Juniors and seniors have the option to participate in end-of-semester reviews and should notify the chair at least three weeks beforehand.

DESIGN END-OF-SEMESTER REVIEWS

Starting spring semester of their second year, **all BFA in Communication Design students** are scheduled for an end-of-semester faculty review directly following the final week of classes. Please note: **reviews are optional for students in the BA and Second Major tracks and will be scheduled by request only.** If a review is

desired, students must notify Courtney Cushard (courtney.cushard@wustl.edu) no later than the midterm of the semester. Students must be in two studio courses to be eligible for faculty review.

All BFA and BA juniors and seniors in Fashion Design are scheduled for an end-of-semester review. **Sophomore majors in Fashion Design participate in a spring end-of-the-semester assessment.**

BUILDINGS AND FACILITIES

Sam Fox School buildings are accessible to College of Art and College of Architecture students with a valid student ID card 24 hours a day during the academic year. The buildings are locked from 12:00 a.m. to 6:00 a.m. on weekdays and all day on weekends and holidays. If you experience difficulty entering the buildings, see the Associate Registrar in Bixby Hall, Room 1H. If you have lost or forgotten your ID swipe card to enter buildings, you should call WUPD at 314-935-5555 to request access.

William K. Bixby Hall houses the offices of director Amy Hauft (Art + Design), two drawing studios, a 2-D studio, a 3-D studio and shop, studios for Printmaking, Painting, Book Arts, and Fashion Design. The Nancy Spirtas Kranzberg Studio for the Illustrated Book and Island Press are located on the first level. Student Services and Financial Services offices for the Sam Fox School are located on the ground floor and are open from 8:30 a.m. to 5:00 p.m., Monday through Friday.

Joseph B. Givens Hall houses the offices of director Heather Woofter (Architecture), the Sam Fox School's Communications office, Architecture studios/classrooms, and the Fiber and Textile Studio on the ground level. The offices, located on the main level, are open from 8:00 a.m. to 4:30 p.m., Monday through Friday.

The **Mildred Lane Kemper Art Museum** features more than 18,000 square feet of exhibition space. The Department of Art History & Archaeology (Arts & Sciences), the Kenneth and Nancy Kranzberg Art & Architecture Library, the Whitaker Learning Lab, and the

Information Technology offices are in the Kemper Art Museum building.

Mark C. Steinberg Hall houses Photography, Communication Design and Architecture studios and classrooms, Steinberg Auditorium, Steinberg Hall Gallery, Weitman Gallery, and the Career Services offices. Self-service food options are available on the first floor at Etta's Space.

Earl E. and Myrtle E. Walker Hall houses studios for Painting and Sculpture (including ceramics), classrooms, and faculty offices.

Anabeth and John Weil Hall houses the offices of Dean Carmon Colangelo (Sam Fox School); admissions staff; masters of fine arts and graduate architecture studio spaces; seminar rooms, a university pooled classroom; and faculty offices. The building also features a digital fabrication lab and the lMedia Studio for digital and time-based media. The administrative offices, located on the main level, are open from 8:30 a.m. to 5:00 p.m.

Des Lee Gallery (off-campus), at 1627 Washington Avenue, provides Sam Fox School students and faculty a formal gallery space for presenting exhibitions. In addition to hosting student and faculty exhibitions, the gallery has earned a national reputation for showing work by local and internationally known contemporary artists. For more information, see **desleegallery.com** or call 314-621-8735.

Additional Resources:

Whitaker Learning Lab, Kemper Art Museum Building, Lower Level, Room 040. The Whitaker Learning Lab supports technology instruction and research initiatives of students and faculty across all areas of design and the visual arts.

The **Nancy Spirtas Kranzberg Studio for the Illustrated Book**, Bixby Hall, FirstFloor. The Kranzberg Book Studio is a working book and print production facility, including equipment for letterpress and intaglio printing, photopolymer plate, and silk-screen printing. A joint venture of the College of Art and University Libraries' Special Collections division, this facility permits extensive, hands-on experience in printing and binding, providing both a philosophical and physical context for explorations into the many forms of the book.

Island Press, Bixby Hall, First Floor is a research-based printmaking workshop. The Press is project-driven, tapping into the place where the artist's creative activity intersects with the philosophical underpinnings of printmaking. Visiting artists work in collaboration with the master printer, faculty, and students.

The **Douglas B. Dowd Modern Graphic History Library** is comprised of original art and printed material from many fields of popular American pictorial graphic culture. Located on West Campus, please contact [Skye Lacerte](#) to schedule a visit.

Sam Fox School Shops

The Sam Fox School supports an interdisciplinary approach to studio practice in which students are encouraged to create, challenge, and develop new skills as makers, thinkers, and doers. To support this creative activity, experimentation, and research, students in the Sam Fox School have access to numerous powerful and specialized pieces of equipment and technology located across multiple shops. Safety is a top priority, and students must adhere to shop policies to retain shop privileges.

- Shops are open to SFS students who have attended and completed a safety and technical workshop for tools and equipment in that shop.
- Students may only work during monitored shop hours.
- Classmates are not authorized to train one another.
- Regardless of a student's prior familiarity with the equipment, all are required to complete SFS shop training and conform to Sam Fox School safety standards before using facilities.

A complete list of shop rules, a list of area coordinators, and training details can be found on Inside Sam Fox.

<https://insidesamfox.wustl.edu/facilities/shops-facilities/>

Media-specific shops close each evening. Students should plan a work schedule accordingly and follow standard building policies.

