



**VCD**  
SCHOOL OF CHOICE



**Department of  
Visual Communication and Design**

**STUDENT HANDBOOK**

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Cover illustration: *Robotic Fox* by Michael Vosmeier

## **PREFACE**

This **Department of Visual Communication and Design Student Handbook** is provided as a source of information and general guide to the Department of Visual Communication and Design. This handbook is not a contract. Policies contained in this handbook are current at the time of publication, but may be changed between printings of the handbook. The most current publication of the Department of Visual Communication and Design Student Handbook will be posted on-line at the Visual Communication and Design web site.

## **GENERAL INFORMATION**

### **Department of Visual Communication and Design**

Visual Arts Building, Room 213  
Indiana University–Purdue University Fort Wayne (IPFW)  
2101 E. Coliseum Boulevard, Fort Wayne, IN 46805-1499

Call us at  
**260-481-6709**

Or Email us at  
[warfield@ipfw.edu](mailto:warfield@ipfw.edu)

Additional information is available at  
<http://www.ipfw.edu/vpa/vcd>

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## MISSION

The Department of Visual Communication and Design exists to educate students and the community in the areas of applied art, design and related technologies. It offers exceptional professional degree programs that combine creative development in a design discipline with career preparation.

Visual Communication and Design students demonstrate:

- Effective skills in written, oral, and multimedia communication while articulating their ideas in an appropriate media.
- Visual information literacy skills and quantitative reasoning as a means of gaining written and visual knowledge while drawing reliable conclusions in their chosen discipline.
- Critical thinking and problem solving while also evaluating their ideas and technological competencies.
- Artistic and scholarly collaboration with continuous personal growth to the highest levels of personal integrity and professional ethics.
- Knowledge and skills based upon an understanding of historical traditions that formed one's own and other cultures.
- A commitment to mutual respect through free and open visual inquiry and communication.

## DEGREE PROGRAM

Students may pursue the Bachelor of Fine Arts (BFA) degree with concentrations in Graphic Design, Imaging and Photography, or Modeling and Animation. Course work in the Bachelor of Fine Arts program includes general education courses in various departments on campus, as well as studio courses and art and design history courses. Area academic program sheets are available in VA 213.

Students progress toward the BFA degree by passing portfolio reviews at the end of their freshman, sophomore, and junior years. In addition, they must have a cumulative GPA (Grade Point Average) of 2.5 or higher and a C or better in each VCD and FINA course.

## ACADEMIC POLICIES

Please review the IPFW website [www.ipfw.edu/academics/regulations/](http://www.ipfw.edu/academics/regulations/) for all Academic Regulations. Failing to review this information does not wave the responsibilities of students enrolled in an academic unit.

**Grades.** VCD majors must complete each required VCD and FINA course with a grade of C or better and an overall GPA of 2.5 or higher for all required VCD and FINA courses. You may apply to the VCD chairperson to FX up to 3 grades that are below a C. *Please note that*

*the VCD Department policies governing its students are more stringent than IPFW's General Education policies.*

**Academic Standing.** A regularly admitted student with a cumulative grade point average of 2.0 or above, whose academic average for the previous semester's work has not fallen below 2.0, is considered to be in good standing.

**Academic Probation.** Please be aware of the IPFW policies for probation, dismissal, and readmission. These are minimums for IPFW. They can be located in the IPFW Bulletin on-line. You are placed on probation and are so notified by the university whenever your semester or cumulative GPA at the end of any regular semester is less than the minimum standards specified in the following table:

GPA Levels for Probation:

Class Standing	Semester GPA	Cumulative GPA
Freshmen	1.50	1.50
Sophomore	1.60	1.70
Junior	1.70	1.90
Senior	1.70	2.00

An appropriate notation will be made on your academic record. Any grade change will require recalculation of your probation status. You are removed from probation upon achieving the minimum semester and cumulative GPA in the above table.

Students who are on academic probation will be monitored throughout the semester by the student's academic advisor as well as appropriate faculty. Students on probation may lose eligibility for scholarships and financial aid, as well as risk dismissal from the VCD program.

**Dismissal.** Students will be dismissed from the VCD Department when they have been placed on college probation due to grade point deficiency and do not correct the deficiency in the following semester of. If you are on probation, you will be notified of dismissal by the university, if at the end of any regular semester, you (1) earn failing grades in 6 or more credits for that semester or (2) do not meet the minimum cumulative GPA requirements in the following table:

Class Standing	Semester GPA
Freshmen	1.30
Sophomore	1.50
Junior	1.70
Senior	1.90

An appropriate notation will be made on your academic record. Any grade change will require recalculation of your dismissal status.

