

Department of Interior Architecture
DEPARTMENTAL POLICIES

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DEPARTMENT OF INTERIOR ARCHITECTURE POLICIES

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DEPARTMENT OF INTERIOR ARCHITECTURE POLICIES

The policies below are not a full and exhaustive list of policies related to faculty and instructors. Faculty and instructors have rights and responsibilities as determined by the University in addition to those outlined in the Department of Interior Architecture Policies. For information on University-wide policies, please visit the Office of the Provost: <https://catalog.uncg.edu/academic-regulations-policies/university-policies/>

ACADEMIC POLICIES:

1. Syllabus

A syllabus will be given to the students or posted on Canvas on or before the first day of classes. This syllabus must provide an outline of the taught sessions and other activities including date, time, venue and content. This information will also include the date and time of all assessments, including project and paper due dates.

Syllabi will require the following mandated sections, including, but not limited to instructor name and office hours; meeting schedule for class; weekly calendar of assignments and due dates; any and all required textbooks, materials, and field trip measurable learning outcomes for the class; grading policy; and links to Departmental Policies and statements on academic integrity, disabilities, and religious observance. See [UNCG Sample Syllabus and Statements](#) for a sample template.

2. Registers and Records

All professors and instructors will keep weekly rosters for all scheduled contact sessions. It is their choice how these are kept but should be kept as part of student records. Before the add/drop period ends, faculty should ensure that all students who are attending class are listed on the Canvas roster and that students who expressed an interest in dropping have dropped.

Students who attend the class at first, then stop attending, or who consistently show up late, risk failing a course. If a student stops attending or consistently shows up late, the instructor should speak to the student or send an email to explain the consequences of being late (see Absence Policy below). If a student reaches a point where poor attendance will prevent them from passing the course the faculty should notify the student via email, flag them on Starfish, and make the student aware of the University's withdrawal policies and dates. Be sure to keep documentation of these conversations for the student's record by cc'ing them to our Administrative Associate and asking her to print them for the student's file.

Students who are attending but do not show up on the roster: If a student attends the class but is not showing up on the roster, the student must add the class to their schedule. If it is after the add deadline, students must complete an add/drop form. This should be completed before mid-semester.

Guidelines exist surrounding classroom behavior, faculty and student rights and responsibilities, and management of classroom disruption. More detailed information is available at <https://catalog.uncg.edu/academic-regulations-policies/university-policies/>

3. Changes to Classes/Cancellations

The primary assumption is that we are agreeing to provide a specific number of contact hours/sessions, and that any changes to this need to be explained and appropriate alternative arrangements put in place. ANY planned changes to this information must be provided with as much notice as possible to the students. The Department administrative associate should be notified of any canceled classes.

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If an unplanned faculty absence occurs, such as due to illness or personal emergency, the same policy applies. Please provide as much notice as possible and make alternative arrangements to make up for missed class time. Alternative arrangements might include a makeup session, longer office hours, etc. Canceled classes are regularly the cause of student complaints; in many cases, these can be avoided by apologizing to students, providing reasonable explanations for the absence and providing alternative activities.

4. Absence Policy

Most courses in the Department of Interior Architecture are not based on a textbook but rely on information and techniques taught in class and classroom interaction with faculty and peers. Because semesters are only 15-16 weeks long, each absence constitutes missing a significant part of the class experience. Additionally, students are expected to recognize the importance of professional behavior and to show respect for faculty and their fellow students by arriving on time to class each week. Therefore, the following absence policies are in place.

Twice-a-week classes:

- Each student has two “free” absences to use for any purpose.
- Each additional absence will drop a student’s grade one increment for the semester (e.g., from a B- to a C+).
- Four total absences (excused or unexcused) will automatically lead to a failing grade.
- Tardiness: If you arrive within 15 minutes of the start of class, you are considered tardy. Three instances of tardiness constitute one absence. If you are late by more than 15 minutes, you are considered absent.
- Any regular medical appointments (check-ups, dental, eye doctor, etc.) should be scheduled to not conflict with class time and will not count as an excused absence.
- Students who have extenuating circumstances (family tragedy, serious continuing illness) should work with OARs to receive accommodations for extended absences.