Studio & Building Use Policy

Littering, smoking, vandalism, or other actions that deface or damage them will not be tolerated. Designated spray booths are available in all the Sam Fox School studios and shops. Certain products and activities can be dangerous to classmates and staff. Parking lots, sidewalks, bathrooms, and stairwells are not safe spaces for paint or adhesive sprays.

Failure to comply with studio or shop rules can result in a student's removal from the space.

From the University Judicial Code:

"The following forms of misconduct by a student or student group are subject to disciplinary action when they occur on campus or when they occur off-campus and adversely affect the University community and the pursuit of its objectives.

- Interfering with the rights of other members of the University community or visitors to the University to engage in educational, recreational, residential, administrative, professional, business, and ceremonial activities, or other functions.
 - Unauthorized or fraudulent use of the University's resources, including, but not limited to, facilities, telephone system, mail system, electronic communication devices, electronic databases, course management programs, computer systems, or use of any of the above for any illegal activity.
 - Theft, attempted theft, unauthorized taking or use of any University, public, or private property.
 - Unauthorized entry, deliberate destruction of, damage to, malicious use of, or abuse of any University, public, or private property."
-
- Adhere to installation policy and approval process
 - Scheduling of install/community spaces is required (EMS)
 - LOW VOC solvents only on third-floor studios
 - **Do not work in Sam Fox School shops or facilities when under the influence of drugs or alcohol; this includes prescription medication that prohibits the operation of vehicles/machinery.**
 - Remember to carry your WUSTL ID with you at all times

Fashion Studio Policy: Studio use is only for students enrolled in Fashion courses during the current semester. A complete list of rules is available online <https://sites.wustl.edu/insidesamfox/fashion-design-studio-policy/>

CANVAS

Canvas is a learning management system.
<https://wustl.instructure.com/>

Canvas offers students 24/7 technical support.
<https://mycanvas.wustl.edu/studentsupport/>

CAREER RESOURCES

The Sam Fox School's Career Services office helps prepare Sam Fox students for lifetime career management, emphasizing skill-building in all areas of professional practices.

Programs are designed to help students assess their interests, personality style, and skills and to develop the tools to make career choices. They also help students learn more about a variety of professional opportunities, as well as make connections with alumni, visiting artists, and employers for internships and full-time positions. To assist with developing these skills, the office offers workshops in career exploration, resume/CV writing, portfolio development, interviewing skills, finding internships, and developing strategies for pursuing jobs, graduate schools, transitional programs, fellowships, and residencies. The office works closely with faculty to collaborate on professional development programming specific to each major.

Throughout the year, students have the opportunity to attend "roadshows" held in various cities to visit studios, firms, and institutions and have a unique opportunity to network with prominent professionals in a variety of fields, including design, fashion, art, and arts administration. In addition to special events and programming on campus, students can receive tailored advising in an individual, 1:1 appointment.

Resources and services are available to students from the day they arrive on campus, throughout their academic career, and beyond. Students also receive professional guidance from faculty in individual majors.

The Career Services office is located in Steinberg Hall, Room 005. For more information, email Jen Meyer (ART + DESIGN) jennifer.meyer@wustl.edu, or Martin Padilla (ARCHITECTURE) mpadilla@wustl.edu. To schedule an appointment, call the University Career Center's main office at 314-935-5930.

COMBINED STUDIES

Students may pursue combined studies—dual degrees, second majors, and minors in other undergraduate divisions of the University. A dual degree allows a student to graduate with two separate degrees. Degree requirements for both schools must be satisfied in order to complete a dual degree. On average, this course of study can be completed in five years if careful planning begins in the first year.

Students may earn a second major while completing the College of Architecture or College of Art requirements. Students who take advantage of this option will graduate with one degree and two majors. All of the degree and second major requirements must be completed to earn a second major. The second major option can be completed within four years if planning begins during the first year. Students interested in this option should consult with their Four-Year Advisor.

If a student has two majors, each major's upper-level units of credit must be independent of the other. (i.e., no double counting of upper-level units required for the majors is permitted). Prerequisite courses at the 100- or 200-levels may count for both majors.

If a student has a major and a minor, the upper-level credits for the major must be independent of upper-level units counted toward the minor. If a student has two minors, the upper-level units for each minor must be independent of the other. Prerequisite courses at the 100- or 200-levels may count for both minors.

Should more than one of a student's majors/minor programs require the same course, a chair-approved elective must be chosen to replace the course in one of the programs.

Students may also earn a minor while completing the requirements for the degree.

COMMUNICATIONS

If you have questions about the Communications Office and their services, please contact:

Katherine Welsch
Director of Communications
Sam Fox School of Design & Visual Arts
Washington University in St. Louis
koss@wustl.edu

Use the Sam Fox School's **e-news submission** form below to share information about lectures, exhibitions openings, and other news and events. Submissions are due at least ten days in advance of events. Submissions do not guarantee inclusion in e-news.
https://wustl.az1.qualtrics.com/jfe/form/SV_beCGBh9eia68DVY

DIGITAL TECHNOLOGIES

Technology plays a critical role in the educational experience. The Sam Fox School is committed to the integration of relevant technology into the curriculum. Students are required to have a computer and software that matches or exceeds the specifications outlined at the following:

Art: <https://samfoxschool.wustl.edu/resources-and-opportunities/digital-technologies/undergraduate-art-design>

Architecture: <https://samfoxschool.wustl.edu/resources-and-opportunities/digital-technologies/undergraduate-architecture>

Faculty teach to the precise specifications of the hardware and software in introductory courses focused on digital tools for design and studio applications across disciplines. These specifications serve as the technological foundation for all students, with the exception that supplemental purchases (monitors, scanners, tablets, etc.) may be necessary as students advance and declare majors.