**Readmission.** If you have been dismissed from the VCD program, you are still eligible to take courses at IPFW outside of the department, on the condition that you meet the requirements for the university. A student who has been dismissed cannot be readmitted for two regular semesters (Spring or Fall, not Summer). You must apply for readmission to the VCD department chairperson. To be eligible for readmission, your cumulative GPA must be

above the minimum level for Probation as specified in this handbook.

**Grade Appeals Procedure.** The following grade appeals policy and procedure were adopted by the College of Visual and Performing Arts on March 22, 2005. The grade appeals policy applies to all students enrolled in the CVPA at IPFW. Any student who has evidence, or believes that evidence exists, to show that a course grade was assigned, or that a similar evaluation was made as a result of prejudice, caprice, or other improper condition, such as mechanical error, can invoke the policy.

In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and / or committees; he or she may advise the student but may not speak for the student during the meetings.

Grades may be changed only by a university authority upon the decision of the Grade Appeals Subcommittee or by the instructor any time prior to the decision of the Grade Appeals Subcommittee.

**Timing of Appeals.** An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline fall within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

**Steps in the Process of a Grade Appeal.**

1. Course instructor: The student makes an appointment with the instructor to discuss the matter. If the instructor is unavailable, the department chairperson shall authorize an extension of time or allow the student to proceed to Step 2.
2. Department: If the matter has not been resolved at Step 1, the student makes an appointment with the department chair, who will make an informal attempt to resolve the appeal. If the appeal is not resolved, the department chair will direct the student procedurally in making an appeal to the department committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.
3. Grade Appeals Subcommittee: If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the student procedurally in submitting the case to the Grade Appeals Subcommittee.

**CVPA Appeals Procedure.**

1. Each CVPA department will establish a committee of three departmental faculty members, appointed by the department chairperson, responsible for hearing grade appeals related to courses listed or administered by that department if those appeals have not been satisfactorily

resolved between the student and the instructor or by the department chairperson. It is comprised of three faculty members from the department, one of who serves as committee chairperson. Only one such committee shall hear each case.

2. Within one week of the committee chairperson's name being forwarded by the department chair to both parties to the appeal, the department grade appeal committee chairperson is to receive from both the student and the instructor written statements on their positions regarding the grade in appeal, not to exceed three pages. The committee chairperson prepares and forwards copies of the statements to the other committee members.

3. Within one week of the department grade appeal committee chairperson's receipt of the written statements from the student and instructor, the committee members meet with the student in person to hear the appeal. Directly after that meeting, the committee discusses the merits of the appeal.

4. Within one week of the committee deliberations, the committee chairperson informs the department chairperson, the student, and the instructor of the outcome in writing.

5. If the student is not satisfied with the outcome of the department grade appeals committee hearing, the student may make an appointment with the dean of student, who will direct the student as to how to properly submit the case to the grade appeals subcommittee.

**Note:** This procedure provides the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor within one week of the hearing. A copy of the unit's procedures has been given to the vice chancellor for academic affairs, to the dean of students, and to students upon request.

**Student Evaluations of Instruction.** Students are requested to evaluate each course and instructor for each course in which they are enrolled every semester or at regular intervals as established by the College of Visual and Performing Arts and Department of Visual Communication and Design policies. Evaluations are very important to the faculty as one means of determining the effectiveness of instructional methods and maintaining a high level of quality teaching in the Department of Visual Communication and Design.

Students should feel comfortable in completing the evaluation questionnaire with honesty and candor. Considerable effort is made to ensure confidentiality. Multiple-choice questions are computer tabulated and non-VCD personnel typewrite written responses before being given to the evaluated faculty member. The original completed forms are destroyed. The faculty member and the chairperson of the department will each receive a copy of tabulations and the written responses only after semester grades have been submitted to the Registrar. Care and honesty in completing the survey are very important to the VCD Department's commitment to deliver instruction of the highest quality.

**Transfer Credit.** If a student transfers studio credits from another college or university, he/she may be admitted to the BFA program upon successful portfolio review presentation. To earn the BFA at IPFW, the student must fulfill all remaining requirements and complete a minimum of 24 credits of upper-division studio work at IPFW.

**Time Limit Toward Graduation.** If a student does not complete degree requirements within

seven years of matriculation, he/she may be required to meet the degree requirements specified in the current Bulletin.