Once-a-week classes:

- Each student has one “free” absence to use for any purpose.
- Each additional absence will drop a student’s grade one increment for the semester (e.g., from a B to a C).
- Three absences (excused or unexcused) will automatically lead to a failing grade.
- Tardiness: If you arrive within 15 minutes of the start of class, you are considered tardy. Three instances of tardiness constitute one absence. If you are late by more than 15 minutes, you are considered absent.
- Any regular medical appointments (check-ups, dental, eye doctor, etc.) should be scheduled to not conflict with class time and will not count as an excused absence.
- Students who have extenuating circumstances (family tragedy, serious continuing illness) should work with OARs to receive accommodations for extended absences.

Sometimes, students may have multiple absences beyond their control (for instance, for a medical condition). Students in those situations should discuss those with their instructors. Students with extraordinary conditions may want to request a grade of “incomplete” in order to have more time to make up the work. Alternatively, students may need to file a leave of absence.

Excused Absences:

A note about absences: sometimes, students will have required field trips or other required activities that take place outside of class time. Instructors are responsible for making students aware of required activities taking place outside of class time (field trips that take place outside of class time should be determined by the major classes by the first week of classes and listed on syllabi so that students are aware of any conflicts).

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If the required activity conflicts with a class, the instructor assigning the activity should liaise with other faculty that are affected and provide means for students to contact their other instructors (e.g., an excuse form).

5. Grading Policies

Deadlines:

In the design field, it is imperative that you complete your projects on time. It is expected that work is due on the dates specified. Please note that backing up personal computers is a student's responsibility, and that computer crashes or printing issues are not acceptable reasons for incomplete or late work. Extenuating circumstances will be considered on a case-by-case basis by individual faculty with appropriate documentation. Refer to course syllabi to familiarize yourself with late work policies, some faculty accept late work, others do not.

Incompletes:

If there are exceptional circumstances, a student can petition their instructor to make a formal plan for completing the remaining work or assignments after the course ends. For an incomplete to be filed, enough work must have been completed by the student before filing for a grade to be assigned based on the work already turned in. Incompletes cannot be given for courses a student has registered for if the student files for a leave of absence or withdraws from the University. For more on filing a Request for Incomplete Grade, refer to the [UNCG Course Catalog](#) and speak directly with your instructors.

6. Non-Scheduled Classes and Academic Activities

Independent Studies:

Only up to 12 credits worth of independent studies AND experience credits combined can be counted toward the IARc degree.

Independent studies must follow these academic rules:

- An independent study cannot be taken when the same or similar content is taught in a course that is offered that same semester.
- An independent study cannot be substituted for a required course and will only count for an elective course. Whether the independent study will count for academic, or studio elective credit should be discussed with the faculty sponsor and written explicitly at the top of the form.
- An independent study cannot repeat course topics that have been introduced or practiced in other required courses unless the independent study represents a significant expansion of knowledge on previously covered topics.
- An independent study must be as rigorous (if not more rigorous) when compared to a typical design course. However, an independent study does not need to meet for the same number of contact minutes as a regularly scheduled class, as an independent study is not intended to mimic a class but should be a student-driven experience.
- Part-time faculty and teaching assistants cannot sponsor independent studies.

An independent study form must be submitted no later than the first week of classes, and preferably before the start of classes. This is necessary to ensure that students meet their required course load and to allow the necessary time for students to reconfigure their schedules should the independent study proposal be declined. An independent study must not interfere with the instructor's workload requirements in other

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classes.

7. Grade Appeals and Course or Instructor Complaints

Requests for consideration of a complaint about an instructor or a course should always be initiated by the student. While parents have considerable interest in the academic success of their student, it is the role of the student (as noted in the Academic Integrity Policy) to communicate concerns to the appropriate contacts. Because the Family Educational Rights and Privacy Act of 1974 (also known as FERPA) guarantees certain rights for students and eligible parents regarding access to, confidentiality of, and correction of the student's education records we are unable to discuss grades and routine academic transactions without the written consent of the student. For your convenience, additional information about these policies and written consent forms can be accessed [here](#).

Expectations of faculty and students:

At the beginning of the semester, students may expect that instructors will clearly communicate the requirements of the course and the procedure used for calculating grades. Throughout the course, students may expect that their work will be evaluated fairly and that they will be treated with respect and consideration. If you have concerns about how your work is evaluated, about the way you are treated by the instructor, or about the conduct of the class, your first step should be to discuss those concerns with the instructor. Frequently, misunderstandings or miscommunication are at the root of instructor or course complaints. Speaking directly with instructors allows students to resolve concerns.