SOFTWARE

Access to critical technology tools and resources at a reasonable cost is an ongoing priority for the Sam Fox School. All Sam Fox School students receive the Adobe Creative Cloud suite with an annual fee of \$50 charged to their school account.

In addition, all students are provided with access to LinkedIn Learning (previously Lynda.com), which has many courses and tutorials for Adobe software. Learn at your own pace or search a wide range of professional practice tools and tips.

E-MAIL/E-NEWS

All students are given a Washington University email account. Official communication from the Sam Fox School and Washington University is sent via this account. It is important that you check this account regularly.

ENROLLMENT VERIFICATION

Letters to verify enrollment for insurance or other purposes are available from the Sam Fox School Registrar's Office with at least 48 hours' notice.

EXHIBITIONS

Each year, the Sam Fox School hosts a number of student exhibitions. Typically held in the spring semester, these exhibitions include; first-year student shows, major area shows, the Bachelor of Fine Arts and Master of Fine Arts thesis exhibitions, and a Fashion Design show. See the calendar on the Sam Fox School website at <https://samfoxschool.wustl.edu/the-school/news?filter=6#main> for more details.

GRADES AND GRADE POINT AVERAGE (GPA)

A student must have a cumulative grade point average of 2.0 or higher to graduate.

A letter grade of **C-** or better must be received in College Writing and major classes to count toward degree requirements.

The undergraduate grade point average (GPA) is determined by dividing the number of grade points earned by the number of semester units for which grades of "A," "B," "C," "D," or "F" have been recorded. Grades of "P#" and "F#" received for courses taken on the Pass/Fail option are not figured into the grade point average. A grade point is a measure of quality assigned to units according to the system shown in the box below.

<u>Grade</u>	<u>Description</u>	<u>Degree Credit</u>	<u>Grade Points</u>
A+	Superior	Yes	4.0
A	Superior	Yes	4.0
A-	Superior	Yes	3.7
B+	Good	Yes	3.3
B	Good	Yes	3.0
B-	Good	Yes	2.7
C=	Average	Yes	2.3
C	Average	Yes	2.0
C-	Average	Yes	1.7
D+	Unsatisfactory	Yes	1.3
D	Unsatisfactory	Yes	1.0
D-	Unsatisfactory	Yes	0.7
F	Failing	No	0.0
I	Course Work Incomplete	No	0.0
X	Examination Not Taken	No	0.0
N	No Grade Reported	No	0.0
P#	Pass (P/F Option)	Yes	0.0
F#	Fail (P/F Option)	No	0.0
L	Successful Audit	No	0.0
Z	Unsuccessful Audit	No	0.0
WLA	Withdraw	No	0.0
R	Retake	No	0.0
W	Medical Leave		

Incompletes: If following the last day for withdrawal from courses, you experience medical or unexpected personal problems that

make satisfactory completion of course work unlikely, you may request a grade of "I" (incomplete) from one or more instructors and should take the following steps: 1) discuss the request with the instructor before the final critique or portfolio review; 2) with the instructor's consent, complete an "Incomplete Grade Petition" signed by both the instructor and the student; 3) return the signed petition to the Sam Fox School Registrar's Office for final approval.

Grades of "I," "X," and "N" will become grades of "F" if the deficiency is not made up by the deadline. For a repeated course, students earn credit and grade points based on the second grade received if the second grade is higher than the first.

GRADUATE PROGRAMS

The College of Architecture and Graduate School of Architecture & Urban Design offers the following graduate degrees.

- Master of Architecture
- Master of Urban Design
- Master of Landscape Architecture
- Master of Science in Advanced Architectural Design
- Master of Science in Architectural Studies
- Doctor of Sustainable Urbanism

The College of Art and Graduate School of Art offers the following degrees.

- Masters of Fine Arts in Visual Art
- Masters of Fine Arts in Illustration Visual Culture.

Graduate students may be assigned to undergraduate courses as Assistants in Instruction.

HOLDS

Student accounts with past due amounts of over \$200 will be placed on “hold” by Student Accounting. If your account is on hold, your registration privileges are revoked until the matter is resolved. Registration privileges include adding and dropping courses, changing grade options between pass/fail and credit, and registering for the upcoming semester.

INSIDE SAM FOX

Find resources on the Sam Fox School Intranet. Content includes materials related to advising, program calendars, facility hours of operation and training schedules, technology and printing inquiries, Q&A, and many other student opportunities.

<https://insidesamfox.wustl.edu>

The Sam Fox School website is located at samfoxschool.wustl.edu. The site contains an events calendar, academic calendar, and forms for a variety of needs.

INSTALLATIONS

The University encourages making, exchange of ideas, and student expression. Simultaneously the University expects students who are presenting any work, project, or activity to demonstrate civility, concern for safety, and respect for University activities and property.

