

**vcuarts** | painting +  
printmaking

# Student Handbook

# PAINTING + PRINTMAKING ACADEMIC GUIDELINES

## Curriculum

Please see the [VCU Bulletin](#) for [course descriptions](#), a [plan of study](#), major and minor [curriculum](#), and [academic regulations](#).

COLLATERAL REQUIREMENTS(20 AFO + 9 AH)	<b>29</b>	
PAPR TOTAL	<b>40</b>	
PAPR 201: Painting from Observation	4	
PAPR 212, 213, 306, or 307	4	
- Complete 2 of 4 courses (2 credits each)		
PAPR 231: Drawing from Observation	4	
PAPR 290: Concepts and Issues	2	
PAPR 292: Concepts and Issues II	2	
PAPR 304 or 314: Paint OR Print Practice and Theory	4	
PAPR 390: Junior Seminar	2	
PAPR 402: Senior Degree Project	4	
PAPR 490: Senior Seminar	2	
300 OR 400 level PAPR electives	12	
OPEN ELECTIVES	<b>12</b>	
STUDIO ELECTIVES (outside of PAPR)	<b>9</b>	
GENERAL EDUCATION		<b>30</b>
TOTAL	<b>120</b>	

## Academic Advisor

Sayaka Suzuki – [suzukis@vcu.edu](mailto:suzukis@vcu.edu)

Fine Arts Building, 2nd floor – follow signs to her office

Students must meet with their advisor at least once per semester. Schedule an appointment through the [myVCU Portal](#)> General Resources> Advising Appointments.

Advisors can help students:

- Define and develop realistic goals
- Identify special needs and match students to available resources
- Plan course schedules and clarify prerequisites
- Monitor progress toward academic success and career goals
- Maneuver within VCUarts and the academic system

## Override Policy

Overrides will not be provided into courses that are full when there are spaces open in other sections of the same class. If all sections are full, students must have the explicit written permission of the instructor as well as the approval of the department to over-enroll a full course. These overrides are not guaranteed. We encourage students to check for openings throughout the add/drop period and add the class directly if a space opens up.

The PAPR [override request form](#) is available on the [Painting + Printmaking website](#).

## Attendance Policy

Attendance is Mandatory: A maximum of 2 absences are allowed. This includes emergencies, illness, or court dates. Further absences cannot be excused with doctor's notes or any other form of documentation. Tardiness and leaving early will be counted as a partial absence. Students are responsible for informing the professor if they plan on being absent or late or after the fact of the absence or lateness was out of the student's control.

PAPR departmental policy allows for 2 absences without penalty. A third absence will result in the student's final grade to drop one letter and one more for every subsequent absence. If a student has a final grade of an A but is absent 3 times they will receive a B. If they are absent 4 times they will receive a C, and so on. Late arrivals and early departures accumulate toward absences. 3 latenesses equal 1 absence. Lateness is defined as 10 minutes or more. This also applies to breaks.

## Grading Rubric

<b>A</b>	Excellent	You should adhere to the department attendance policy with no pattern of tardiness and you should possess exceptional attitude, which is reflected in your critique participation, response to criticism, and professional conduct. Your work must manifest remarkable achievement both in quantity and quality. Your ability to communicate ideas should exhibit noteworthy achievement.
<b>B</b>	Good	You should adhere to the department attendance policy with no pattern of tardiness and have a positive attitude, which is reflected in your critique participation; response to criticism and professional conduct is expected. Your work must manifest high quality achievement. You should possess sound, above-average ability to communicate your ideas.
<b>C</b>	Satisfactory	You should adhere to the department attendance policy with no pattern of tardiness and a positive attitude, which is reflected in your critique participation, response to criticism, and professional conduct is expected. Your work must manifest acceptable achievement both in quality and quantity. You should possess satisfactory ability to communicate your ideas.
<b>D</b>	Poor	Less than satisfactory adherence to the department attendance policy and/or a pattern of tardiness could result in this grade. Exhibiting a below standard or indifferent attitude, which is reflected in your critique participation, response to criticism and unprofessional conduct could also result in this grade. A grade of D indicates your work is less than acceptable in quality and/or quantity. This grade could indicate your inability to satisfactorily communicate ideas.
<b>F</b>	Failure	A pattern of non-adherence to the department attendance policy and/or excessive tardiness could result in a failing grade. If you possess an unacceptable attitude, which is reflected in your lack of critique participation, response to criticism and unprofessional conduct, and/or your work shows a pattern of low productivity and/or unacceptable quality you could receive a failing grade.

