



# Visual Arts

COLLEGE OF ARTS & MEDIA

UNIVERSITY OF COLORADO **DENVER**

## RESOURCES FOR STUDENTS - **SYLLABUS ADDENDUM**

**Description:** This addendum was created by faculty to describe important policies you need to know about, find the resources you might need to support your success as a student, and provide you with information that will help you navigate and understand our complex university, college and department structure.

**The instructor reserves the right to make reasonable modifications to the course syllabus. Students will be notified in writing through Canvas, university email, or class announcement of any syllabus changes.**

### [VISUAL ARTS SYLLABUS ADDENDUM LINK](#)

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1. Notifications – Faculty have created this notification to provide students with an understanding of what to expect in an art course. The two notifications below must be included, as it is written, in your syllabus.
  - a. Content Notification - Art scholarship and art practice, along with teaching and learning, involve critical exploration of ideas, theories, art-making practices, and art movements that encompass such things as the human body, sexuality, race, gender, religion, politics, society, culture, and conflict. In accordance with the [College of Arts and Media's Vision, Mission, and Values](#), this course may touch upon such content with the expectation that students will actively participate in all course assignments, discussions, and tests. It is the student's obligation to determine within the first week of the course whether its requirements compromise their ability to meaningfully engage with such content as required by the curriculum. If the student determines that there is an issue, they should meet with the instructor immediately to determine if accommodation can be made. The granting of course-content accommodations is at the sole discretion of the instructor. If no such accommodation can be made, the student should drop the course before census date, the last day to drop courses without financial or academic penalty.
  - b. Student Work and Samples Statement - Arts faculty collect samples/examples of student work that may be referenced in courses they teach, annual reviews, and applications for teaching positions. Students that do not wish to have samples of their work collected by faculty members should notify the instructor.
  - c. Documentation of Student Work and Classroom Activity - The Department of Visual Arts documents student work and classroom activity and uses that documentation to show people what happens in our programs. This includes photographs, video, and images of finished and in-progress work. It may appear on department social media accounts, on CU Denver websites, in

recruitment materials, in exhibitions, and in presentations, and some of it may be used in paid advertising. If you would rather not be included, tell your instructor or email Erin Hauger at [erin.hauger@ucdenver.edu](mailto:erin.hauger@ucdenver.edu). There is no deadline, and you do not need to give a reason. You can opt out of being photographed or filmed, of having your work shown, or both, and you can change your mind at any point in the semester. You keep all rights to the work you make in this course. When your work is shown, we credit you by name unless you ask us not to. Someone from the department will tell you before filming happens in class. If you would rather not be on camera that day, step out of frame or say so, no questions asked.

2. Locker Reservation

- a. To reserve a locker in the Arts Building, submit a request form through the following link: [CAM Locker Request](#)

3. Need Equipment? - a laptop, hot spot, and/or webcam

- a. Please send an email to [studentsuccess@ucdenver.edu](mailto:studentsuccess@ucdenver.edu)

4. Computer Labs & Visual Arts Studios

a. Open Computer Labs

- i. The Visual Arts Department has computer labs available for student use.
- ii. Located in the CU Building on the 8th floor, Breakout room 815F, North Classroom 1407, and Arts 273.
- iii. Accessible to students in the fall and spring semesters only

b. Program-Designated Computer Labs

- i. Located in the Auraria Photography Lab in the Arts Building and the Digital Animation Center in the CU Building
- ii. Access to computer labs is By Request Only
- iii. Animation lab monitors will be available from 8AM-10PM Monday-Friday

c. Visual Arts Studios

- i. Located in Arts Building 291, Arts Building 292, and CU 8th Floor Spaces
- ii. Student access to spaces within Arts (AR) Building is during building hours only. [Building Hours | AHEC](#)
- iii. Accessible to students in the fall and spring semesters only AFTER Census
- iv. Access is by request only and requires submission and approval: [Visual Arts Access Request](#)
- v. Students are encouraged to submit access requests BEFORE Census Date.
- vi. ID card access CU Building
- vii. Access to the CU Building is daily from 6AM-1AM.
- viii. Students will NOT be permitted to be in the CU Building between 1AM – 6AM daily.
- ix. Lab & Studio Rules
- x. No Eating or Drinking - Please refrain from consuming food/drink while in any VA instructional spaces (breakout rooms, design studios, cutting rooms), classrooms, studios, and computer labs in all buildings.
- xi. Food/drink may be consumed in all common areas.
- xii. Plain water in a sealed vessel is permissible

