

Policy Statement

Grading Scale

A	90-100	indicates excellent work and carries four quality points per semester hour
B	80-89	indicates good work and carries three quality points per semester hour
C	70-79	indicates average work and carries two quality points per semester hour
D	60-69	indicates inferior work and carries one quality point per semester hour
E		indicates a course in progress . Not included in the grade point average, a grade of E shall be awarded for graduate thesis, recital and dissertation courses, and for such self-paced or skill courses as the Academic or Graduate Council may designate. An E shall be changed to a P only in the case of credit for thesis and dissertation and then only for the last recorded credit for these courses. Otherwise, the E remains on the record indicating that to receive credit the student must reregister for the undergraduate course, repeating it on a regular basis until completing it. Upon completion, the appropriate grade, whether P or valiative, shall be assigned.
F	0-59	indicates failure and carries no quality points
NA		indicates the instructor reported the student as not attending . The grade is considered as attempted, but no quality points are earned. The grade is calculated as an F in the student's grade point average.
I		indicates that a student was unable to complete course requirements by the end of the term because of extraordinary circumstances beyond his or her control. Poor performance or unexplained absences are not a justification for the assignment of an I. If an I has not been removed by the end of the next semester (excluding summer term), it automatically becomes an F. Students are prohibited from enrolling in any course for which the current grade is I. Students who have filed for a degree and receive an incomplete grade will have to change their graduation term to the term ending the completion of their course work.
AW		indicates administrative withdrawal
WP		indicates withdrawal from a course passing after the deadline for dropping courses
WF		indicates withdrawal from a course failing after the deadline for dropping courses. (This grade is computed in the GPA as F.)
P		indicates a passing grade in courses taken on a pass-fail basis (does not count in computing GPA)

Grading Policy

1. Assignments and project descriptions will be given to the student prior to each assignment and/or project. Due dates and grading criteria will be assigned with each project.
2. **Late projects will not be accepted**, and should be turned in "as is". Projects turned in late due to an excused absence must be documented with a written letter as outlined in the

Attendance Policy.

3. All written work must be typed or hand lettered using an appropriate architectural style lettering, or as requested in the assignment/project description.
4. Grammar, spelling, punctuation, and neatness will be included in the evaluation of each project.
5. **Failure to follow instructions** may result in failure of the assignment/project.
6. Students are only allowed to work on the specified coursework during class time.
7. Assignments/projects must be turned in directly to the instructor or to the Interior Design Program and/or School of Construction administrative assistant. Do not leave projects at office door.

Class Attendance Policy

1. Students are expected to attend all scheduled class meetings for the duration of the scheduled time. Failure to do so will result in the reduction of the student's final grade as specified in the syllabus for each course.
2. Tardiness, as well as failure to stay the duration of the class, will be counted as a partial absence for each offense as specified in the syllabus for each course. If the student enters class late, it is the students' responsibility to tell the instructor, in writing, immediately after the class period is over that he/she has been in attendance, and include the **student's name, date, and course number**.
3. For proper verification and documentation of absences, **all** excuses must be taken to:

Ms. Vrita Delaine
Assistant to the VP of Student Affairs
R.C. Cook Union, Room 219 (Second Floor)

Ms. Delaine will submit an official letter to the instructor for her/his records. The instructor will make the final determination concerning the validity of the excuse.

4. The following absences are considered excused upon proper documentation:
 - Illness documented with a valid medical excuse
 - Death in the immediate family with valid documentation
 - Emergency car trouble with valid documentation
 - Approved professional meetings and/or community service
 - Required jury duty
 - Other circumstances will be considered on an individual basis

5. If excessive absences occur, deadlines are not being met, and work quality is below average and/or incomplete, the student may receive a grade of "F" (Failure) for the course.
6. If absent or tardy, it is the student's responsibility to obtain any missed content and to confirm their record of attendance. The instructor will not notify students of excessive absences, missed roster checks, or missed content.
7. All excuses must be submitted and received within 2 weeks of the absence, and no later than the last day of class.

Printing/Plotting Facilities

The Interior Design Program provides interior design students with a variety of printing, plotting, scanning, and computing equipment and resources for use in the interior design studio. **Hours of operation are Monday - Friday, from 8:00 am – 5:00 pm.** Additional printing, plotting, scanning, and computing equipment and resources for use by the interior design students are available at the School of Construction Computing Lab in the Bobby Chain Technology Building (TEC). **Hours of operation should be verified with the facility each semester.**

Academic Misconduct

Academic misconduct includes plagiarism, scholarly theft, the use of another's ideas without appropriate credit, cheating, misrepresentation of work, and the disruption of classroom decorum, and will result in a grade of "0" for the course and possible further actions by the University. See the Student Handbook for further explanations, definitions, policies, and procedures.

Mobile Phones

All mobile phones are strictly prohibited.

Retention of Student Work

The Interior Design Program and/or instructors reserve the right to retain any student work completed by students in ID prefix courses.

Americans with Disabilities Act

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi, Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: (601) 266-5024 or (228) 214-3232

Fax: (601) 266-6035

Individuals with hearing impairments can contact ODA using the *Mississippi Relay Service* at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu