

# ACADEMIC ADVISING

2022-23



**SCHOOL  
OF THE ART  
INSTITUTE OF  
CHICAGO** 

Academic Advising supports student learning and helps you develop academically, personally, and artistically. Advisors help you navigate the interdisciplinary curriculum at the School of the Art Institute of Chicago (SAIC).

## Who Should See an Academic Advisor?

Everyone should see an academic advisor. Academic advising at SAIC is an ongoing process, not just a routine approval of classes. We encourage you to think of your advisor as your first stop whenever you have questions or concerns. Your advisor can help you identify your strengths; will challenge you to try new and unfamiliar media; and will assist you with course selection, personal concerns, and any questions about policies and procedures that you may have. With guidance from your advisor and faculty members, you will be able to create your own educational path and tailor your experiences in the classroom and studio to your career goals. Your advisor works closely with faculty, academic departments, and other staff to provide a supportive and enriching environment.

First-year students are connected with a full-time academic advisor who is designated to their Research Studio I course and integrated into the classroom experience. During their first three semesters at SAIC, first-year students are required to meet with their academic advisor before registering for classes each term. All new transfer students are assigned a faculty advisor and must meet with them during their first two semesters. Faculty advisors are current SAIC faculty from a diverse range of departments and backgrounds and provide students with an immediate faculty mentor to guide them along their educational path.

Beyond your required meetings, connecting with an academic advisor at least once a semester throughout your career at SAIC is essential and will help you get the most out of your academic and co-curricular activities.

Academic Advising is here to provide you with support, momentum, and informed guidance as you think, make, and explore inside and outside of the classroom.

### Advising is Required for:

- First-time students once a semester for their first three semesters
- Transfer students once a semester for their first year
- Students who have academic holds (e.g., probation or return from suspension)
- Students who are either taking a leave of absence or returning from a leave of absence or suspension
- International students applying for Optional Practical Training (OPT)

Meeting with an academic advisor is especially important if you are verifying transfer credits, considering changing programs, having course concerns or personal issues, going through an academic or refund appeal process, or nearing graduation.

# Important Academic Policies to Familiarize Yourself With

## Engagement, Participation, and Attendance

Each SAIC course, whether held online, in person, or a hybrid of both, is a learning community that relies on regular, active engagement from all participants. Other than in-person activities that are missed due to illness (see below), all students are expected to fully participate in each of their courses, including in-person classes, synchronous online sessions, and regular, independent work and study.

Ultimately, faculty will give credit to students enrolled in a course only if they have responded adequately to the standards and requirements of the course overall.

### Individual Responsibilities

- Students should contact their faculty regarding any circumstances, including illness, that will require them to stay home and/or will cause them to be unable to keep up with course activities and expectations. Students should also be prepared to reach out and proactively ask faculty if they are unsure of what is expected of them in the course, as related to their absences or in general.
- Faculty should make course content and activities available to students who miss class due to illness and provide direction to students on how they can alternatively make up for any in-person content they missed. At their discretion, faculty may offer alternatives to in-person content to students who miss class for non-illness related reasons. In their syllabus, faculty should make clear their course requirements and attendance policy, including how students can expect to make up for any in-class content they may miss due to illness or self-quarantine.

### Supporting Students Who May Become Ill in Staying Home

As a part of protecting one another and our larger community from COVID-19 and other forms of transmissible illness, students who have any symptoms of illness should not participate in any in-person class activity.

Staying home while ill or potentially ill is an act of care for oneself and others. To support students engaging in such acts of care, all absences from class activity caused by illness or the need to self-quarantine will be excused. Although the absence will be excused, students will be required to engage in alternative work that addresses any content that they may have missed while absent.

While students are staying home due to illness or self-quarantine, they should still participate in any synchronous online course sessions and/or asynchronous independent work to the extent that they are able to do so. If, while at home, a student feels too ill to make any progress on their coursework, they should reach out to their instructor to discuss an alternative plan. See section on Extended Absence and Notification Assistance below.

Tardiness for valid reasons should also be accommodated, as students might require more time to safely arrive to class because of factors such as the need to avoid crowded trains and elevators.