#### 5. Adobe Creative Cloud

- a. Link [Adobe for CU Denver Students](#)
- b. If you are enrolled in a course that uses Adobe software, you will automatically be assigned an Adobe CC entitlement once you are marked as an active student in the CU system.
- c. There is no cost for any CU Denver student licenses! Below are the instructions for the students to follow to activate their accounts.
- d. If you have any issues, please contact [camit@ucdenver.edu](mailto:camit@ucdenver.edu)

6. Computer Tech Support

- a. You can get help with all computer topics by emailing [camit@ucdenver.edu](mailto:camit@ucdenver.edu)
- b. We will be monitoring our phone line at 303-315-7428 during most regular hours. Please contact us via email if you are unable to reach us via phone.
- c. We also have tech in the Dean's (AR 177) office Monday & Wednesday 9:00 AM - 12:30 PM and Tuesday & Thursday 11:00 AM - 3:00 PM.
- d. Please arrange a time to visit, via email or a phone call, before coming into the office.

7. College of Arts & Media Office Hours–Arts Building, Suite 177, 8AM-5PM

8. Visual Arts Office Hours–CU Building, 8th Floor, Suite 800

- a. 8AM-5PM, appointments recommended, visit [Appointment Scheduler with Department Administrator](#) to make an appointment.

9. College of Arts & Media Office of Advising & Student Services

- a. E-mail quick questions to [CAMAdvising@ucdenver.edu](mailto:CAMAdvising@ucdenver.edu)
- b. [CAM Advising](#)
- c. CAM Forms and Resources for Students
- d. [CAM Students Forms and Resources](#)

10. College of Arts & Media Academic Policies including grade appeals, advanced placement, adding & dropping courses and other policies [CAM Academic Policies](#)

11. College of Arts & Media Incomplete Policy [CAMadvising@ucdenver.edu](#) for additional information. [CAM Incomplete Policy](#)

- a. The College of Arts & Media (CAM) has strict policies for granting incomplete grades. They include but are not limited to the following:
- b. Reason for an incomplete must be a verifiable circumstance beyond the student's control that made the completion of the course impossible. The student must provide documentation.
- c. The majority of course requirements (75 percent) must have been completed with a passing grade to be eligible for an incomplete (C (2.000) for

- major/minor/certificate courses; C- (1.700) for select general education courses; D- (0.700) for most general education and general elective courses).
- d. Whether the student has successfully completed 75% of the course with a passing grade is determined by the instructor and based on the requirements listed in the syllabus.
  - e. All coursework must be completed within one calendar year of the end of the original course unless an earlier deadline is specified.
  - f. Requests for a retroactive change from a letter grade to an incomplete will not be considered.
  - g. CAM course completion agreement must be signed by both the instructor and student, with final approval by the dean's/advising office.
  - h. The student is responsible for requesting an incomplete grade and submitting all of the appropriate paperwork and obtaining approvals.
  - i. Please contact [CAMadvising@ucdenver.edu](mailto:CAMadvising@ucdenver.edu) for additional information. [CAM Incomplete Policy](#)

## 12. Student Attendance Policy

- a. Student success in college is dependent upon regular attendance and participation in courses. The University of Colorado Denver expects students to participate in every class session. The University also recognizes that excessive excused absences may make it impossible to evaluate a student's performance in a course. Under these circumstances, the instructor of record and/or students should explore an administrative solution (e.g., dropping the course, incomplete, medical withdrawal). [CU Denver CAP 7030D - Student Attendance and Absences](#)

## 13. Steps for Students Addressing Academic Concerns

- a. When a student has questions or concerns regarding academic issues such as project grades, final grades, attendance policies, etc., the student must first speak directly with the faculty member teaching the course.

- b. If resolution or clarity of understanding is not reached, the following procedure should be followed:
- c. The student contacts the Department Chair to discuss the concerns.
- d. The Department Chair speaks with the faculty member.
- e. The Department Chair facilitates a meeting between the student and faculty member.
- f. If the student still has concerns, the student should contact CAM Advising for details regarding submitting a petition.