**Special Academic Regulations.** To ensure that degree-seeking students are guaranteed priority registration in their classes, the following policies will be observed:

1. Students who are not progressing toward completion of degree requirements will be reclassified as *non-degree seeking*. This policy pertains to students who have graduated but wish to continue a program of study. Registration for non-degree seeking students will not be processed until the final week before the beginning of each semester.
2. In order to allow students to pursue studio interests not served in other course offerings, independent study courses are available for those with at least junior standing. Independent Study courses may be arranged upon the approval of the department chair and the faculty member who serves as the instructor. A student who seeks enrollment in Independent Study must obtain approval from the department faculty prior to the beginning of the semester in which credit is sought. Summer semester proposals should be submitted no later than March 15, fall semester proposals by April 15 and spring semester proposals by November 15.

**Disabilities Statement.** If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (WALB Union, Room 113, telephone number 481-6658) as soon as possible to work out the details. Once the director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for SSD at <http://www.ipfw.edu/ssd/>

**Portfolio Review Requirement.** The Department of Visual Communication and Design requires three portfolio reviews as follows:

1. **Freshman Portfolio Review** – At the end of their freshman year, or upon completion of 32 credit hours, of which 18 credit hours must be studio courses, students will submit their portfolio for review. The portfolio must contain 6 to 8 pieces representing the best and fullest range of work completed in freshman VCD Foundations courses. The minimum GPA requirement is 2.0. Successful students will progress to the sophomore year.
2. **Sophomore Portfolio Review** – At the end of their sophomore year, or upon completion of 58 credit hours, of which 36 credit hours must be studio courses, students will submit their portfolio for review. The portfolio must contain 10 to 12 pieces representing the best and fullest range of work completed in freshman and sophomore VCD Foundations courses. The minimum GPA requirement is 2.25. Successful students will progress to the junior year.
3. **Junior Portfolio Review** – At the end of their junior year, or upon completion of 84 credit hours, of which 48 credit hours must be studio courses, students will submit their portfolio for review. The portfolio must contain 12 to 15 pieces representing the best and fullest range of work completed in freshman, sophomore, and junior VCD courses. The minimum GPA requirement is 2.5.

Successful students will be allowed to enroll in Thesis Seminar and Exhibition.

**Thesis Seminar and Exhibition.** This is a two-semester course sequence, which every VCD major must complete. Details are as follows:

1. In the first semester, students are enabled to organize a body of work as a major thesis intended for exhibition. The subject must be approved by the department chair and thematic constructs guided by the course instructor and discipline specialist.
2. In the second semester, the approved thesis project organized in the previous semester will be completed in readiness for a public group exhibition. Students will create their thesis statements and be involved in planning, marketing, and executing a culminating BFA thesis exhibition that is adjudicated by an external juror and reviewed by the public.

Students must pass a series of thesis exhibition presentations in both semesters prior to participating in the public exhibition. In the second semester a committee of the VCD Department faculty will review each student's thesis exhibition project. Upon successful completion of this final review, students will be eligible to exhibit their work. Successful completion of this exhibition is a requirement to earn the BFA degree. Familiarize yourself with the *Evaluation Rubric for Thesis Presentation to Faculty*, obtainable from the VCD office.

If a student fails to achieve a minimum score of 70 by the faculty committee during the thesis presentation in the second semester, he/she will not be allowed to participate in the BFA Exhibition, and will be required to withdraw from the course or receive a failing grade for the course. If this occurs, the student must retake both Thesis Seminar and Exhibition courses and propose a completely different thesis project.

**Advising.** Each student is assigned a faculty advisor who assists in planning class schedules and monitoring appropriate progress toward the BFA degree. Although students are able to register for classes with OASIS, they should meet with their academic advisor prior to registration. To learn whom your advisor is and how to contact him/her for an appointment, stop by the VCD office, VA 213, and ask the department secretary. During fall and spring semesters, the department suspends VCD classes for two days for the purpose of advising. All VCD students are required to meet with their advisers during this period, known as Advising Marathon.

**Attendance Policy.** Because class attendance is crucial to the learning process, it is expected that students will attend every class meeting. General guidelines of the Department of Visual Communication and Design class attendance policy are as follows: 1) Two absences will be allowed. 2) Each absence thereafter will result in the lowering of the final grade by one full letter. 3) Three late arrivals or three early departures will equal an absence. *See individual instructor's course syllabus for additional requirements and specific details.*

**Laptop Policy.** Upon successfully completing their first year portfolio review, all VCD majors will be required to purchase and maintain a personal laptop that meets or exceeds minimal computing capabilities as established by the department. Students may purchase or

secure a laptop computer by any source provided it complies with at least the standards set by their respective areas of concentration in VCD, as well as IPFW's network standards. For detailed information on the laptop policy, consult with your academic advisor or go to: <http://new.ipfw.edu/departments/cvpa/depts/vcd/students/student-laptop.html>

**Independent Study.** A student who desires to pursue (with a member of the VCD faculty) advanced interests in graphic design, imaging and photography, or modeling and animation may seek enrollment in **VCD-P408: Independent Study**. The course is a student-initiated effort. The interests must be extensions of coursework or on material not available via the usual curriculum. The 3 hours credit load is not intended as a substitute for a regularly scheduled course. Independent study projects usually involve senior level efforts. However, waivers are possible at the discretion of the department chair.

A student who seeks enrollment in **VCD-P408: Independent Study** must obtain approval from the department faculty prior to the beginning of the semester in which credit is sought. Summer semester proposals should be submitted no later than March 15, fall semester proposals by April 15 and spring semester proposals by November 15.

To seek faculty approval the student must submit a detailed proposal, which conforms to specific guidelines obtainable from the VCD Office.

## SCHOLARSHIPS

The Department of Visual Communication and Design, in liaison with the Financial Aid Office, administers the under listed scholarships. To apply for the scholarships, students must submit their portfolio for review by a faculty committee. The VCD office announces scholarship portfolio review dates annually.

### **Anne Waterfield Endowed Scholarship**

This scholarship is shared equally between VCD and the Departments of Fine Arts, Music, and Theater. To be eligible for this award, VCD students must have a cumulative GPA of 3.0 and demonstrate superior performance in their portfolio.

### **Gertrude Weigler-Brateman Scholarship**

This scholarship rotates annually from one department to another in the College of Visual and Performing Arts. In VCD's year, eligible students must have a cumulative GPA of 3.0 and demonstrate superior performance in their portfolio.

### **Ione Auer Arts Scholarship**

This scholarship is shared equally between VCD and the Departments of Fine Arts, Music, and Theater. To be eligible for this award, VCD students must have a cumulative GPA of 3.0 and demonstrate superior performance in their portfolio.

### **LaBov and Beyond Visual Arts Achievement Scholarship**

Criteria: Student must be a graphic design or modeling and animation major, with sophomore or higher class standing. Student must have a cumulative GPA of 3.0 or higher and

demonstrate superior performance in his/her portfolio.

**Liette “Lola” Martinez Memorial Scholarship**

Criteria: Student must be a graphic design major, with junior or sophomore class standing. Student must have a cumulative GPA of 3.0 or higher and demonstrate superior performance in his/her portfolio. Student must have financial need.

**Motz Family Scholarship for Visual Arts**

This scholarship rotates annually between VCD and the Department of Fine Arts. In VCD’s year, eligible students must be of junior or senior standing, have a cumulative GPA of 3.0, and demonstrate superior performance in their portfolio.

**Visual Arts Endowed Scholarship**

This scholarship is shared by VCD and the Department of Fine Arts. To be eligible for this award, VCD students must have a cumulative GPA of 3.0 and demonstrate superior performance in their portfolio.

**Visual Arts Fee Remission Scholarship**

This scholarship is funded by the IPFW Chancellor for the recruitment of new students to VCD. Continuing students are not eligible.

**Visual Arts Fee Remission Renewal Scholarship**

This scholarship is funded by the IPFW Chancellor for the retention of continuing students in VCD. Preference will be given to recipients of the Visual Arts Fee Remission Scholarship who maintain superior academic standing. New students are not eligible.

**Department of Visual Communication and Design Scholarships**

Scholarship awards are made on the basis of a professionally presented portfolio. To be considered for scholarships, new students must be accepted into IPFW with good standing. Students will be reviewed annually for eligibility for scholarship renewal. All scholarship awards are subject to the availability of funds.

**STUDENT RECOGNITION**

**Outstanding Senior Award.** The outstanding Senior Award is presented to honor graduating seniors who demonstrate excellence in their VCD degree program, with exceptional portfolios, superior academic achievement, and exemplification of superior personality and character traits in their campus conduct. Awardees will be selected by their peers and approved by the department chair. They will be recognized with awards certificates.