Please begin the process for approval at least three weeks before your planned installation date. More time may be needed depending on size, scope, concept, and location. Detailed instructions are available online for campus installations

<https://cdn.filestackcontent.com/content=type:attachment/RGKc9hDMRnm8BfMoVvt9> as well as the [Blue Page](#) Temporary Installations process. <https://insidesamfox.wustl.edu/students/engagement/blue-pages/>

INTERNSHIPS

An internship is a structured and supervised professional experience related to a major area of study. Only College of Art Students in good academic standing are eligible to receive a maximum of three open elective credits for internships. One credit is awarded per internship for 50 contact hours or more. Grading is on a pass/fail basis. To receive credit for an internship, you must have on file an approved “Internship Learning Agreement” before the internship begins and an “Internship Performance Report” and supporting documentation in the form of a daily journal, reflective essay, or portfolio within 30 days of completion. Forms, guidelines, and requirements are available online and in Bixby Hall, Suite 1.

Students wishing to receive credit for a summer internship will be charged an additional per-credit tuition rate if their fall semester registration exceeds 21 units, including the internship.

Part of the learning experience of an internship is the process of locating and applying for positions. You may wish to make an appointment with Jen Meyer, Assistant Director, Career Development—Art, to discuss internship search strategies.

LEAVE OF ABSENCE

A leave of absence may be requested for one semester at a time, up to one year. At the end of an approved leave, you may re-enroll without going through readmission procedures. In the case of a medical leave of absence, a letter of clearance is required from Habib Health and Wellness Center before you will be permitted to return. A "Request for Leave of Absence Form," available from the Sam Fox School Registrar's Office, Bixby Hall, Suite 1, must be completed before a leave of absence will be granted. Students should check with Student Financial Services (financial aid), the Office of International Students and Scholars (I-20), and Habib Health and Wellness Center (medical leave of absence/WU student health insurance), as applicable, before taking a leave of absence.

MAJOR CHANGES

Once a student has declared a major, they must be approved to change to another major. Students request a change using the "Change Programs" feature in WebSTAC. Changes must be approved before the add/drop deadlines of the semester in which the student plans to transfer or will become effective (if approved) in the following semester. Students requesting a transfer of major must be in good academic standing. Credit transfers between majors are at the discretion of the faculty.

MATERIAL FEES/SUPPLIES

Fees are charged for consumable materials bought in bulk by the instructor. Students will often need to purchase additional materials for assignments on their own. If you withdraw from a course, fees are not refundable after the fourth week. The University reserves the right to change the fees stated or to establish additional fees at any time without prior written notice. Whenever fee changes or additions are made, they become effective with the next payment due.

Among other places, supplies and materials can be purchased at the following local retailers:

ArtMart 2355 South Hanley Road 781-9999 artmartstl.com	Campus Store Mallinckrodt Center, Box 1074 Art/Engineering Merchandise, 935-6003 General Information, 935-5500
Home Depot 1603 South Hanley Road 647-6050 homedepot.com	Dick Blick 6300 Delmar Boulevard 862-6980 dickblick.com
JoAnn Fabrics and Crafts 3200 Laclede Station Road 644-3436 joann.com	Jackman's Fabrics 1234 N. Lindbergh Blvd 994-1060 jackmansfabrics.com
WAWAK 800-331-7600 wawak.com	

PARKING

First-year and second-year students are not allowed to have cars on campus. Junior and senior transfer students should check with Parking and Transportation about having a car on campus. Please visit options offered by Parking & Transportation Services. parking.wustl.edu

PASS/FAIL POLICY

Sam Fox School students may take one non-required course per semester on a pass/fail basis, except for courses that must be taken pass/fail, i.e., Practices in Art + Design and Practices in Architecture, Landscape Architecture, and Urban Design. Any additional courses taken pass/fail in a semester will not be counted toward degree requirements.

Credits earned under the pass/fail option do not count toward the 14 credit hours required per semester for Dean's List eligibility.

ARCHITECTURE: Required/major architecture courses (A46) and Writing, Calculus, Physics, and Introduction to Modern Art, Architecture & Design may not be taken under the pass/fail option

and require a grade of **C-** or better to count toward degree requirements.

ART: All art/design (F10 or F20) courses must be taken for credit. Sophomore, junior, and senior-level major courses must be completed with a grade of **C-** or better to count toward degree requirements.

POLICIES

Information about student-related policies, including the “Family Educational Rights and Privacy Act (FERPA), is available at <https://wustl.edu/about/compliance-policies/>

PRINTING

For printing facilities, drivers, best practices, and much more about visiting the printing section of the intranet at:

<https://insidesamfox.wustl.edu/students/technology/printing/>

PROBATION AND SUSPENSION

A student whose semester grade point average is below 2.0 (equal to a grade of **C**) or who falls below a “pace” of 66.667 percent (the number of credits earned divided by the number of credits attempted) will be placed on academic probation. If, after the following semester, the semester grade point average is still below 2.0 or the pace remains below 66.667 percent, the student may be ineligible for advancement or may be suspended. Students must maintain a 2.0 minimum cumulative grade point average to graduate.

While Sam Fox desires to give all students the opportunity to prove themselves, it is not in the best interest of either the student or the School to permit students to continue indefinitely in educational programs in which they are not producing satisfactory results.

Probation serves as a warning that unless the quality of work improves, the student may be subject to dismissal because of academic deficiency. Students dismissed for academic deficiency will not be eligible for readmission until they have demonstrated, under

the conditions set for each case, their ability to do satisfactory work. In support of the student, the Sam Fox School Registrar's Office will work with the student to develop a plan for success. In order to succeed, students must understand the causes of their current situation, identify what needs to change, and implement and review the plan.

Parents/guardians of students placed on academic probation for a second time or who have been suspended or dismissed will be notified.