#### 14. Email as Official Communication

- a. Email is an official means of communication within the University of Colorado Denver. Therefore, the university has the right to send communications to students, faculty and staff via email, and the right to expect that those communications will be received and read in a timely fashion. Students are responsible for reading emails received from CU Denver. [CU Denver CAP 5011 - Email](#)

#### 15. Academic Honesty: Student Code of Conduct

- a. Students are expected to know, understand, and comply with the ethical standards of the university. [CU Denver Student Code of Conduct](#)
- b. Student Code of Conduct: Students are expected to know, understand, and comply with the ethical standards of the university, including rules against plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty.
- c. Plagiarism is the use of another person's ideas or words without acknowledgment. The incorporation of another person's work into yours requires appropriate identification and acknowledgment. Examples of plagiarism when the source is not noted include word-for-word copying of another person's ideas or words; the "mosaic" (interspersing your own words here and there while, in essence, copying another's work); the paraphrase (the rewriting of another's work, while still using their basic ideas or theories);

fabrication (inventing or counterfeiting sources); submission of another's work as your own; and neglecting quotation marks when including direct quotes, even on material that is otherwise acknowledged.

- d. Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices and rubrics not specifically authorized by the course instructor in any academic exercise, or unauthorized communication with any other person during an academic exercise. Examples of cheating include: copying from another's work or receiving unauthorized assistance from another; using a calculator, computer, or the internet when its use has been precluded; collaborating with another or others without the consent of the instructor; submitting another's work as one's own.
- e. Fabrication involves inventing or counterfeiting information—creating results not properly obtained through study or laboratory experiments. Falsification involves deliberate alteration or changing of results to suit one's needs in an experiment or academic exercise.
- f. Multiple submissions involve submitting academic work in a current course when academic credit for the work was previously earned in another course when such submission is made without the current course instructor's authorization.
- g. Misuse of academic materials includes: theft/destruction of the library or reference materials or computer programs; theft/destruction of another student's notes or materials; unauthorized possession of another student's notes or materials; theft/destruction of examinations, papers, or assignments; unauthorized assistance in locating/using sources of information when forbidden or not authorized by the instructor; unauthorized possession, disposition, or use of examinations or answer keys; unauthorized alteration, forgery, fabrication, or falsification of academic

records; unauthorized sale or purchase of examinations, papers, or assignments.

- h. UC Denver has a license agreement with Turnitin.com, a service that helps detect plagiarism by comparing student papers with Turnitin's database and Internet sources. Students who take this course agree that all required papers may be submitted to Turnitin. While students retain the copyright of their original course work, papers submitted to Turnitin become part of Turnitin's reference database for the purposes of detecting plagiarism.
- i. Complicity in academic dishonesty involves knowingly contributing to or cooperating with another's act(s) of academic dishonesty.

#### 16. Requesting Copy of Visual Arts Syllabi

- a. Students may request a copy of any syllabi for a course rostered in Visual Arts dating back to 2015. Requests may be submitted here: [Visual Arts Syllabus Request](#)

#### 17. Visual Arts Lost & Found

- a. The Visual Arts Department maintains a lost & found on the CU 8th floor. Items found in any VA space may be turned in at the reception desk in CU 800. Items considered to be of high-value will be locked in a secure, private office.
- b. To retrieve lost items, please coordinate with the student staff in the Visual Arts main office in CU 800 or ask a lab monitor in CU 800.
- c. To retrieve secured items, please coordinate with Sean Koto in CU 800. An appointment may be required.
- d. To make an appointment, visit the Appointment [Scheduler with Department Administrator](#). Due to space and storage limitations, unclaimed items after the current academic year will be discarded.

