

School of Design and Construction Policies

Part II: School Policies for Students

1.0 General intention of student policies

- 1.1 The School of Design and Construction (SDC) seeks to educate students in Architecture, Landscape Architecture, Interior Design and Construction Management in an atmosphere of mutual respect, fairness, civility, and collaboration. These policies outline student responsibilities towards these ends. Students should familiarize themselves with these policies as part of their commitment to pursue a quality education in the School, and at the University.
- 1.2 Students are also expected to know the overall University policies regarding student conduct; these can be found on the website for the Office of Student Standards and Accountability:

<http://conduct.wsu.edu>
- 1.3 In addition to 1.2 above, graduate students should also refer to the Graduate School Policies and Procedures:

<http://gradschool.wsu.edu/policies-procedures/>
- 1.4 All wording in this document seeks to dovetail with student policies at the College and University levels. Where there are conflicts, those policies take precedence.
- 1.5 It is the intention of these policies to work in tandem with policy statements that appear in syllabi for courses offered by the SDC. If conflicts arise, please first consult with course instructor; if further clarifications are needed, consult with the director of the SDC.

2.0 Attendance

- 2.1 The student accepts the responsibility of attending all classes, arriving on time and participating in class activities. Attendance is required at each class session and grades may be affected by unexcused absences. When an absence from class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for the absence. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work missed and those arrangements should be made prior to the absence, if possible.
- 2.2 Because absence from class is detrimental to the learning process, faculty may choose to penalize a student for excessive absences, which may result in a lower grade. SDC faculty

will specify their attendance requirements as related to grading in the course syllabus. The following are examples for consideration of excused absences by SDC faculty:

- 2.2.1** Participation in an authorized university activity.
- 2.2.2** Death or major illness in a student's immediate family.
- 2.2.3** Illness of a dependent family member.
- 2.2.4** Participation in legal proceedings or administrative procedures that require a student's presence.
- 2.2.5** Religious observance.
- 2.2.6** Illness that is too severe or contagious for the student to attend class.
- 2.2.7** Required participation in military duties.
- 2.2.8** Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

2.3 In all cases, students are responsible for obtaining information on assignments if they miss class.

2.4 In studio classes, students are expected to work at their desks during the entire scheduled studio time, unless meeting with design critics, participating in group discussions, or instructed otherwise by the professor.

3.0 Ownership of Class Work

3.1 The SDC retains copyright for all student work produced in courses offered by the School for perpetuity.

3.2 In some cases, the SDC reserves the right to retain student work for record and accrediting purposes. Work retained will be the originals; in some cases electronic reproductions may be acceptable (consult Director of the SDC). Students may submit a request to the Director of the SDC for return of these works. Requests may be granted depending on upcoming need for the works.

3.3 Students must maintain copies of all work prior to submitting them as fulfillment of course assignments. Only originals will be accepted for credit. If your work is archived you may check it out for documentation purposes, but it must be returned by the end of the semester; otherwise your grade will be held until it is resubmitted.

4.0 Grades (*italicized wording from the WSU Student Handbook*)

4.1 *Washington State University uses letter grades and the four (4) point maximum grading scale. The grade A is the highest possible grade and grades below D are considered failing. Plus(+) or minus(-) symbols indicate grades that fall above or below the letter grades, but A+ and D-are not used.*

4.2 Student performance is evaluated according to academic criteria specified on course syllabi and the generally established standards of the SDC.

4.3 All assignments will be graded on the basis of work submitted on, or before, the assigned due date. An incomplete project is unacceptable and will adversely affect the final grade. Course syllabi will indicate more specific policies on late submittals and incompleteness.

4.4 General guidelines for grading

4.4.1 "A" = EXCELLENT: *Student work demonstrates consistently excellent scholastic performance; thorough comprehension; ability to correlate the material with other ideas, to communicate and to deal effectively with course concepts and new material; reliability in attendance and attention to assignments."*

Outstanding work; advances the standards of the School; challenges conventional wisdom and brings new insight to the assignment; work exhibits evidence of a full and insightful understanding of the facts and issues, and of commitment to and curiosity about the issues that influence the project or research; ingenuity in presentation, resulting in work that is well organized and thought-provoking.