Advice to students for meeting with an instructor to resolve a complaint:

- Plan to meet with your instructor during stated office hours or schedule an appointment at a mutually agreeable time. This is not a conversation that should take place in the classroom before or after class, nor should it be conducted via email.
- Before your meeting, compose your concerns in writing. Writing your concerns serves two important purposes: first, it demands that you think clearly and objectively about your concerns; secondly, it provides a written record of your concerns in your voice.
- Be sure to bring any documents that pertain to your concern e.g., the course syllabus, written assignments, papers, etc. to the meeting.
- Do your part to keep the tone of the meeting respectful and responsible. The goal of your meeting is to resolve your concern. Your meeting will be more successful if you stay calm, focus on communicating your concerns rather than assigning blame, listen to your instructor carefully, and take responsibility for your actions.

Grade Appeal Procedures for Students:

If you believe that your grade in a course was incorrectly or unfairly determined, and a discussion with your instructor does not resolve the matter, you may file a grade appeal. The University's grade appeal policy is described here; make sure you understand the grounds on which you can appeal a grade and that one or more of those apply in your case. Put your appeal in writing and follow the steps below. In each case, provide contact information and explain why you believe the explanations you have already received for denying your appeal are unsatisfactory:

- Send the appeal to the head of the department or program in which the course is listed. If your instructor is the department head, send your appeal to the Dean of the College, Room 105 Foust Building.
- If the department head denies your appeal, you may send it to the Director of College of Arts & Sciences Advising (CASA), Room 25 Foust Building, who has the authority to act on the Dean's behalf in these matters.

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- If the College (whether CASA or the Dean) denies your appeal, you may send it to the Office of the Provost, 201 Mossman Building. The decision of the Provost in grade appeals is final. At any point in the process, you may also request a face-to-face meeting.

Course or instructor complaints:

You may have a concern or complaint about a matter other than the grade you received in a course. If a discussion with the instructor does not resolve your concern, follow the steps described above for a grade appeal. If you are uncomfortable discussing your concern directly with your instructor, you may contact CASA or the Office of the Dean of Students for advice. It is often best to put your concern in writing but if you prefer, you may request a meeting with the appropriate next person to address your concern (see steps above). To the extent permitted by University policies, you may request that your complaint be kept confidential, although this might limit the actions that can be taken to resolve it.

The Cleary Act:

The Cleary Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. As part of this regulation, all faculty who are in a position of supervising others (i.e., Department Head, Administrative Associate, Director of Undergraduate Studies, Director of Graduate Studies, Internship Coordinator, Study Abroad Coordinator, etc.) are required to report any potential crime brought to their attention by a student. Therefore, if a student confides to one of these about something that has happened to them, that they witnessed, or they fear happening, that supervisor must by law make a report.

8. Department of Interior Architecture Undergraduate Curriculum Policies

The policies of the Undergraduate Program were developed with the best interests of the students in mind. Minimum requirements for overall and studio performance ensure that students understand the rigors of design, and by doing well in an academic setting, will be prepared to enter a competitive workforce. All faculty members are invested in each student's success. These standards are such that students who fail to meet these standards in the protected environment of an academic setting are not likely to do well in competitive professional practice. IARc undergraduate curriculum policies are as follows:

- Interior Architecture students are required to maintain a minimum 2.0 GPA overall.
- Interior Architecture students are required to maintain a minimum 2.0 GPA in the IAR Major.
- Students with less than a 2.0 GPA overall or in the IAR major will be informed in writing at the end of the semester by the Department Head that they are on probation for the upcoming semester. Students have **one semester** to raise their GPA to above 2.0. Students who fail to raise their GPA to 2.0 in that semester are then suspended from the program.
- Interior Architecture students need to earn a minimum final evaluation of "C-" in ALL Interior Architecture courses to advance to the next level of the program. Students will be informed by the Department Head if they are not able to advance at the end of the semester they received the failing evaluation.
- If a student receives a final evaluation less than "C-" in a first- or second-year studio course (IAR 101, 102, 201, 202), they must reapply to the program and be accepted by the faculty to return.
- Students who are suspended must reapply to the program and be accepted by the faculty to return. Students reapplying should use the departmental application process and include a statement that

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outlines the conditions that prevented the student from doing his/her best work, how that has been resolved and a portfolio of work already completed or revised. The faculty will review the applications of suspended students for readmittance and make their recommendation to the Department Head. The Department head will make the final decision about the case and notify the student in writing. The suspended student will not be allowed to enroll in IAR courses until they receive this notification.