A student will be removed from academic probation when their cumulative GPA is above 2.0, and they are meeting the "pace" of 66.667 percent for Satisfactory Academic Progress.

PUBLIC LECTURE SERIES

Each semester, the Sam Fox School's Public Lecture Series features weekly lectures by nationally and internationally recognized artists, designers, architects, historians, and critics. These events—critical to both the undergraduate and graduate experience—are extensions of studio and classroom learning and bring to the campus new ideas in practice, theory, and technology in art, architecture, and design.

All Sam Fox School students are encouraged to attend the Public Lecture Series. In some cases, faculty may require attendance at a lecture when the subject matter relates to a particular course.

<https://samfoxschool.wustl.edu/the-school/news?filter=6#main>

RECOMMENDATION LETTERS

Students who wish to request recommendation letters from faculty or administration must do so by request in writing (email) at least two weeks in advance of the due date. Students must also provide: 1) an email link; 2) documentation explaining the opportunity for which the recommendation is to be written, and 3) a copy of the student's resume.

REGISTRATION

Students register in November for the spring semester and in April for the upcoming fall semester via the University's online registration system (WebSTAC). Students will not be allowed to register if they have not met with their Faculty Advisor or if their record is on hold. Students are reminded to check their record prior to registration to ensure they are not on hold due to an unpaid balance, missing paperwork, etc. Registration dates and times are based on the student's graduation year using a lottery system. Students may make changes to their registration in WebSTAC until the semester add/drop deadlines in the academic calendar.

RESEARCH

The Research Office facilitates research and creative activity to generate new knowledge, encourage entrepreneurship, and promote interdisciplinary collaborations in architecture and art. Services include defining projects, seeking funding, and identifying internal and external partnerships to support projects.

<https://insidesamfox.wustl.edu/students/research/>

For more information or support with a research project, contact Chad Henry, chenry@wustl.edu.

RESOURCES FOR STUDENTS

1. **DISABILITY RESOURCES:** For disability accommodations, please speak with the instructor and consult the **Disability Resource Center** (<https://students.wustl.edu/disability-resources/>). Staff will determine appropriate accommodations and will work with the instructor to make sure these are available.
2. **WRITING ASSISTANCE:** For additional help on writing, consult the expert staff of **The Writing Center** (writingcenter.wustl.edu) in Olin Library (first floor). It can be enormously helpful to ask someone outside a course to read essays and provide feedback on an argument's strength, clarity, organization, etc.
3. **THE UNIVERSITY'S PREFERRED NAME POLICY FOR STUDENTS:** This policy, along with additional resources and information, may

be found here: <https://registrar.wustl.edu/student-records/ssn-name-changes/preferred-name/>

- 4. ACCOMMODATIONS FOR VICTIMS OF SEXUAL ASSAULT:** The University is committed to offering reasonable academic accommodations to students who are victims of sexual assault. Students are eligible for accommodation regardless of whether they seek criminal or disciplinary action. Depending on the specific nature of the allegation, such measures may include but are not limited to implementation of a no-contact order, course/classroom assignment changes, and other academic support services and accommodations. To request such accommodations, please direct requests to Kim Webb (kim_webb@wustl.edu), Director of the Relationship and Sexual Violence Prevention Center. Ms. Webb is a confidential resource; however, requests for accommodations will be shared with the appropriate University administration and faculty. The University will maintain as confidential any accommodations or protective measures provided to an individual student so long as it does not impair the ability to provide such measures.

If a student would like to speak with Jessica Kennedy, the Title IX Coordinator, directly, she can be reached at (314) 935-3118, jwkennedy@wustl.edu, or by visiting the Title IX office in Umrath Hall Room 001. Additionally, students can report incidents or complaints to Sheryl Mauricio, Associate Dean of Student Conduct, or contact WUPD at (314) 935-5555 or local law enforcement.

Students can also speak confidentially and learn more about available resources at the Relationship and Sexual Violence Prevention Center by calling (314) 935-8761 or visiting the 4th floor of Seigle Hall.

- 5. BIAS REPORTING:** The University has a process through which students, faculty, staff, and community members who have experienced or witnessed incidents of bias, prejudice, or discrimination against a student can report their experiences to the University's Bias Report and Support System (BRSS) team. See <https://students.wustl.edu/bias-report-support->

[system/](#) Other resources can be found with the Center for Diversity and Inclusion. diversityinclusion.wustl.edu/

6. **MENTAL HEALTH:** Mental Health Services' professional staff members work with students to resolve personal and interpersonal difficulties, many of which can affect the academic experience. These include conflicts with or worry about friends or family, concerns about eating or drinking patterns, and feelings of anxiety and depression. See shs.wustl.edu/MentalHealth. *Let's Talk* is also available to all Sam Fox students. *Let's Talk* is an informal, no appointment necessary, opportunity to meet privately with a licensed therapist. Interested students can visit the therapist in the Bixby 001 office on Mondays from 11:00 a.m.-12:30 p.m.
7. **CENTER FOR DIVERSITY AND INCLUSION (CDI):** The Center for Diversity and Inclusion (CDI) supports and advocates for undergraduate, graduate, and professional students from underrepresented, and/or marginalized populations, creates collaborative partnerships with campus and community partners and promotes dialogue and social change. One of the CDI's strategic priorities is cultivating and fostering a supportive campus climate for students of all backgrounds, cultures, and identities. See diversityinclusion.wustl.edu/.
8. **FACULTY STUDENT MEDIATOR:** If a member of our academic community feels the ethical and safe environment of the classroom has been compromised, for whatever reason, they may seek guidance through the **Sam Fox School's Faculty-Student Mediator Associate Professor of Architecture Gia Daskalakis**, giad@wustl.edu.
9. **GRIEVANCE POLICY AND PROCEDURES:** Washington University is committed to assuring that appropriate options are available to students with grievances against faculty members, including grievances involving discrimination, discriminatory harassment, or both. <https://wustl.edu/about/compliance-policies/governance/grievance-policy-allegations-undergraduate-students-against-faculty/>
10. **STUDENT FINANCIAL SERVICES:** Washington University provides each student with a financial assistance counselor to work with you, individually, to understand your financial situation.