## Incomplete Grades

An incomplete grade is issued only in cases of emergency or severe health-related circumstances; students should first discuss this option with their advisor. A student must then request and gain their instructor's approval in order to be issued an incomplete. The awarding of a mark of I requires an agreement between instructor and student as to when and how the course will be completed. When the agreement is reached, the instructor fills out an [incomplete grade assignment form](#) bearing the student's signature and submits the documentation to the departmental administration before final grades are submitted. Once granted an incomplete, a student must finish all work necessary to complete the course in time to allow the instructor to evaluate the work and submit a grade to the department no later than the last day of classes of the next semester, unless an earlier date is specified by your instructor.

## Grade Appeals

From [Grade Review Procedures](#), *VCU Bulletin*: The faculty member bears the responsibility for specifying in writing at the beginning of each class section the formal requirements of the course and the weights that will be employed in determining the final course grade. The faculty member(s) shall apply relevant grading criteria uniformly to all members of the class.

- When a student has evidence that a final grade has not been assigned in accordance with the stated criteria, the student shall discuss it first with the faculty member. The faculty member will explain how the final grade was determined.
- If the student continues to feel that the grade was incorrectly assigned, a written appeal may be submitted to the chair of the department in which the course was taught. Students appealing grades assume the burden of proof. The appeal shall state and support with all available evidence the reasons why the student believes the grade should be changed. For grades awarded for the fall semester, the written intent to appeal must be submitted no later than 14 calendar days after the beginning of the spring semester. The chair of the department shall attempt to mediate an amicable solution within two weeks of receipt of the written appeal.
- If the complaint is not resolved, the chair shall forward the student's appeal to the dean (or appropriate associate/assistant dean) of the school in which the course was taught.

## Internships

PAPR 493. Internship for Painting and Printmaking. 1-6 Hours.

1-6 credits (40 work hours per credit). May be repeated for a maximum of 12 credits. Enrollment is restricted to juniors and seniors in School of the Arts with permission of the department chair. A practicum that provides students with valuable real-world experience to work in the field of contemporary art.

Internships are encouraged and should be related to the field of Painting + Printmaking/Contemporary Art to be eligible for PAPR credit. For example, a student may pursue an internship with an art collection, museum, gallery, publication, art fair, or artist. Popular internship options include: [Studio Two Three](#), [Triple Stamp Press](#), [1708 Gallery](#), [VMFA](#), [Candela Books + Gallery](#), [Visual Arts Center of Richmond](#)

Please submit the [Painting + Printmaking Internship Form](#) if you are interested in pursuing an internship for credit. Students can either be paid OR receive credit for an internship, but not both. Paid internships are not eligible for PAPR credit.

## Independent Study

Students considering Independent Studies are encouraged to instead enroll in currently offered PAPR courses to meet their curricular requirements. If a student is having difficulty filling their schedule, they should meet with their advisor to discuss available courses. Independent Study requests must be endorsed by the student's advisor to ensure all other options have been considered. In most cases, an independent study will only be granted if it is the only option for a student to graduate in the semester that the independent study course is requested.

# COMMUNICATION

## VCU Email

Information about your classes, opportunities, visiting artists, exhibitions, events, and more will be distributed through your VCU email account. Email is considered an official method for communication at VCU. Students are expected to check their official VCU email on a frequent and consistent basis (the university recommends daily) in order to remain informed of university-related communications. Students are responsible for the consequences of not reading, in a timely fashion, university-related communications sent to their official VCU student email account. Mail sent to the VCU email address may include notification of university-related actions, including disciplinary action. Students must read this standard in its entirety [here](#).

## Website & Social Media

Bookmark our [website](#), like our [Facebook Page](#) (VCUarts Painting + Printmaking), and follow us on [Instagram](#) (@vcuartspaintprint).

## Updating Name of Use

VCU supports a culture of inclusion and respect for persons of all backgrounds and identities. The Dean of Students office can assist you in navigating VCU's process for making changes to some university records regarding your gender, name of use (i.e., not legal name) and other related information such as pronouns and title to reflect your identity. Please see [these resources](#) for help with changing your name of use.