- Students on probation twice within a four-semester studio sequence, will be suspended from active status as an Interior Architecture major through the next academic year and need to reapply to the program to return. Students in this situation who are enrolled in 4th-year courses will meet with the Department Head to discuss their future in the department.

To appeal a decision regarding probation or suspension, students may submit a letter to the Department Head explaining the reason for the appeal. After consultation with the faculty, the Department Head will write to the student regarding their future in the department.

Students in Interior Architecture are required to complete all course requirements before advancing to a successive studio or co-requisite course unless granted an exception by the Department Head. Students who receive an "incomplete," for example, in a studio course must complete the work in time for the faculty member to submit a grade no later than the Friday of the first week of classes of the successive studio.

The Department of Interior Architecture recognizes that university policy allows six months to finish an incomplete course; however, due to the sequential nature of studio courses, students must satisfy the course requirements of each studio before advancing to the next level. Students who do not complete the course requirements from a previous studio within the first week of classes will be dropped from the studio course in which they are enrolled. Students are expected to complete their work following the Academic Integrity Policy at UNCG. The latest version can be found at <https://osrr.uncg.edu/academic-integrity-policy-pledge/>

9. Internships

An internship is a required component of the BFA in Interior Architecture. Students will gain exposure to professional practices through observation and participation in approaches, strategies, and management of design processes. The following parameters have been set for the internship course:

- An approved learning plan is required before beginning the experience (Internship Agreement Form). This form must be completed before being permitted to register for the course, IAR 452.
- 240 working hours must be completed in a single semester by the last day of classes.
- You can work beyond the 240 hours.
- Working hours must be completed at one organization or firm during the semester.
- Campus email is the official mode of communication.
- Canvas will be used throughout the course, it is your responsibility to familiarize yourself with the organization, assignments, and deadlines.

For more information about internships in IARc, please visit:

<https://iarc.uncg.edu/undergraduate/internships/>

10. Field Trips/University Sponsored Travel

IARc provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the University community. To ensure that events or activities involving student travel are

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consistent with the University's mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by the Department Head. After approval has been given the following guidelines must be followed:

- A pre-trip meeting must be held with all participants.
- All participants must fill out travel forms at least three business days before the scheduled trip.
- All participants must submit funds for the trip on time as designated by the organizer.
- Approved method of transportation and lodging must be booked.

11. Communications

Following UNCG policy all faculty and students must check their uncg.edu emails. Interior Architecture faculty should try to reply to student emails within 48 hours during the semester of the course. If you will not be available via email, you must post an out-of-office message. Include a statement on your syllabus of your communication parameters to let the students know how you will respond to their communications, i.e., "Contact me via email between 9:00 and 5 p.m." or "I do not reply to emails after 6 p.m."

12. Advising

Advising will be completed by full-time faculty in a program. The Department Head will coordinate and be responsible for the quality and parity of the advising across the program. A week or two before registration for each semester, faculty should review each advisee's record and contact them about their requirements for going forward. This can be done as a group email to all advisees. See: "Appendix A- Minimal Expectations for Faculty Advising of Students" for more details

13. Academic Integrity

The first responsibility for academic integrity lies with individual students and faculty members of the UNC Greensboro community. A violation of academic integrity is an act harmful to all other students, faculty, and, ultimately, the entire community. Specific information on the Academic Integrity Policy and obligations of faculty and students may be found online at <https://osrr.uncg.edu/academic-integrity-policy-pledge/>

The Administrative Coordinator for Academic Integrity can be reached at 336-334-5514.

14. Disability-Related Accommodations

If you believe that you need accommodations for a disability, students should contact the [Office of Accessibility Resources & Services](#). OARS is responsible for coordinating disability-related accommodations and will issue students with documented Disabilities Accommodation Authorization Letters, as appropriate. Since accommodations may require early planning and generally are not provided retroactively, students should contact OARS as soon as possible.