Selection criteria:

1. Candidate must have senior status, and participate in the VCD Department BFA Thesis Exhibition.
2. Candidate must have made a significant contribution to his/her degree concentration.
3. Candidate must be recognized for outstanding creative work in VCD.
4. Candidate must have maintained an over-all GPA of 3.0 or higher.
5. Candidate must have made contributions to the life and activities of the VCD Department.

6. Candidate must exemplify desirable personality and character traits in his/her campus conduct.

**BFA Exhibition Awards.** Participants with outstanding thesis projects in the culminating BFA Thesis Exhibition are recognized with awards.

Selection process:

1. VCD invites an external juror.
2. External juror selects the best work in each concentration (graphic design, imaging and photography, modeling and animation) as well as the best overall work (Best-In-Show).
3. Awards are given only if worthy recipients are identified.

A Viewers' Choice award is presented to the student whose work is determined as outstanding by the viewing public. A voting box is placed in the exhibition space to enable viewers make their decision. The department chair processes the ballot.

## FACILITIES

**Hours.** Classrooms are open from 7:30 am to 10:00 pm on weekdays, and from 9:00 am to 10:00 pm on weekends. Students may remain in the building for study and/or work after hours only with written permissions from the department chair. Those who receive such permission must keep their IPFW student ID with them when in the building after hours, ready to present to university security officers, upon request.

**Smoking.** Smoking is not permitted inside any Department of Visual Communication and Design facility.

**Cellular Phones.** Cellular phones are not to be used in class and during open lab times, except in cases of emergency. *See individual instructor's course syllabus for other requirements and specific details.*

**Lockers.** All lockers are provided on a first come first served basis. Students are to provide their own combination lock. No key locks are permitted. A locker agreement will be attached to each locker and will require the student to provide his/her name, address, phone number, student ID, e-mail address, and lock combination.

Students who choose a locker on the first floor must turn in the signed agreement to the FINA secretary in VA 117. Students who choose a locker on the second floor must turn in the signed agreement to the VCD secretary in VA 213. A log will be kept of locker usage. Students who take a locker and do not turn in a locker agreement will have their lock cut and the contents disposed of.

All contents of lockers must be removed no later than the last day of the spring semester classes. After that date all locks will be removed and the contents will be disposed of. A cleaning fee of \$15.00 will be assessed and a hold will be placed on the student's account.

**VCD Bulletin Board.** The bulletin board located immediately outside of the VCD main office, VA 213, is for the dissemination of information. The board is regularly updated with announcements, employment and internship opportunities, and dates for upcoming events

and meetings. You can also obtain information about your academic advisor on the board.

**Water Fountain Bulletin Board.** The bulletin board located at the water fountains outside the student lounge is for sundry notices, which otherwise, would be posted on hallway walls. Posting of notices on VCD hallway walls is prohibited.

**VCD HDTV.** The High Definition Television mounted on the wall across from the elevator regularly displays films and slides of outstanding student work.

**Appointments.** Appointments with an academic advisor, professor, staff member, or department chair are scheduled in advance. Please be punctual. A ten (10) minutes grace period will be allowed, after which you will be asked to reschedule. If you are unable to meet a scheduled appointment, you are expected to contact the VCD office or individual at least twenty-four (24) hours in advance.

**Class Attendance.** Students are expected to attend class and arrive on time. Pertinent information is given in class—such as lectures and demonstrations. Therefore it is expected that students will attend every class meeting. Hands on work for the completion of projects will be done in the studio, during class time and under the guidance of the instructor. Regular attendance will directly and indirectly influence the student's final semester grade. Punctual, regular attendance also facilitates the collaborative nature of many class projects. Arriving late to class may result in a lower grade. Poor class attendance and not fulfilling course requirements is regarded as an unauthorized withdrawal and will result in a final grade of F. *See individual instructor's course syllabus for other requirements and specific details.*

**Internships.** An internship is an approved, supervised on or off-campus work experience for which the student registers and receives credit. Students must show that there is a clear relationship between the actual work of the project and past or current academic studies in VCD concentration — graphic design, imaging and photography, modeling and animation. Internships are available for students with junior or senior standing. A summer or part-time job can often qualify as an internship if it meets these requirements. Apply to the VCD Design Center to enroll in an internship.

**Computer Classroom Use Guidelines.** Computer facilities in VA211 and VA212 are intended for work directly related to course work in VCD concentrations. Please be mindful that these are shared, graphic classroom / laboratory facilities with other students and faculty working beside you; the environment is to reflect those activities. Provisions also exist for other IPFW students to use VA205 as an open lab.