4.4.2 "B" = GOOD: *Student work demonstrates superior scholastic performance overall, reliability in attendance and attention to assignments; may demonstrate excellence but less consistent than the work of an A student.*

Conscientious, intelligent work above the standards of the School; advances conventional wisdom and solves the assignments with skill; work exhibits evidence of a basic understanding of the facts and issues but is still short of the command of ideas and the presentation associated with "A" work; work is competent in verbal and visual communication but not yet fully convincing in interpretations or graphics.

4.4.3 "C" = AVERAGE: *Student work demonstrates satisfactory performance overall, as well as reliability in attendance and attention to assignments.*

Average work acceptable by the standards of the School; work is within conventional wisdom and is a competent solution; work exhibits evidence of incomplete or inconsistent understanding of the facts and issues; work contains explanations, interpretations, or graphics that are average in quality and/ or quantity.

4.4.4 "D" = BELOW AVERAGE: *Student work demonstrates minimal, barely passing performance overall; limited knowledge of subject matter.*

Work that is below the standards of the School; work misapplies or ignores conventional wisdom and is minimally competent (solves only some of the aspects of the assignment); work exhibits indifference and is of minimal acceptance, poor understanding of the facts and issues; work is seriously incomplete and messy, or disorganized in presentation.

4.4.5 "F" + FAILURE: *Student work demonstrates unsatisfactory performance and comprehension or unfulfilled requirements. The grade is failing.*

Work that is incompetent and unacceptable by the standards of the School;
work that is submitted in an incomplete or unfinished manner.

5.0 Academic Deficiency

- 5.1** Undergraduate students: WSU expects students to maintain academic standards of excellence and make satisfactory academic progress toward their degree objectives. An undergraduate student, regardless of his/her cumulative grade point average, whose grade point average in each of the last two semesters is below **2.00**, will be considered deficient and will be dismissed from the University. (See Academic Deficiency in the WSU General Catalog).
- 5.2** For graduate students, the same applies (5.1), except the grade point average in each of the last two semesters must be a minimum of **3.00**. Please also refer to the Graduate School Policies and Procedures Manual (chapter 6 section C) under Minimum Grade Point Average and Academic Probation.

<http://gradschool.wsu.edu/chapter-six-c/>

- 5.3** For all instances of this section, refer to specific program policies in Architecture, Interior Design, Landscape Architecture and Construction Management.

6.0 Repeating courses

- 6.1** Courses completed with a grade of C or above may not be repeated for credit or grade points. Students may repeat courses in which they have received a grade of C- or below one time at WSU during fall or spring semesters. If a student repeats a course in which an "I" (incomplete) grade was received, the "I" grade will be changed to F. When a student repeats a course, the last grade only shall be calculated in the cumulative grade point average and contributes to the total number of hours required for graduation.
- 6.2** Undergraduate students: please see the policy for repetition of courses in the WSU General Catalog at <http://registrar.wsu.edu/>

7.0 Academic integrity; Plagiarism

- 7.1** Plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. Plagiarism is not tolerated at the SDC or at WSU. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to:
- 7.1.1** Submitting as the work of a "ghost writer" for one's own work, or work obtained from a commercial writing service;
 - 7.1.2** Quoting directly or paraphrasing closely from a source without giving proper

credit;

7.1.3 Using figures, graphs, charts, or other such material without identifying the sources.

7.2 Upon the first offense (supported by documented proof), a warning letter will be sent to the student. Copies of the warning letter will be sent to the Student Conduct Board and placed in the student's file. The student will receive an "F" on the offending assignment with no chance to resubmit the assignment. Upon the second offense, the student will automatically fail the class. The student will be required to appear before the Student Conduct Board and will likely be dismissed from Washington State University.