#### 18. CU Denver always requires a visible ID while in any campus building. [CU Denver Badging and Security](#)

- a. All students need a campus ID badge to enter campus buildings and to use the stairwells and elevators during weekday business hours.
19. [CU Denver Inclement Weather Policy](#)
20. Student Life- Get Involved! [CU Denver Student Life](#)
21. Disability Resources and Services - The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. It is the students' responsibility to proactively bring to the teacher's attention any special considerations that the Disability Office recommends. [CU Denver Disability Resources & Services](#)
22. Accommodations [CU Denver Disability Resources & Services Accommodations](#)
- a. The university is required to provide reasonable accommodations for students, staff, and faculty related to disability, pregnancy or related conditions, religion, and creed. Note, the university is not required to make accommodations that fundamentally alter an educational setting or create significant undue hardship.
  - b. Accommodations of Religion/Religious Holidays: The university is firmly committed to protecting the religious rights of students. University policy prohibits discrimination against students due to their religion and reasonable accommodations will be provided to students requesting them due to their sincerely held religious beliefs. Please contact me as soon as possible if you believe that you may need accommodations during this course, i.e., if a religious holiday is occurring during the semester and you may need to miss class. Accommodation requests must be made at least two weeks in advance.
  - c. Policies: [CU Systems Protected Class Nondiscrimination Policy \(APS 5065\)](#)
  - d. Refer to the [Office of Equity's Frequently Asked Questions about religious accommodations](#)
  - e. Accommodations of Pregnancy: The university is firmly committed to protecting the health, safety, and rights of pregnant and/or parenting

students. University policy prohibits discrimination against students due to their pregnancy and reasonable accommodations will be provided to pregnant students. Please contact me as soon as possible if you are pregnant and may need accommodations during this course.

Accommodation requests must be made least two weeks in advance.

- f. [CU Denver | CU Anschutz Pregnancy and Parenting Guidelines for Students](#)
  - g. [CU System Protected Class Nondiscrimination Policy \(APS 5065\)](#)
  - h. General Resources: If you want to learn more about university policies and guidelines related to pregnancy/parenting, as well as resources to access campus lactation spaces, visit the [Pregnancy & Lactation Resources](#) section of the Office of Equity's website. You can also refer to the [Office of Equity's Frequently Asked Questions about pregnancy and parenting accommodations.](#)
  - i. Accommodations of Disability: The Americans with Disability Act (ADA) and the
  - j. Rehabilitation Act of 1973 require the university to reasonably accommodate students, staff, and faculty who have a disability and request reasonable accommodations. Examples of accommodations could include (but are not limited to) sign language interpretation, workspace alterations, and/or provision of screen reading software.
  - k. Reach out to Disability Resources and Services (DRS). Policies: [CU System Protected Class Nondiscrimination Policy \(APS 5065\)](#)
23. Academic Freedom [Academic Freedom](#)
24. Family Educational Rights and Privacy Act (FERPA) [FERPA](#) Students have rights regarding the privacy of their educational records under FERPA.
25. Attendance: Campus Policy 7030D, Student Attendance and Absences [CU Denver Attendance Policy 7030D](#)
26. Grade Appeal Process [CU Denver Grade Appeals](#)

27. Classroom Behavior Students, staff, and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote, or online. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with age, color, creed, disability, gender, gender expression, gender identity, marital status, national origin or shared ancestry, political affiliation, political philosophy, pregnancy or related conditions, race, religion, sex, sexual orientation, and veteran status.

28. Title IX Notice of Nondiscrimination

- a. The University of Colorado does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual assault. Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint; the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.
- b. Sexual Misconduct, Discrimination, Harassment, and/or Related Retaliation
- c. University policy prohibits discrimination and harassment based on a protected class identity, sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, and related retaliation by or against members of our community on- and off-campus.

- d. Staff, faculty, graduate instructors, and teaching assistants are considered responsible employees under university policy. These individuals have a responsibility to notify the Office of Equity when they are made aware of any issues related to the Nondiscrimination and Sexual Misconduct Policies regardless of when or where they occurred to ensure that individuals impacted receive information about their rights, available support resources, and potential resolution options.

#### 29. Office of Equity (OE)

- a. The OE at CU Denver | CU Anschutz is responsible for administering the university's [Nondiscrimination and Sexual Misconduct, Intimate Partner Violence, and Stalking Policies and Procedures](#). These policies exist to protect members of our campus community and to ensure that everyone has access to safe and inclusive, working, living, and educational conditions.
- b. Individuals who believe they have been subjected to misconduct can contact the Office of Equity at 303.315.2567 or via email at [equity@ucdenver.edu](mailto:equity@ucdenver.edu). Information about university policies and procedures, reporting options, and support resources can be found on the [Office of Equity's website](#).