## Student Advisory Council

The Painting + Printmaking Student Advisory Council consists of two representatives each from the sophomore, junior, and senior class within the PAPR major. The group will meet once a month to share feedback/concerns with department leadership.

# VCUARTS PAINTING + PRINTMAKING STATEMENT ON CULTURAL EQUITY, DIVERSITY, AND INCLUSION

The VCUarts Dept. of Painting + Printmaking is committed to the principle of cultural equity and empowering a just, inclusive, and equitable community. We believe that cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, religion, age, or disability—are given equal opportunities to participate in the Dept. of Painting + Printmaking and the wider VCUarts community as prospective and current students, alumni, faculty, or staff.

The following on-campus resources are available for concerns related to diversity, equity, and inclusion at VCU: [Equity and Access Services](#)  
[VCUarts Director of Diversity and Inclusion](#): Holly Alford, artsinclusive@vcu.edu or (804) 827-3476  
[Division for Inclusive Excellence](#)  
[Student Accessibility and Educational Opportunity](#)

## FACILITIES & SAFETY

### Building & Studio Access

The Fine Arts Building (FAB) is open 7am-6pm. It has restricted access by card from 6pm-7am weekdays and all weekend. The PAPER department permits after hours access to students currently enrolled in PAPER courses.

Painting and Drawing studios are open 24 hours. Printmaking studios (Rm 340, 342, 343) have limited access by key code. Only studio monitors and students trained on proper use of facilities have access after hours. Please see the policies posted outside of Rm 342.

### Lockers

Lockers are available to all students on a first come, first served basis. In order to secure a locker you will need to provide a lock and label the locker with your full name and current semester written on masking tape. Lockers should be emptied at the end of each semester prior to Clean Up.

### Community Responsibility

Students are expected to make cleanup part of their everyday practice. You are responsible for leaving your work area in a better condition than you found it.

At the conclusion of each class, students will:

- Store supplies and artwork in the appropriate locations. Supplies other than painting medium can be stored in lockers. Store work in the racks or take work home. Work in the racks should be labeled with your name and the semester, and removed by the end of the semester. The Painting + Printmaking department is not responsible for lost or stolen work.
- Clean up work station.
- Repair any damage to the walls with spackle and paint. See the Print Technician for a paint cart.
- Wipe down countertops and sinks after each use.
- Wipe up wet paint from easels, tables, stools, sinks, walls, and floor.
- Throw away all trash - dispose of paint and solvents in the recycling drum.
- Close windows, turn off lights.

Fishbowl (301) and 313 chairs must remain in their designated rooms. They have been labeled accordingly.

## Safety & Hazardous Materials

- The VCU Art Safety Guide is available [online](#). All students must complete a form at the beginning of the year confirming they have reviewed the Safety Guide.
- No paints, solvents, or paper in sinks.
- Flammable supplies like Gamsol/painting medium **MUST** be labeled with your name and the semester and stored in the yellow storage cabinets in the painting studios. **Do not store solvents in lockers!**
- Empty solvent or other hazardous materials containers must be labeled with the original contents and moved to the storage cabinet by the elevators for disposal.
- Never tie objects to the sprinkler or electrical lines in the ceiling.
- Extension cords may not be used in the FAB. Only power strips/surge protectors are permitted.
- Clamp lights pose a fire hazard may not be used as a permanent light source. They must be supervised while in use and unplugged at all other times.

## Prohibited Materials

Use of prohibited materials on campus will result in academic repercussions.

The following materials may not be used in the Fine Arts Building for ethical and health reasons:

- open flames or volatile material (including candles)
- animals (including fish, dead or alive)
- fiberglass insulation
- extension cords (power strips/surge protectors must be used instead)
- bodily fluids

## Spray Paint

Spray paint comes with safety and legal ramifications if used improperly.