15. FERPA

UNCG fully complies with the federal Family Educational Rights and Privacy Act and its implementing regulations. This prevents University officials, including Department of Interior Architecture faculty and staff, from disclosing non- directory information unless written consent is given by the student to the University.

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STUDIO POLICIES:

Students in Interior Architecture have access to individual and group workspaces, to create studio environments that are nurturing to the educational processes used in design education. This access comes with responsibility and an expectation that we all will be good stewards of the space. These policies outline the expected behavior in those spaces. Violations will result in reduced or removed access to studio facilities. University Policies: In addition to the studio policies established by the Interior Architecture Department, students are also responsible to acknowledge and comply with policies of the university in regard to health, safety, and indoor air quality. These policies may be accessed through fac.uncg.edu/fm/ehs.

1. Use and Access

Studio spaces are for the use of IAR students only. Guests to the studios must be accompanied by IAR staff or students. **Guests are not allowed during class time, except when invited for critique or educational purposes.** All guests must abide by all IAR policies while in our space. Students may not use departmental space or equipment for any professional work or internships. Misuse of the space by students or guests can lead termination of their studio privileges.

2. Recycling and Waste:

While in the studio environment and auxiliary facilities, all students are required to act in ecologically conscious ways. Students are expected to dispose of waste and recycling in the proper receptacles provided for cans, bottles, office paper, trash, and garbage. Left over modeling materials such as scraps of clean mat board, cardboard, chip board and balsa wood can be donated to a "Free Pile" located near the elevator.

3. Noise and Music

Cell phones and other communication devices must be in silent mode at all times while in the studio space. Headphones should be used at all times while in studio when listening to music or watching videos. All conversations and activities that take place within the studio spaces should be at an appropriate noise level with respect to classes and study spaces.

4. Air Quality

To maintain healthy air quality in the studio space, all modeling activities that release particles into the air must take place in the appropriate facilities such as the woodshop, outdoors, and CAM Studio. These activities include but are not limited to sanding of any kind (hand sanding or power sanders), spray painting, and using spray adhesives.

5. Electrical Outlets and Appliances

Electrical devices are permitted in the studio space with several restrictions. If an appliance specifies "HOUSEHOLD USE ONLY" then it cannot be used in studio. Hot plates or toasters are not permitted in studio spaces. Refrigerators, coffeemakers are acceptable but must be listed for commercial use. Extension cords cannot be used as a substitute for permanent wiring. Extension cords should only be used with power tools and the charging of personal computers. They should be unplugged immediately after use and put away.

When using extension cords with power tools, the extension cords must be grounded (3-prong) with the ground pin in place. No appliances should be plugged into extension cords. Use a fused power strip that is plugged directly into a mounted receptacle. Do not plug power strips into other power

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strips. Do not allow cords to be exposed to damage or pinched through doorways or across walkways. Any power cord that runs through a walkway must be taped down or covered with appropriate rubber stripping. A limited number of power cords are available for you to borrow from the main office. The department must provide approval for the use of any handheld electric-powered tools in the studio space prior to use. The rules for safety procedures and policies in the Wood Shop apply to studio spaces as well. To conserve energy, turn off and unplug all electrical devices when they are not in use.

6. **Public Spaces vs. Private Spaces**

Public Spaces, such as the group tables/cutting surfaces, must be maintained and kept clean by each of the students in the studio space.

Private Spaces, such as personal worktables, will be maintained by the individual student to ensure their personal belongings do not interfere with other students' private space. If someone continuously mistreats the studio space, report any issues to studio instructors or administrators in the IAR office.

7. **Student Storage Space**

Students should respect the properties of others and not borrow tools or materials without asking for permission. However, because the building is accessible to anyone, students should be aware that materials that are not secured are vulnerable to theft. The department recommends that students store materials and personal belongings in their own lockable storage container (such as a trunk).

8. **Use of Conference Room and Library**

Neither the conference room nor the CAM Lab may be used without permission and supervision of faculty.