## **Religious Holiday Observance**

SAIC recognizes the diverse religious practices of our community. Students are expected to notify their instructors in advance to discuss ways to meet all course requirements while observing holidays.

## **Students' Responsibility During the Add/Drop Period**

If a student registers late for a class (during add/drop), the student is responsible for any participation or work they have missed, and lack of progress due to missing this activity may negatively impact their standing in the course as it moves forward. As a result, students are encouraged to add courses after the semester begins only after a careful assessment of the situation and ideally a discussion with the instructor.

## **Extended Absence and Notification Assistance**

If a student believes they will miss multiple sessions of in-person activity in a class due to illness and/or feel too ill to participate in out-of-class activities and requirements, the student should contact Health Services (312.499.4288) to discuss their situation and, if necessary, may ask Health Services to send an Extended Absence Notification to their faculty.

For an extended absence due to other circumstances, students should contact Academic Advising (312.629.6800). If appropriate, Academic Advising may, at the student's request, email an Extended Absence Notification to the student's instructors informing them of the student's absence.

Extended Absence Notifications can begin a conversation with faculty about a situation when the student is receiving support from Health Services or another staff member in the Office of Student Affairs, such as Academic Advising. Please note that this communication is for informing faculty of a situation only; it does not absolve students from their responsibility to make up work that they may miss while absent.

## **Federal Financial Aid Attendance Requirement**

Recipients of federal aid must have begun active participation in classes for which their eligibility is based upon at the time of disbursement and, in the case of Federal Direct Loans (Stafford and PLUS), be enrolled at least half-time. Attendance data is collected from faculty during the third week of classes and provided to Student Financial Services in the fourth week in preparation for disbursing aid.

## Progress Reports

Progress Reports are a type of communication that faculty use to give students feedback about their class performance. These communications can help you understand what you need to do to get back on track or to continue your good work. Students often receive these notifications from faculty regarding absences, tardiness, missed assignments, class participation, and concerns related to overall class performance. Check your SAIC email at least once a day to make sure you are receiving all communications from your faculty and to look for any Progress Reports.

If you receive a Progress Report, use the opportunity to have a conversation with your instructor. Ask for feedback and update faculty on your plans to address the concerns outlined in the email. You should also talk to your academic advisor about any Progress Reports you receive. You may be feeling frustrated with your class or unsure how to respond. Copy your advisor on emails between you and your faculty. Don't be concerned if your academic advisor contacts you after you receive a Progress Report. Your advisor will want to help.

You are responsible for knowing how you are doing in each class. Progress Reports are just one way that faculty may communicate with you about your status in class. Some faculty may prefer using other methods.

Be proactive! A big trap that students often fall into is avoiding or ignoring Progress Reports. Use the information to create solutions and communicate early and often with faculty and advisors.

## SAIC's Grading System

SAIC has a credit/no credit (CR/NCR) grading system. In other words, there are no letter grades. In most classes, if you receive the equivalent of a "C" or higher, you will receive credit (CR) for that class. Talk to your faculty to understand what is required to earn credit for any given class. If your performance in a class does not meet the standards detailed in the syllabus, you may not receive credit.

Though it is true that SAIC does not have a GPA system, you receive credit hours that indicate positive performance. Academic standing is based on passing two-thirds of your classes each semester (and passing any first-year courses you may be required to take in a timely manner). Refer to the 2022-23 SAIC Bulletin or talk to your academic advisor for more information.

A "W" on your transcript indicates voluntary withdrawal. If you leave a class after the add/drop period and before the withdrawal deadline, this is the grade you will receive. Talk to your academic advisor before withdrawing.

On rare occasions (usually involving extenuating circumstances), some faculty may agree to give a student a grade of incomplete (INC), providing extra time to complete class requirements. If you want to request an INC for a class, your academic advisor can give you more information on how to speak to your faculty about your options.

# Meet Your Academic Advisors

Academic advisors, both part-time faculty and full-time staff, are artists, designers, curators, writers, and scholars like you. They span departments and specialties, providing opportunities for you to connect with someone who can introduce you to new ideas. Academic advisors work with you holistically, often connecting you to other departments, faculty members, or staff to help you create your own educational pathway. Advisors can also explain SAIC policies and procedures to help you make the most of your SAIC experience.