### DO:

- Discuss your plans with your professor first
- Work outside behind the FAB, using a drop cloth
- Protect ALL surrounding areas from overspray
- Use the PAPR spray booth for spray paint and fixative - see Brooke Inman for access ([inmanba@vcu.edu](mailto:inmanba@vcu.edu))
- Wear a respirator rated for protection against vapor inhalation
- Be considerate of shared spaces - promptly remove items after they have dried
- Clean up your workspace

### DON'T:

- Spray directly on unprotected surfaces like sidewalks and asphalt
- Use the spray booth without exhaust ventilation on
- Move or spray near other people's work in the spray booth
- Use the Craft department's spray booth without asking permission - if you must use their spray booth, always ask first to ensure you are in compliance with their policies
- Spray anywhere inside that is not a ventilated spray booth

## Mandatory Clean Up

A department-wide Clean Up day for the third floor of the FAB will occur at the end of each semester. The date of Clean Up will be announced during the first week of classes and will be included in course syllabi for all Painting + Printmaking courses. Participation in the Painting + Printmaking Clean Up is mandatory for all students enrolled in a PAPR class, regardless of major. All students will arrive at 9:30am and stay until noon. Students must remove all work and personal belongings from the building prior to Clean Up. Supplies and artwork are the responsibility of the student and anything left in the studios, racks, hallway, or other work spaces by Clean Up will be considered abandoned and discarded.

## Emergency Evacuation Plan

In the case of an emergency building evacuation including fire drills, the primary assembly point for the FAB 3rd floor is the Siegel Center Plaza.

## Chairs' Statement on FAB Bathroom Use & Signage

VCU supports a culture of inclusion for people of all backgrounds and identities, and respects your decision to use the bathroom facility corresponding with your gender identity. Gender identity and expression have non-discrimination [protections](#) at VCU, and these protections extend to the gender that individuals identify with. *What others perceive as an individual's gender identity is not relevant to the protection.*

While these protections allow for individual choice, our facilities in the FAB still rely on the binary gendered model that many members of our community object to. We respect this position, but we cannot change the current gender designation of the toilets in the Fine Arts Building at this time. The number provided meets the minimum gendered multi-use men/women restrooms required by current city and state building code. The bathroom signage, which includes braille for blind and sight-impaired users, is ADA compliant. There have been instances of protest in the FAB, with the unofficial removal of this gendered signage. Removal of the signs is interpreted by the university as an act of vandalism. It leaves the restrooms unmarked, which disproportionately impacts both visitors who are unfamiliar with our building, and those who rely on the ADA compliance of the official signage.

VCU respects your individual gender identity and is committed to providing safe and private restroom facilities for your use. This fall we had sanitary napkin disposal units installed in all bathroom stalls in the Fine Arts Building. The university has recently engaged in efforts to create gender inclusive bathroom access for people with a range of identities. A campus-wide survey preceded the design, installation, and campaign to designate each single-stall restroom on campus to gender inclusive while accounting for architectural requirements, city code, and ADA compliance. Not all single-use toilets were converted to gender neutral because some are not really accessible to the public. The ones that were converted all now have an inclusive sign. Additionally, a requirement has been set that all new VCU projects involving a new structure have one gender neutral toilet per floor. This requirement is for major capital projects, not small renovations.

There are single-stall gender inclusive bathrooms located nearby at the Student Media Center at [817 West Broad St](#) and at [809 W Broad St](#), and all gender inclusive bathrooms can be located via [this](#) online map. These restrooms are available to everyone, in addition to the VCU multi-stall restrooms which are designated as gender-specific.

Bathroom usage is not the only issue effecting the trans and non-binary community. The VCU Division for Inclusive Excellence provides an [online list of resources](#) for the LGBTQIA+ community that details campus-wide inclusion initiatives, including reporting from the Transgender Inclusion Administrative Work Group (TIAWG). The Office of Multicultural Affairs also offers an [online list of resources](#) that includes campus and external programming. VCU has also created a [Guide for Gender and Name of Use Notification](#) designed to help you to evaluate and request gender and name changes to technology-related systems at the university.

It is of utmost importance to us that the Fine Arts Building is a welcoming, supportive, and inclusive environment. We are exploring ways of creating a single-use gender inclusive bathroom in the FAB.

## Smoke and Tobacco-free Campus

Effective July 1, the use of all tobacco products, including e-cigarettes, is prohibited on university property including in university vehicles, and only allowed in designated outdoor smoking areas. The new policy applies to students, faculty, staff, contractors and campus visitors. A list of current outdoor smoking areas on the Monroe Park Campus is available at <https://tobaccofree.vcu.edu/faq/>. Please note that these designations are subject to change.