7.3 There is an appeal process available to the student. Please refer to the WSU Plagiarism Information Site: <http://www.wsulibs.wsu.edu/plagiarism/main.html>

7.4 This link <https://academicintegrity.wsu.edu/> provides access to academic integrity policies and resources and a link to the definition of cheating. The site provides information targeting students, including a plagiarism tutorial, and sample papers with citation styles.

8.0 Respect for physical property

8.1 In all cases, students are to use the physical facilities of the SDC with respect and care. All corridors and public areas are to be left free for circulation, and free of debris. Classrooms, conference, seminar and break-out rooms, design studios (see 8.1.1), the shop (see 9.0), all corridors and other public circulation areas, restrooms, as well as the outside areas adjacent to all SDC buildings, are to be left free of personal items and debris. Whiteboards must be cleaned after use (unless material is marked to be retained by SDC personnel). Flagrant violations of this general policy, or even negligence leading to property damage, may result in the student being responsible for reparations.

8.1.1 The following are policies regarding use of design studios:

- The use of paint, adhesives or other materials producing any chemical off-gassing must be used in spray booths or other ventilated areas away from enclosed studio spaces.
- The SDC requires that all students who wish to listen to music in design studios must do so through the use of earphones only. This applies not only during studio time but also during night and weekend work.
- Students are free to use pin up space at their desks. But derogatory, sexual or demeaning content will not be tolerated.
- Recycle all materials possible. Recycling bins are located throughout the building.
- It is the student's responsibility (in addition to the custodial staff) to keep their work areas clean and free from trash.

9.0 Shop policies

9.1 For this section, "Shop Coordinator" refers to the full-time faculty supervisor of SDC shops; and "shop supervisors" refer to trained time slip employees and/or trained teaching assistants.

- 9.2** All shop users must complete regular shop orientation and safety training sessions to use the SDC Shops. Students whose names do not appear on the current list of approved shop users will not be allowed to use the shops or check out equipment.
- 9.3** Keys to shops are the sole responsibility of each shop supervisor, the Shop Coordinator, and assigned faculty member. Keys must not be given to other students or non- school faculty or students for access to shops. Under no circumstances must doors to the shops be left or propped open for student access.
- 9.4** Shop hours must be posted on the doors for each shop.
- 9.5** Shop supervisors are expected to work the hours that they are assigned. If you cannot work it is your responsibility to find another supervisor to take your place.
- 9.6** All time cards are due on the first and fifteenth of each month. Make sure that you turn them in on these dates.
- 9.7** Anyone in the SDC shops must sign in and sign out with the shop supervisor for each period of shop use. Sign-in needs to be immediate on entry to the shops.
- 9.8** Use of shops without trained supervision is not permitted. Unauthorized shop access will be reported to appropriate University authorities.
- 9.9** Shop users wanting to operate a tool or machine must have the knowledge and skill to use that tool or machine safely. This is determined by the shop supervisor on duty. Please ask for assistance or training before using any equipment or procedure with which you not be 100% comfortable. Certain tools (e.g., laser cutters, CNC) are to be operated only by shop supervisors.
- 9.10** No one under the influence of drugs or alcohol, lack of sleep, or *any other distraction* is permitted in the shops. This includes listening to music through headphones/ear buds, or having “visitors” watch you work. Users who appear to be under the influence, distracted, or “in a hurry” will be asked to leave. This determination will be made by the shop supervisor on duty.
- 9.11** Approved eye and ear protection must be worn by everyone in the shops while power tools are in use. Before using a power tool, let others know so that they can put on eye and ear protection.
- 9.12** All users must be dressed appropriately for shop work. Long hair must be secured. No dangling jewelry, scarves, ties, loose shirtsleeves, etc. No open-toed shoes, slick soles, high

heels or bare feet.