Find your counselor here <https://financialaid.wustl.edu/contact-us/> The Sam Fox School provides additional support to undergraduate students in a number of ways. Those details are here <https://samfoxschool.wustl.edu/resources-and-opportunities/student-funding/undergraduate>

RETAKEING COURSES

This policy applies only to credits earned at Washington University. Courses completed at other institutions will not be considered applicable under this policy.

When a student retakes a course, both enrollments will show on the transcript. If the second grade is equivalent to or better than the first grade, the first grade will be changed to an “R” to show re-enrollment. Credit toward degree requirements is allowed for only one of the enrollments.

In the case of a grade sanction for an academic or professional integrity violation, if retaking a course, both grades will remain on the transcript, and only the second grade, if passing, will count toward the degree requirements.

RETENTION OF STUDENT WORK

The Sam Fox School of Design & Visual Arts holds reproduction rights to work(s) executed to fulfill course requirements.

SAFETY AND SECURITY

Emergency Telephone Numbers

Bixby, Givens, Kemper, Steinberg and Walker Halls—call Campus Police: 935-5555

Emergency Information Hotline: 935-9000

Emergency Information Website: emergency.wustl.edu

Students receive emails with important information in the event of a campus emergency through the Washington University Emergency Notification System (ENS). When there is a cell phone number in WebSTAC, the student automatically activates the emergency text message option.

Blue light emergency phone: Blue light phones are available at over 100 locations on and surrounding the campus. They are easily recognized at night by the bright blue light mounted above the phone. When the red button is pushed, a connection is made directly to the University Police Dispatcher. The dispatcher knows the phone's exact location and will send help even if the caller cannot speak. These phones may be used any time help is needed from the police but are intended for emergencies.

Bicycle registration and locks: Free bicycle registration is available from the University Police Department. A decal and registration number are issued and provided for permanent attachment to each bicycle. Kryptonite locks are available through a lend-lease program. A \$20 deposit is required when a lock is picked up and refunded upon returning the lock to the University Police. If a person decides to keep the lock, it is considered to be purchased.

SOCIALLY ENGAGED PRACTICE

The Office for Socially Engaged Practice provides a hub and resources to support collaborative, socially engaged practices of art, architecture, and design that deal with systemic social, environmental, and economic challenges. Sam Fox School faculty, students, and staff are committed to working with communities through research, teaching, and practice. View examples of recent projects at <https://samfoxschool.wustl.edu/collaborations/socially-engaged-practice>.

For more information or support with your socially engaged initiatives, contact Liz Kramer kramer@wustl.edu.

STUDENT BILLING

Washington University supports a 100% paperless billing environment with instant online access. All students can view their bill online through their WebSTAC account. Students may designate an additional payer (such as a parent and/or spouse) access to view their bill online by adding them in their profile in WebSTAC/Billing Records/Pay-View My Bill/My Profile. Students and any additional payers will receive an email each time a new bill is available.

STUDENT ORGANIZATIONS

American Institute of Graphic Arts (AIGA St. Louis) Through AIGA, students can be involved in the local design community and have access to invaluable resources and opportunities that can help smooth the transition from student to professional.

- Participate in the annual AIGA Saint Louis Student Design Conference and Portfolio Review
- Attend design relevant workshops, studio tours, and seminars
- Enter to showcase your work in the annual AIGA Saint Louis Design Show and other design exhibitions
- Network with professionals and students from other colleges
- Gain exposure by posting your portfolio in the AIGA Member Gallery
- Find jobs and internships in AIGA Design Jobs
- Access exclusive member benefits

Architecture Student Council is the official organization for College of Architecture students. As part of ASC, students work on collaborative projects within the community.

Art Council is the official organization for College of Art students. As part of the Student Union, Art Council works on collaborative projects and service and community programs for art and design students. Students are urged to join the Council and make their voices heard.

Residential Area Real Art (RARA) is a student-run group that is closely affiliated with Art Council. The motivation behind RARA's exhibits is to engage students outside the Sam Fox School with student artwork installed in campus spaces.

[Sam Fox Peer Mentoring Program](#) supports undergraduate student success through building relationships among architecture and art students and creating a welcoming, supportive community in which

students can thrive. Peer mentors are sophomores, juniors, and seniors who volunteer to connect with a small group of incoming first-year students. The mentoring relationship begins during the summer and runs through the academic year. Peer mentors serve as resources, sounding boards, and referral sources for students as they select courses, transition to college, and navigate life in the Sam Fox School and at Washington University. Peer mentors meet in person with their advisees at least once per semester. Programming for Peer Mentoring includes a kick-off lunch at the beginning of each semester as well as a social event each semester.