# DIGITAL LAB EQUIPMENT RENTALS & RESOURCES

## Equipment

Students must complete equipment agreement form each year, prior to first checkout. Checkout during technician hours - see schedule outside of room 342.

- Canon Cameras
- Tripods
- Photography Lighting Kit
- iPads
- Micca Speck Media Players
- Projectors
- TV monitors
- Audio equipment (limited inventory):  
Recorder, Speakers, Mixer
- Vintage technology: camcorders, tube tvs, slide projectors

## Resources

Coordinate with Print Technician, Brooke Inman.

- Laser Engraver
- Large Format Printer\*
- Copper etching plates\*, ball grained aluminum lithography plates\*
- Spray Booth
- Paint Cart

\*ask for pricing

## VCUarts MODEL STANDARDS

Models provide a valuable arts education service to the VCUarts community. In order to ensure a professional environment for models, faculty and students, the following VCUarts model standards and practices are to be followed:

- Students and faculty honor figure model anonymity and privacy at all times.
- Models change between their street clothes and a modeling robe in privacy. At no time, are they subjected to advances or physical contact.
- Doors are always closed and locked during modeling sessions and visibility into rooms restricted. Additionally, if students, faculty or staff wish to enter the classroom after a modeling session has begun, they knock and wait for the model to re-robe before the teacher opens the door. Posted door signs indicating a model is in session and those wishing entry need to knock is recommended. Only faculty and students participating in a scheduled modeling session are present while a model is posing.
- Faculty are required to be present at all times while a model is posing nude. If faculty leave the room, even for a short period of time, the modeling session will pause and the model re-robe until the faculty member returns.
- At a minimum models take a 5-minute break every 30 minutes. More challenging poses might require more frequent breaks.
- Pose comments and/or directions are communicated by faculty only. Students do not interact with models during poses. Noise and other distractions should be kept to a minimum to help models focus.
- Photographs of models are not permitted. Consequently, cell phone use and photography is strictly prohibited during modeling sessions. Should a student need to use their cell phone they leave the modeling session first. If a student uses a cell phone during a modeling session faculty will promptly dismiss them from the classroom.
- Exhibitions, or any other public presentations of artwork featuring models, including online venues, will not reference models' first or last names, nor tag their personal social media accounts.

Should any of these modeling standards not be upheld, models will end the modeling session and report the incident to the appropriate VCU authority and the VCUarts model coordinator. Failure to uphold standards can result in lost model privileges.



## TRAVEL

The Department of Painting + Printmaking values travel as an important vehicle to learn about a wide and diverse range of art and exhibition practices. Students are invited to participate in annual excursions to New York to meet with artists, gallerists, and curators as a part of the Senior Seminar course. Students have also had the opportunity to travel to China, Peru, Mexico, Italy, Brazil, and Germany.

Learn more about travel opportunities at <https://global.vcu.edu/>. Stay tuned for details about a trip studying printmaking in Mexico City during Spring Break 2021 with full travel scholarships available!

### NYC Trip

In the spring semester PAPR students are given the opportunity to go on a 2-3 day trip to New York, organized by Prof. Gregory Volk and subsidized by PAPR. This trip includes visits to galleries, museums, and meetings with artists. Space is limited and students are encouraged to organize fundraisers to supplement departmental funding for the NYC trip.

## SENIOR YEAR

### Senior Degree Project

PAPR 402. Senior Degree Project. 4 Credits.

In this course the student will pursue an independent studio practice toward the development of a personal and informed body of advanced work.

In conjunction with this course, students are provided with a studio, assigned by their course instructor. Students who wish to receive a studio for more than one semester can apply to enroll in PAPR 408: Senior Degree Project II.

### Senior Reviews

As a culmination of the Senior Degree Project, students enrolled in these classes participate in a final review during finals week. This review is conducted by the professor for the course as well as two other faculty from the department. As a part of the course, and as a capstone for the BFA degree, this review is mandatory.

### Senior Show

As a culmination of the BFA in Painting + Printmaking, all seniors graduating in either December or May of an academic year, are given the opportunity to participate in an optional Senior Show to be held in March at the Anderson Gallery.

This show is organized by the director of the Anderson Gallery with the added resource of a graduate student, usually the GTA for the spring Senior Seminar, who can be the liaison between the Anderson and the PAPR department.