- 9.13** Dust collection must be used with any tool so equipped. Use portable sanders on the downdraft dust collector (the sanding station). Dust masks are available to supplement the dust collection system.
- 9.14** Any injury requiring any treatment (even a Band-Aid) must be reported promptly to the shop supervisor on duty.
- 9.15** Any tool damage or unsafe equipment must be reported promptly to the shop supervisor on duty.
- 9.16** All shop users are responsible for cleaning up after themselves. Work surfaces and tools are to be thoroughly cleaned, including removal of all glue. Stationary tools are to be thoroughly swept/vacuumed. Jigs, bits, etc., are to be removed and properly stored. Hand tools and portable power tools are to be returned to the proper location. Air hoses are to be properly stored. Floor areas are to be swept/vacuumed. Garbage is to be properly disposed of—if you create a large volume of trash, take the can to the dumpster. Ear and eye protection is to be returned to the proper location.
- 9.17** Use glue **ONLY** on approved surfaces (e.g., not the table saw). Store clamped assemblies out of the way, and unclamp as soon as possible.
- 9.18** Flammable materials must be stored in the flammables cabinet. Rags or other materials contaminated with flammables (especially oil or oil-based finishes) **MUST** be disposed of in the flammables can, **NOT** the garbage can.
- 9.19** Most exotic wood species, a few domestic species, and many engineered wood products present health hazards and/or damage tools and equipment. Check with the Shop Coordinator before bringing any unusual materials into the shops.
- 9.20** Sustainable use and reuse of materials is encouraged. However, reclaimed/recycled lumber can present health and safety issues and damage tools and equipment. Check with the Shop Coordinator before using any reclaimed/recycled material.
- 9.21** Cutting certain materials can trigger the SawStop safety mechanism. This includes any metal or metal-contaminated materials, foil-faced foams, some plastics, and wet wood. Check with the Shop Coordinator before using anything other than clean, new wood. No one is allowed to use a SawStop with disabled safety mechanism except with **direct** supervision by the Shop Coordinator. Users are responsible for the cost of accidental SawStop activations.

- 9.22** Most solvent-borne finishes and paints are toxic and present unnecessary health and safety hazards. This includes almost all spray paints and finishes, and certain glues. Use waterborne finishes whenever possible. Check with the Shop Coordinator before bringing any paint, finish, solvent, etc. into the shops.
- 9.23** No storage of materials or projects-in-progress is permitted without prior approval from the Shop Coordinator. Materials approved for storage must be marked with user's name. Materials not approved for storage will be thrown away or treated as shop property.
- 9.24** Tool check-out requires up-to-date orientation session, a valid WSU ID card, and local contact info. The person checking out the tool is responsible for any loss or damage. Late check-in is grounds for loss of check-out privileges. Not all tools are available for check-out.
- 9.25** Violation of any of the policies above is grounds for revocation of SDC Shops privileges.

10.0 Study Tours

- 10.1** Study tours are an integral part of the educational experience for students in the School of Design and Construction; in sum, programs of the SDC require participation in study tours. The study tours provide opportunities for all students to study and gain first-hand experience in important architectural and construction projects. The study tours provide opportunities to understand design intentions, construction methods, and materials, in addition to the role of design and construction as cultural and historical phenomena.
- 10.2** As determined by the faculty, study tours may constitute a portion of the semester grade in a course. Faculty may establish graded assignments, including on-site research, conceptual design, and analysis of projects and/or sketching.
- 10.3** Course fees related to study tours: The course fees typically cover airfare, accommodations and ground transportation. Course fees may also cover other on site or in transit costs such entrance fees to museums or tours that faculty deem significant to the experience of the study tour. Course fees do not cover personal expenses such as meals. Students are encouraged to seek outside funding such as grants to help offset additional costs. In addition, students receiving financial aid are eligible to receive additional funding.
- 10.4** Students are expected to participate in all activities as established by faculty. Students should expect that the itinerary will encompass activities that will be of full-day duration.
- 10.5** Students are expected to behave in a professional manner throughout the tour, from the moment they step onto the bus (or other group vehicle) and gather at the airport, to when they return to Pullman. Students represent the school and university, and standards of professional conduct are mandatory. Such standards include treating others with

respect, appropriate language, and politeness.