Washington University AIAS (American Institute of Architecture Students) The American Institute of Architecture Students (AIAS) is an independent, nonprofit, student-run organization dedicated to providing unmatched progressive programs, information, and resources on issues critical to architecture and the experience of education. The AIAS aims to promote excellence in architectural education, training, and practice; to foster an appreciation of architecture and related disciplines; to enrich communities in a spirit of collaboration; and to organize students and combine their efforts to advance the art and science of architecture.

Washington University NOMAS (National Organization of Minority Architect Students) The mission of Washington University NOMAS is to foster creative communication among students of all ethnicities, backgrounds, and cultures using the language of design, with the hope that the fruits of these conversations will manifest themselves in our communities and the world at large.

Women in Architecture and Design (WIAD) Women in Architecture + Design (WIAD) is an educational advocacy organization dedicated to making known the need for women architects by encouraging gender equality in architecture and design fields, especially within the Sam Fox School. Specifically, our objectives are:

1. To inform young women, students, faculty and administration, and the public in general of the qualifications and achievements of women architects and the opportunities open to them.
2. Aid female architecture students in professional development at all levels through lectures, networking, and mentorship within the field of architecture and design.
3. Increase equality of representation of female architects within the Sam Fox history and architectural theory curriculum.

4. Act as an intermediary between architecture students and the Sam Fox administration to promote an environment of equality and respect within the Sam Fox school.
5. To encourage women architecture students to attain high levels of educational and professional achievement.

For more information about campus student groups, please visit the Washington University Student Union. <https://su.wustl.edu>

STUDY ABROAD

The Sam Fox School offers undergraduate students in art, design, and architecture have the opportunity to study abroad for a semester or a summer in Florence, Italy. For the semester program, your major determines when you study abroad:

BFA/BA in **Studio Art** and **Fashion Design** – fall of junior year

BFA/BA in **Communication Design** – spring of junior year

BS/BA in **Architecture** – fall of senior year

Second Major in Art or **Design** – fall of junior year for Art & Fashion and spring of junior year for Communication Design

See <https://samfoxschool.wustl.edu/academics/international-programs> for a list of study abroad opportunities offered by the Sam Fox School. For more information, contact Courtney Cushard courtneycushard@wustl.edu, Coordinator for Special Programs, at 314-935-4643.

TECHNOLOGY

The Sam Fox School technology infrastructure has many services for students to access. Labs are located throughout the buildings, printing equipment is available on most studio floors, and students can access high-speed wireless connectivity. Sam Fox School IT only supports AV and Printing. However, they work with WUIT (<https://it.wustl.edu>) and Student Technology Services (<https://sts.wustl.edu>) to help in all situations. Email ithelp@wustl.edu or call 314-933-3333 to submit questions or issues. A technology specialist will respond or direct students to the appropriate resource.

TRANSCRIPTS

Official transcripts may be required to apply to study abroad programs, graduate programs, and employment. In most cases, the transcript must be mailed or emailed from the Office of the University Registrar directly to a designated person in another institution. Sometimes a transcript must be sent along with an application. The Office of the University Registrar (Women's Building, lower level) will either send the transcript directly to the institution or the student, depending upon the request. Transcripts can be requested online via WebSTAC. There is a \$5 fee per transcript.

TRANSFER CREDIT

Students wishing to transfer credit for course work completed at another institution must bring a full catalog description of the course(s) to the Sam Fox School Registrar's Office for pre-approval. Only with pre-approval and upon receipt of an official transcript indicating a grade of **C** or better will courses be considered for transfer. Grades for transfer courses will not appear on the student's Washington University record and will not figure into the student's GPA. College courses taken to earn credit for high school graduation will not be considered for transfer. Washington University does not transfer credits for courses taken online.

No transfer credit will be accepted for courses taken while a student is suspended from Washington University for violations of the University Student Judicial Code or Academic Integrity policy.

TRANSPORTATION

Metro U-Pass: Washington University students may obtain a pass for the Metro system by accessing the Parking and Transportation Services website at parking.wustl.edu. Students must always carry their WU ID along with their Metro pass.

In addition to providing access to the entire St. Louis metropolitan area, Metro provides service for three routes designed specifically for our community:

The Gold Line: Danforth Campus, Medical Campus, West Campus, and downtown Clayton.

The Red Line: Danforth Campus, the Galleria shopping center, North Campus, Schnucks (Olive and Clayton Road), the DeMun neighborhood, Brentwood Square shopping area, and the Maplewood Commons shopping area.

The Green Line: Danforth Campus, The Village, Greenway Apartments, 560 Music Building, WUSTL Lofts apartments, and the Big Bend Metro Station.

A Danforth/South 40 campus circulator provides shuttle service from the MetroLink stations at Skinker and Forest Park Parkway, Big Bend and Forest Park Parkway, and locations around the Danforth Campus and the South 40. For more information regarding bus schedules and routes, visit parking.wustl.edu.

The University also offers the Campus2Home shuttle from 7:00 ..m.p.m. to 4:00 a.m., which provides a safe ride home from the Danforth Campus for those living in designated areas off-campus. For more information on Campus2Home, call 935.5601 or visit <http://parking.wustl.edu/items/campus2home>.

WAITLISTS

When a student enrolls in a course that is full, they may be given the option to be placed on a waitlist for the course, section, or lab. The system will prompt with a message that says the course is full and provide the number of students already on the waitlist. Once given a waitlist position, students can opt to add themselves to the waitlist. Not all courses offer the waitlist option. When on a waitlist, the student may be automatically registered once sufficient space opens. It is important to check WebSTAC often to determine if enrollment status has changed. It is the responsibility of the student to monitor the courses they are waitlisted for to determine if the registration has been changed to enrolled status. Students are encouraged to check for alternate sections before electing to be added to the waitlist for a course, as you cannot be on a waitlist for more than one section or lab of the same course. Students are also encouraged to drop courses as soon as they no longer wish to take the course; this allows other students on the waitlist to register.