Downloading and copying of information such as music, games, and videos is NOT permitted. This is of particular concern for information for which you do not hold the legal copyright.

Food, drinks, and snacks are NOT allowed in any of the computer classrooms. There is to be no web surfing and emailing during classroom time. Cellular phones are to be turned off with the exception of special needs requested in advance, in emergency situations only. If your professors allow you to listen to music during work times, headphones are to be used. In all VCD classrooms/labs, the Internet is to be used for purposes of coursework only, i.e., gathering research information for projects and learning through web tutorials. The Internet is

NOT to be used for chat groups/instant messaging, online radios, videos, or pornography. When leaving any of these facilities, please exit all software programs properly, and be certain the lab doors are shut and locked behind you.

Use of Hardware and Software: The individual computer desktops are not to be altered in color, resolution, etc., without the permission of a VCD faculty member. NO software is to be saved or loaded on any machine without the specific permission of a VCD faculty member. NO hardware is to be moved or installed on any machine without the specific permission of a VCD faculty member. *See individual instructor's course syllabus for other requirements and specific details.*

## STUDENT RIGHTS AND RESPONSIBILITIES

Please review the IPFW website [www.ipfw.edu/academics/regulations/](http://www.ipfw.edu/academics/regulations/) for all Academic Regulations. Failure to review this information does not wave the responsibilities of students enrolled in an academic unit.

**Academic Honesty Policy.** Academic honesty is expected of all students. You are responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating.

Your instructor is responsible for fostering intellectual honesty as well as the intellectual development of students, and for applying methods of teaching, examination, and assignments that discourage student dishonesty. If necessary, your instructor will explain clearly any specialized meanings of cheating and plagiarism as they apply to a specific course. Your instructor will thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such activity properly to prevent repeated offenses and to ensure equity.

**Code of Student Rights, Responsibilities, and Conduct.** Please review the IPFW website [www.ipfw.edu/academics/regulations/code/](http://www.ipfw.edu/academics/regulations/code/) concerning the rights and responsibilities of all students. Failure to review this information does not waive your responsibilities.

## FACULTY AND STAFF

Name	Office	Telephone
<b>Full-Time Faculty</b>		
Dr. Haig David-West, Chairman and Professor <a href="mailto:davidh@ipfw.edu">davidh@ipfw.edu</a>	VA 213A	481-6053
Andres Montenegro, Assistant Professor <a href="mailto:montenea@ipfw.edu">montenea@ipfw.edu</a>	VA 224	481-5799
Mikhael Antone, Assistant Professor <a href="mailto:antonem@ipfw.edu">antonem@ipfw.edu</a>	VA 223	481-6943

James Williams, Continuing Lecturer <a href="mailto:willje03@ipfw.edu">willje03@ipfw.edu</a>	VA 224	481-5799
Allen Etter, Visiting Instructor <a href="mailto:ettera@ipfw.edu">ettera@ipfw.edu</a>	VA 222	481-6709
Kryste Wallen, Visiting Instructor <a href="mailto:wallenk@ipfw.edu">wallenk@ipfw.edu</a>	VA 223	481-6943

**Part-Time Faculty**

James Campbell, Continuing Lecturer <a href="mailto:campbelj@ipfw.edu">campbelj@ipfw.edu</a>	VA 222	481-6709
James Gabbard, Continuing Lecturer <a href="mailto:gabbardj@ipfw.edu">gabbardj@ipfw.edu</a>	VA 225	481-6412
John Motz, Continuing Lecturer <a href="mailto:motzj@ipfw.edu">motzj@ipfw.edu</a>	VA 220	481-6051

**Associate Faculty**

Ron Lewis, Associate Faculty <a href="mailto:lewisr@ipfw.edu">lewisr@ipfw.edu</a>	VA218A	481-6709
Randi Moody, Associate Faculty <a href="mailto:moodyr@ipfw.edu">moodyr@ipfw.edu</a>	VA218A	481-6709
William Nichols, Associate Faculty <a href="mailto:nicholsw@ipfw.edu">nicholsw@ipfw.edu</a>	VA218A	481-6709
Lucyna Nicklin <a href="mailto:nicklinl@ipfw.edu">nicklinl@ipfw.edu</a>	VA218A	481-6709
Gregor Roth, Associate Faculty <a href="mailto:rothjg02@ipfw.edu">rothjg02@ipfw.edu</a>	VA218A	481-6709
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