- 10.6** At the discretion of each faculty leader, negative behavior (including non-participation in scheduled events or a lack of punctuality) may result in a lowered grade on assigned activities or the completion of one additional credit of coursework to make up for the missed events. The additional coursework will need to be completed prior to the end of the academic year in which students are currently enrolled.
- 10.7** Beyond the normal courtesy toward other guests staying at the hotel (or other lodging), it is important to keep excessive noise in hotel rooms at a minimum. In consideration of other students and guests, quiet hours at the hotels will commence at 10:00 p.m.
- 10.8** Abuse of alcohol or the use of any illegal substances will not be tolerated.
- 10.9** Students who violate the policies regarding student conduct on study tours can and will be sent home at their own expense.
- 10.10** The above policies are relevant to participation in field trips or off-campus work as part of studios or collaborative projects.
- 10.11** For more information see <http://conduct.wsu.edu/>.

11.0 Diversity

- 11.1** Washington State University advances equity and diversity throughout the institution and in the communities it serves, by expanding inclusion, providing opportunities, and encouraging individual and community development and achievement.
<http://diversity.wsu.edu/>

12.0 Students with Disabilities

- 12.1** Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in an SDC class, please either visit or call the Access Center (Washington Building 217; 509-335-3417) to schedule an appointment with an Access Advisor. All accommodations MUST be approved through the Access Center. Additional information is available on the Access Center web site <http://accesscenter.wsu.edu/>.

13.0 Computer Requirements

- 13.1** A computer meeting minimum specifications is required for all certified majors at the start of the second year: <http://goo.gl/u22QBN>.

Addendum #1: Shop release of liability form

The following policies are established to govern the use and safety of all shop facilities within the School of Design and Construction. All students are expected to follow these policies with no exceptions. Failure to follow all procedures will result in losing privileges for shop use.

Safety:

- All students will be required to participate in safety training under the direction of the Shop Coordinator. By signing this form you acknowledge that you have attended all required safety training.
- Safety in the shop is the responsibility of each student.
- All equipment and tools, which become broken, or need to be repaired, or unsafe must be taken out of use immediately and reported to a shop supervisor.
- All materials must be kept off the floor and all tools need to be put away at the end of each work period. Sawdust and scrap material must be cleared away.
- No headphones, food, drinks are allowed in the shop.
- Students may not operate tools wearing loose clothing or jewelry. Long hair must be tied back.

Procedures:

- Students may not use or bring into the shop area any personal tools including power and hand tools. The only exceptions are model making tools such as matt and exacto knives.
- Students must clean the area where they are working once they are done using the shop.
- Broken tools or materials that need to be replaced (IE sandpaper) should be reported to the TA.
- Students must always work in a safe and conscientious manner.

Nonconformance with the above will result in the exclusion from using the shop.

Release of Liability:

In consideration for the opportunity to work in the shop, I voluntarily agree to assume all risks involved in my participation. I understand that I am required to complete the safety training and shop orientation with the Shop Coordinator. I understand that if I voluntarily participate, I expose myself to risk of personal injury and/or death and property damage or loss.

I understand that Washington State University provides no medical insurance for their students and it is my responsibility to provide health insurance coverage for myself while I am using the model shop. I

also recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur that WSU cannot specifically anticipate.

I release the state of Washington, the Regents of WSU, WSU, any subdivision or unit of WSU, its officers, employees, and agents, from any and all liability, claims, costs, expenses, injuries and/or losses, that I may sustain as a result of my use of the model shop. My use of the model shop includes, but is not limited to any activity connected with the shop itself, and while using state or private equipment or facilities.

I have carefully read this document, understand its contents, and am fully informed about these circumstances and being apprised of the risks inherent in the activity, assume the risk of participation and release WSU from liability as set forth herein. I am aware that this document is a contract with WSU. I, or my parents/legal guardians if I am under the age of eighteen, sign it freely and voluntarily.

Participant's signature

Date

Participant's printed name: _____

Student ID # _____ DOB _____

Parent/legal guardian's signature

Date _____

(required if participant is under age 18)

Parent/legal guardian's printed name: _____