WebSTAC

Through WebSTAC, students can check their account balances, class schedules, academic record, as well as change address and contact information, request official transcripts, and register.

<https://acadinfo.wustl.edu>

WITHDRAWALS AND REFUNDS

Approval from Sam Fox School's Registrar's Office is required to withdraw from the University officially. Tuition adjustments will be processed based on data received and according to the following refund schedule:

Withdrawal Date	Refund
Within 1 st or 2 nd week of classes	100%
Within 3 rd or 4 th week of classes	80%
Within 5 th or 6 th week of classes	60%
Within 7 th or 8 th week of classes	50%
Within 9 th or 10 th week of classes	40%
After 10 th week of classes	0%

SUMMER WITHDRAWALS AND REFUNDS

The Sam Fox School reserves the right to cancel a course if it has not enrolled enough students before the first day of class. If a course is canceled, all enrolled students will be notified, dropped from the class, and will not be charged tuition and fees.

If a course is not canceled, students may be released from their obligation to pay full tuition and fees by canceling their registration. In such cases, students must cancel according to the schedule below:

WITHDRAWAL DATE REFUND

Prior to the first class meeting: 100% tuition + fees

Prior to 15% of published meeting dates: 100%

Prior to 30% of published meeting dates: 80%

Prior to 45% of published meeting dates: 60%

Prior to 60% of published meeting dates: 40%

After 61% of published meeting dates: No refund

Requests for refunds must be made in writing to the Sam Fox School Registrar's Office.

Students may drop a course without penalty through the 80% tuition refund deadline and may withdraw from a course through the 40% tuition refund.

For a student whose medical condition makes attendance for the balance of the semester impossible or medically inadvisable, the University will make a pro-rata refund of tuition, as of the date of withdrawal when that date occurs prior to the 12th week, provided that the condition is verified by Student Health Services. The withdrawal date may correspond to the date of hospitalization or the date on which the medical condition was determined. The Associate Dean of Students may authorize as much as a 100% refund based upon extenuating circumstances.

Federal student aid recipients receive refunds as determined by the Office of Student Financial Services per Federal Title IV regulations.

Material fees for Sam Fox courses will not be refunded after the 4th week of classes.

WUACHIEVE

WUachieve is a web-based degree audit system accessible at <http://wuachieve.wustl.edu> with your WUSTL Key or through a link in WebSTAC (under "Academics." WUachieve is a tool for estimating progress toward program completion. The Sam Fox School Registrar's Office makes the final determination of program completion.

For more information, go to <https://registrar.wustl.edu/wuachieve/>. Contact Cris Baldwin, Assistant Dean & Registrar, at crisbaldwin@wustl.edu with questions.

2021-2022 ACADEMIC CALENDAR

FALL 2021

September

Monday, August 30, First day of classes

Thursday, September 9, Last day to add, change sections, or waitlist or drop (with a D)

October

Wednesday, October 13, Advising for Spring 2022 semester begins

Friday, October 15, Last day to change to pass/fail or audit

Friday, October 29, Last day to file an "Intent to Graduate" for December 2021

November

Thursday, November 11, Registration for graduate students

Friday, November 12, Registration for the undergraduate class of 2022

Monday, November 15, Registration for the undergraduate class of 2023

Tuesday, November 16, Registration for the undergraduate class of 2024

Wednesday, November 17, Registration for the undergraduate class of 2025

Friday, November 19, Last Day to Withdraw from a course or change grade option to credit

Thursday-Sunday, November 24-28, Thanksgiving Break, no classes

December

Friday, December 10, Last day of classes

Saturday, December 12, December Recognition Ceremony

Monday-Friday, December 13-17, Final reviews for Sam Fox studio courses

Friday, December 17, Last day to file "Intent to Graduate" for May 2022

Thursday, December 23, Holiday break begins

SPRING 2022

January

Monday, January 17, Martin Luther King holiday

Tuesday, January 18, First day of classes

Thursday, January 27, Last day to add, change sections, waitlist, or drop (with a D)

March

Friday, March 4, Last day to change to pass/fail or audit

Sunday-Saturday, March 13-19, Spring Break, no classes

Monday, March 21, Advising for Fall 2022 semester registration begins
Wednesday, March 30, Summer 2022 registration begins

April

Friday, April 8, Last day to withdraw from a course or change grade option to credit

Tuesday, April 19, Registration for graduate students and August or December 2022 graduates (undergraduate)

Wednesday, April 20, Registration for the undergraduate class of 2023

Thursday, April 21, Registration for the undergraduate class of 2024

Friday, April 22, Registration for the undergraduate class of 2025

Friday, April 29, Last day of classes

May

Monday-Friday, May 2-6, Final reviews for Sam Fox studio courses

Thursday-Wednesday, May 5-11, Final exams

Thursday, May 19, Sam Fox Recognition Ceremony, 560 Music Building, 7:00
..m.p.m. Friday, May 20, Commencement, Brookings Quadrangle, 8:30 a.m.

SUMMER 2021

May

Monday, May 23, First Summer Session begins

Monday, May 30, Memorial Day holiday, no classes