Note that in the past, the senior show was held off campus and was organized by students, with the help of the PAPR department. Starting in 2019-20 this practice has been discontinued, but students are encouraged to organize off campus exhibitions to supplement the Anderson exhibition.

## VCUarts RESOURCES

### Scholarships

Scholarships and awards are available at the time of admission to the university, but are also available to current students based on both merit and need through an annual application process. Students compete for either school-wide scholarships through a nomination process or can apply directly to their department for a series of scholarships. Please check the VCUarts website for a current [Scholarship List](#).

### Current Students Website

A highly informative site with links to various resources including student services such as advising and career support, plus opportunities for grants, scholarships, study abroad, and more: [arts.vcu.edu/current-students](https://arts.vcu.edu/current-students).

### The Anderson

The Anderson is an exhibition and program space for the VCUarts community. It supports experimentation, professional development and work across disciplines. Students are encouraged to submit proposals for solo or group exhibitions, installations, performances, or events. Learn more at <https://arts.vcu.edu/programs/theanderson/>. Follow The Anderson on Instagram for the most up to date information: [@vcuartstheanderson](#).

### ICA

The [ICA](#), located on the Monroe Park Campus at the corner of Belvidere and Broad Streets, is a non-collecting institution that showcases an ever-changing slate of exhibitions, performances, films, and special programs that translate our world into every medium. Admission is free and open to all. Follow on [Instagram](#) and [Facebook](#): @icavcu.

### Arts Student Groups

Student groups related to visual arts include:

- Black Art Student Empowerment (BASE)
- Queer Arts Club
- Amendment Literary and Art Journal
- Poictesme Journal
- Ink Magazine

Learn more about student groups at VCU by logging into [RamsConnect](#).

## VCU COUNSELING SERVICES

Counseling Services provides comprehensive evaluation and consultation for students on best options for their mental health care. This can include any of the following: [case management](#), [referral services to a community provider](#), [brief individual and couples therapy](#), [group therapy](#), [consultation](#), and resiliency workshops.

To schedule an appointment, visit their office in the Student Commons, 907 Floyd Ave, Room 238 or call (804) 828-6200. In case of an after-hours emergency, call VCU Police dispatcher at (804) 828-1234 and ask to speak to a therapist.

Confidential Sexual Assault & Victim Advocates are also available in Counseling Services. Students can walk in to the Counseling Services office and ask to speak to an advocate. Advocates can help students navigate VCU resources, arrange safe housing, and even attend court dates if needed.

# AREA RESOURCES

## Art Supply:

### [Barnes & Noble @ VCU](#)

Bookstore  
1111 West Broad Street  
804 828 1678

### [Plaza Art](#)

927 West Grace Street  
804 359 5900

### [Lowe's](#)

1640 West Broad Street  
804 219 0640

## Technology Resources:

### [VCU Cabell Library](#)

#### [The Workshop](#)

901 Park Avenue  
804 827 3594  
theworkshop@vcu.edu  
Equipment rentals and  
makerspace

### [RamTech](#)

930 West Grace Street  
804 828 TECH

### [LinkedIn Learning](#)

Online Learning Resource,  
Software Tutorials

## Community Print Shops & Make Spaces:

### [Studio Two Three](#)

3300 W Clay Street  
Studio space, coworking space,  
creative classes for all levels,  
event space, a mobile print  
truck and unique gift shop.

### [Visual Arts Center](#)

1812 W Main Street  
Community classes and access  
to printmaking studios including  
letterpress and screen printing.

## Digital Print Shops:

### [VCUarts GO Lab](#)

325 N. Harrison Street, Pollak  
Building Room 219  
804 828 1710  
golab@vcu.edu

### [Uptown Color](#)

1205 W Main Street  
804 353 2679

### [Wythken Printing](#)

911 W. Grace Street  
Walking distance from the FAB,  
accustomed to working with  
unconventional projects

### [Big Secret Laser Cutting](#) [308 North Adams Street](#)

### [Cut Cut Creative](#)

108 N 7th Street  
Specializing in vinyl cutting

### [Bizport](#)

9 North Third Street  
Students frequent this shop for  
its ability to print on many  
materials. Specializing in large  
format printing.