30. The Phoenix Center at Auraria | Anschutz (PCA) - The [PCA](#) provides free, confidential resources and assistance to survivors of interpersonal violence (relationship violence, sexual violence, and stalking), as well as their friends, families, and concerned others. The PCA support services include academic advocacy, assistance reporting to the school and/or law enforcement at the survivor's request, safety planning, court accompaniment, emotional support, and more. The PCA also provides campus education and training, awareness-raising events, and campus policy guidance. You may contact the PCA at 303-556-CALL (2255) or via email at [info@thepca.org](mailto:info@thepca.org).

#### 31. Emergencies

- a. Emergency Contact Information - Emergency Procedures Reference Sheets are posted in all classrooms, conference rooms, and office suites. [CU Denver Emergency Management](#)
  - b. EMERGENCY DISPATCH - CU Building or north of Speer Blvd call 911 to reach Denver 911 and Denver Police and Fire
  - c. AURARIA CAMPUS EMERGENCY DISPATCH -- From a campus phone dial 911 or 303.556.5000 from any other phone.
  - d. Campus Emergency & Information Hotline-303.556.2401  
University Emergency Notification System
  - e. Students are recommended to register for alert text and voice messaging service at [CU Denver Emergency Alert System](#)
  - f. Campus Emergency Phones. Located throughout the campus (interior and exterior), the phones provide direct contact with the Auraria Police Department with the push of a single button.
  - g. Emergency After Hours for CU Denver students 303-615-9911
  - h. Clery Act. Report on crime statistics on campus and safety-based policies and procedures. [Auraria Police Clery Act Auraria Police Crime Logs](#)
  - i. Campus Assessment, Response & Evaluation (CARE) Team  
The purpose of the CARE team is to assess whether individuals pose a risk to themselves or others and to intervene when necessary, and more generally, to identify and provide assistance to those in need. See the CARE Team website for helpful information regarding conduct issues.
32. [CU Denver CARE Team](#)
- a. University of Colorado Denver | Anschutz faculty, staff, students and others are encouraged to refer students to the CARE Team who are struggling with academic, personal, or emotional difficulties or who may be exhibiting threatening, worrisome or other concerning behavior.
  - b. Reporting a concern: [CU Denver CARE Team Referrals](#)

- c. In case of imminent harm or danger, immediately call the Auraria Campus Police Department by dialing 911 from any Auraria campus phone or 303-556-5000 from any telephone
- 33. Office of Student Conduct and Community Standards: [Office of Student Conduct and Community Standards](#)
- 34. Student and Community Counseling Center - [Student and Community Counseling Center](#)
- 35. Office of People and Culture - [Office of People and Culture](#)
- 36. Learning Resource Center - [Learning Resource Center](#)
- 37. Latinx Student Services - [Latinx Student Services](#)
- 38. Center for Identity and Inclusion - [Center for Identity and Inclusion](#)
- 39. Internships - [Internships](#)
- 40. Career Center - [CU Denver Career Center](#)
- 41. Center for Undergraduate Exploration & Advising - [Center for Undergraduate Exploration and Advising](#)
- 42. Student Finance & Scholarship Resource Office - [Student Finance and Scholarship Resource Center](#)
- 43. TRiO Programs/Student Success Services - [CU Denver TRiO](#)
- 44. Veteran Student Services- [CU Denver Veteran Student Services](#)
- 45. Wellness Facilities - [Lola and Rob Salazar Student Wellness Center](#)
- 46. Loving Lynx -The Loving Lynx Committee is a resource available for CU Denver students dealing with unanticipated events related (but not limited) to: accidents, medical or dental emergencies, natural disasters, and/or a need for temporary housing. [Loving Lynx](#)
  - a. If you are unsure if your situation constitutes an unanticipated event, we encourage you to contact the Dean of Students Office to discuss your situation. [CU Denver Dean of Students](#)

47. The Food Pantry- CU Denver students have access to free food and hygiene products at the CU Denver food pantry located in the Lola & Rob Salazar Student Wellness Center on the 3rd floor. [CU Denver Food Pantry](#)
48. LET'S TALK - A drop-in, informal consultation with a Counseling Center staff counselor at the Lola & Rob Salazar Student Wellness Center, Study Room #4.