9. **End of Year Clean-Up**

Students are responsible for cleaning their studio space at the end of each semester by taking home any wanted materials or projects, disposing of any trash, and recycling items in the appropriate receptacles. All personal belongings should be taken home as studio spaces are subject to change each semester. This also includes cleaning out the rolling storage cabinets, emptying shelves in studio spaces, and cleaning off the large community tables. Any items left behind will be disposed of by the department at the close of each semester.

10. **Collection of Work:**

Faculty may request that students leave a project for a specified period of time for use during CIDA review, as teaching materials, or for display.

DIGITAL POLICIES:

It is required that each Interior Architecture student has a laptop for use in studio and support classes. In addition, students and faculty in Interior Architecture have access to two computer labs (Ferguson and CAM) that contain computers, printers, and specialty equipment. With the rapid advancement of technology, comes opportunity to

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incorporate and expand the use of technology within the classroom and curriculum.

1. Laptops

It is crucial for students to have access to a laptop during studio and support classes to effectively execute assignments, participate in in-class activities, and enhance active learning. Laptops should be brought to class unless otherwise instructed by the faculty. Students are responsible for being familiar with classroom outlet locations and ensuring their laptop battery is fully charged when necessary.

Laptops must meet the current required specifications, which can be found on the department's website. Ferguson is a support facility and should not be used as the primary source for computer access.

2. Assistance

Studio faculty may not have the expertise or time to resolve software issues or troubleshoot technical problems. It is each student's responsibility to learn the required programs in designated support courses and utilize available resources. Additional support from lab assistants and/or faculty members may be available in the CAM Lab; these hours will be posted each semester.

3. Software/Subscriptions

Students will be using a variety of software programs throughout the curriculum. The courses and software programs are sequenced and will build upon each other. Therefore, it is important to continue to have access to the software programs after they are initially introduced. Refer to course syllabi for details about the software required for each IAR courses and how best to purchase and/or access them.

4. Safety

Students' will be responsible for safeguarding their laptop and computer accessories at all times while in the Gatewood Studio Arts building. This includes while working in studio, support courses, the library, CAM and the Woodshop. Students must make sure to lock-up or pack-up and take their equipment with them, even if it is to step away for a moment. Asking someone to watch personal belongings may not be enough. The department is not responsible for any loss or damage of students' computer equipment. Please report any suspicious activity to UNCG Campus Police using the Spartan Safe phone app or by calling 336.334.4444 and notify an IARc staff member.

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Appendix A: Minimal Expectations for Faculty Advising of Students

Faculty members are expected to report their advising activities when completing the annual Report, itself a key document in annual performance reviews and determination of merit salary adjustments made by department chairs.

It is, however, often unclear what expectations the college has for faculty performance with regard to advising. The following statement of expectations are to be understood as a set of minimal expectations, which may be fleshed out more fully at the department or program level or articulated by individual faculty members themselves in consultation with the department chair and faculty colleagues.

Minimal expectations for academic advising by faculty members:

All full-time faculty members are expected to engage in advising of undergraduate and graduate students in their program (unless formally assigned to other duties in lieu of advising). Assignment of advising loads by the department chair or designated program coordinator should be equitable.

All full-time faculty members are expected to be available to advise graduate students as needed.

While students are ultimately responsible for their own decisions regarding course selection and progress toward the degree, faculty advisors are expected to notify those who are not making adequate progress and to explain what they must do to get back on track.

Faculty advisors are expected to assist their advisees in making significant decisions about academic choices such as transferring to another major, adding a minor or second major, orienting coursework or internships around career goals, as well as advice on achieving a well-rounded education. Such advice may consist of the faculty member sharing her/his own knowledge of a discipline, industry, or career path or may involve helping the student identify appropriate others on or beyond campus who have such expertise.

Faculty advisors are expected to be informed (or know how to access the relevant information) regarding university or college policies or procedures related to advising issues, and to share this knowledge with their advisees when requested.

Faculty advisors are expected to periodically reflect on and assess the practice and quality of their advising activities and to report these assessments on their annual CV Update (due in March of each academic year).

NOTE: In keeping with the college's general philosophy of maintaining appropriate flexibility at the local level, departments or programs may propose as exceptions to this policy an alternative means of achieving effective advising of students (e.g., an equitable division of service responsibilities such that some faculty members but not others engage in some or all aspects of student advising). Any such plan must have the endorsement of the full faculty in the relevant department.