### [Keith Fabry](#)

7 East Cary Street  
Has a CNC router and flatbed  
printer.

### [Acorn Sign Graphics](#)

4109 W Clay Street

### [Conquest Graphics](#)

3900 Caroline Avenue

### [Fedex Office Print & Ship](#)

Downtown:  
1111 E Main Street  
(804) 783-9880

Libbie Place:  
5719 W Broad Street  
(804) 288-0880

## Screen Printing:

### [Triple Stamp Press](#)

2700 Decatur Street, Unit B  
Specializing in water-based  
high quality screen printing  
posters and garments.

## University Resources:

### [Records and Registration](#)

Harris Hall  
1015 Floyd Ave - 1st Fl  
804 828 1349

### [Financial Aid](#)

Harris Hall  
1015 Floyd Ave - 1st Fl  
804 828 6669

### [Student Accounting](#)

Harris Hall  
1015 Floyd Ave - 1st Fl  
804 828 2228

### [University Counseling Services](#)

Student Commons  
907 Floyd Ave - Rm 238  
804 828 6200

### [Student Accessibility and Educational Opportunity](#) -

SAEO  
Student Commons  
907 Floyd Ave - Suite 018  
804 828 2253

### [Student Health Services](#)

1300 W Broad Street  
Suite 2200  
804 828 8828

### [RamSafe](#)

VCU Security Escort Service  
804 828 SAFE (5pm-8am)  
(mobile app available)

### [VCU Alert](#)

[Sign up for alerts](#) via text or  
email

# UNIVERSITY POLICIES & RESOURCES

## Student Code of Conduct

Academic institutions exist, among other reasons, to discover, advance and transmit knowledge and to develop in their students, faculty and staff the capacity for creative and critical thought. At Virginia Commonwealth University, members of the community should strive to exemplify the following specific ideals in addition to other worthy ideals:

- To demonstrate academic and personal integrity.
- To respect the rights and property of others.
- To be open to others' opinions.
- To uphold academic freedom and freedom of intellectual inquiry.
- To appreciate diversity and to value and learn from the uniqueness of each person.
- To uphold the right of all persons to be treated with dignity and respect and to refrain from all forms of intimidation, harassment and illegal discrimination.
- To demonstrate and respect intellectual courage in situations that demand it.

Students are encouraged to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. Please refer to [conduct.students.vcu.edu](https://conduct.students.vcu.edu) for University policies relating to conduct.

## Honor System

The VCU Honor System policy describes the responsibilities of students, faculty and administration in upholding academic integrity. According to this policy, "Members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty, ethics and integrity at all times." Students are expected to read the policy in full and learn about requirements here:

<https://conduct.students.vcu.edu/vcu-honor-system/>

## Campus Emergency Information

Sign up to receive at [alert.vcu.edu/signup/](http://alert.vcu.edu/signup/). It is essential to keep your information up-to-date within VCU Alert and to keep your permanent address and emergency contact information current in eServices.

VCU uses a variety of communication methods to alert the campus community about emergency situations and safety threats. Learn more about types of alerts at [alert.vcu.edu/know/typesofalerts.php](http://alert.vcu.edu/know/typesofalerts.php)

Know the emergency phone number for the VCU Police (828-1234), and report suspicious activities and objects.

## Class Registration & Attendance

Students may attend only those classes for which they have registered. Faculty may not add students to class rosters or Blackboard. If students are attending a class for which they have not registered, they must stop attending.

## Important Dates

Important dates for the semester are listed in the VCU Academic Calendar: <https://academiccalendars.vcu.edu/>

## Attendance & Consequences of Poor Attendance

The instructional programs at VCU are based upon a series of class meetings involving lectures, discussions, field experiences, special readings and reporting assignments. Therefore it is important for each student to be in attendance on a regular basis. A student who misses a class session is responsible for completing all material covered or assignments made during the absence.

Students having attendance problems should contact their instructor to explain the reasons for nonattendance and to discuss the feasibility of continuing in the course. If the student has fallen so far behind that the successful completion of the course is impossible, the student should withdraw from the course before the end of the first 10 weeks of classes.

If the student continues to miss class and does not officially withdraw from the course, the instructor may withdraw the student for nonattendance with a mark of W before the end of the first 10 weeks of classes or may assign an academic grade at the end. Withdrawals are not permitted after the end of the first 10 weeks of classes. For classes that do not conform to the semester calendar, the final withdrawal date occurs when half of the course has been completed.

## Career Services

Looking for ways to tie what you are learning in your class to your future career or professional goals? VCU Career Services provides career planning services for all current VCU students and alumni. Career Services can help students with finding a work-study job on/off campus, resume writing, internship development, interviewing, preparing for graduate school, networking, or job searching. Students are invited to attend career events and workshops, and schedule individualized career advising appointments. Career Services is located on the ground floor of University Commons, in room 143. For more information and to make a career advising appointment, [visit the VCU Career Services website](#).

## Managing Stress

Students may experience situations or challenges that can interfere with learning and interpersonal functioning including stress, anxiety, depression, alcohol and/or other drug use, concern for a friend or family member, loss, sleep difficulties, feeling hopeless or relationship problems. There are numerous campus resources available to students including University Counseling Services (804-828-6200 MPC Campus, 804-828-3964 MCV Campus), University Student Health Services (MPC 804 828-8828, MCV Campus 804 828-9220) and the Wellness Resource Center (804-828-9355). 24 hour emergency mental health support is available by calling 828-1234 and asking to speak to the on-call therapist or utilizing the National Suicide Prevention Lifeline (1-800-784-2433).

## Reporting Incidents of Sexual Misconduct

All employees, including faculty, department chairs and deans, are required to report any incidents of sexual assault, sexual exploitation and partner or relationship violence to the university's Title IX Coordinator.

Confidential offices which can provide support at VCU are: University Counseling Services (804) 828-6200

For more information about Title IX, please visit <https://equity.vcu.edu/>.

## Military Short-Term Training or Deployment

If military students receive orders for short-term training or for deployment/mobilization, they should inform and present their orders to Military Student Services and to their professor(s). For further information on policies and procedures contact Military Student Services at 828-5993 or access the corresponding policies.

## Student Financial Responsibility

Students assume the responsibility of full payment of tuition and fees generated from their registration, all charges for housing and dining services and other applicable miscellaneous charges. Students are ultimately responsible for any unpaid balance on their account as a result of the University Financial Aid Office or their third party sponsor canceling or reducing their award(s).

## Students Representing the University – Excused Absences

Students who represent the university (athletes and others) do not choose their schedules. All student athletes should provide their schedules to their instructors at the beginning of the semester. The Intercollegiate Athletic Council strongly encourages faculty to treat missed classes or exams (because of a scheduling conflict) as excused absences and urges faculty to work with the students to make up the work or exam.

## Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, require that VCU provide "academic adjustments" or "reasonable accommodations" to any student who has a physical or mental impairment that substantially limits a major life activity. To receive accommodations, students must register with the Office of Student Accessibility and Educational Opportunity on the Monroe Park Campus (828-2253) or the Division for Academic Success on the MCV campus (828-9782). Please also visit the Student Accessibility and Educational Opportunity website via <https://saeo.vcu.edu/> and/or the Division for Academic Success website via <https://das.vcu.edu/> for additional information.

Once students have completed the registration process, they should schedule a meeting with their instructor(s) and provide their instructor(s) with an official accommodation letter. Students should follow this procedure for all courses in the academic semester.

## Service Dogs and Emotional Support Animals

While VCU generally does not permit animals within facilities, we also recognize that Service and Emotional Support Animals can play a crucial role in the lives and success of many individuals with disabilities. As an institution, we are committed to supporting students who have a verifiable need to bring a Service or Emotional Support Animal on campus.

For all questions related to students with service animals on the Monroe Park Campus, please contact the Office of Student Accessibility and Educational Opportunity at SAEO@vcu.edu or (804) 828-2253. Please review the policies regarding animals on campus at: <https://saeo.vcu.edu/resources/support-animals/>.

## Withdrawal From Classes

Before withdrawing from classes, students should consult their instructor as well as other appropriate university offices. Withdrawing from classes may negatively impact a student's financial aid award and his or her semester charges. To discuss financial aid and the student bill, visit the Student Services Center at 1015 Floyd Avenue (Harris Hall) and/or contact your financial aid counselor regarding the impact on your financial aid.

## Computer Requirement

A computer is considered essential for study at VCU and personal ownership of a computer is required for enrolled students. Please review the [Student Computer Initiative](#) for minimum requirements and <https://arts.vcu.edu/computers/> for departmental requirements.