## Make an Appointment

We encourage you to download the Navigate student app to schedule an appointment with your academic advisor. To learn more about Navigate, please visit **[saic.edu/navigate](https://saic.edu/navigate)**. You may also contact the Academic Advising office at 312.629.6800 to schedule an appointment with an advisor.

Advisors are available for meetings Monday through Thursday, 8:30 a.m.–5:00 p.m. CT and Friday, 8:30 a.m.–4:30 p.m. CT.

## Preparing for Your Appointment

- View your degree audit online through SAIC Self-Service. Instructions for how to view and read your audit can be found at **[tinyurl.com/saicaudit](https://tinyurl.com/saicaudit)**. This will help you better understand your degree requirements. Because SAIC's curriculum is complex, we also strongly encourage you to review your degree audit with an academic advisor.
- Prior to pre-registration appointments, review Faculty Course Evaluations to read student feedback so you have an idea of the courses you want to take. You can find these at **[evaluations.saic.edu](https://evaluations.saic.edu)**. Departments also keep syllabi for classes in their administrative offices, so take the time to review those to find out more about a specific course's curriculum.
- Review available courses through the Self-Service system and the SAIC website. You can also download a full course catalog PDF via the Registration and Records website, **[saic.edu/academics/registration-records](https://saic.edu/academics/registration-records)**.
- Highlight writing samples, images of your work, or other relevant items when speaking with your academic advisor. This will help them get to know you and provide valuable feedback.
- Make a list of questions. Come prepared and think about what you want to discuss with your academic advisor.

**Rebekah Champ**

Assistant Dean of Student  
Affairs for Academic  
Advising

[rchamp@saic.edu](mailto:rchamp@saic.edu)

Rebekah Champ received her BFA in Printmaking and Drawing from Washington University in St. Louis and her MFA in Studio Art from the University of Minnesota. Her studio practice incorporates fibers and mixed media drawing.

**Leigh Reid**

Student Affairs Coordinator

[lreid1@saic.edu](mailto:lreid1@saic.edu)

Leigh Reid graduated from Oberlin College in 2018 with a major in art history and a minor in studio art. She spends her artistic time painting, jewelry making, and diving into color theory.

## Academic Advisors



### Armando Roman

aroman6@artic.edu

Armando received a BFA in Studio Arts from Denison University, and an MFA in Visual Arts from the Ohio State University. His studio practice involves combining digital and pastel drawing techniques to make large-scale landscapes.



### Meredith Haines

mhaine1@artic.edu

Meredith Haines holds a BFA in Dance from Temple University and an MA in Sound Arts and Industries from Northwestern University. Her sound work addresses noise as a method of resistance.



### David Norris

dnorri1@saic.edu

David Norris has a BS in Criminal Justice Administration and completed his MA in Education at Loyola University Chicago. He previously worked as a residential counselor for a local agency working with at-risk children and families.



### Mike Zapata

mzapat@saic.edu

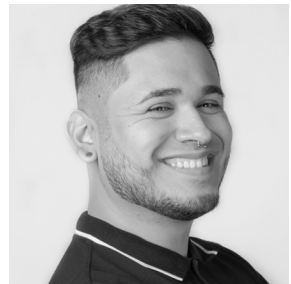
Mike Zapata received a BA in English and an MA in English Education from the University of Iowa. He taught high school in Chicago, is a founding editor of *MAKE* literary magazine, and is the author of the award-winning novel *The Lost Book of Adana Moreau*.



### Liz Medoff

emedoff@saic.edu

Liz is an SAIC alum (BA 2010, MA 2012). Informed by sound studies, trauma theory, and American masculinities, Liz interrogates notions of the passive, feminine listener. She currently studies clinical mental health counseling at Adler University.



### Alberto Ponce

aponce@saic.edu

Alberto received a BA in Music Breadth Studies from California State University, Northridge (CSUN) and studied for a M.Ed in Student Affairs at Northeastern University. Alberto enjoys analyzing soundtracks and musical scores of every type. They also enjoy artwork by Titian, Eva Hesse, Henry Fuseli, Marc Chagall, Keith Haring, Rebecca Sugar, and Judith Baca.



## Faculty Advisors



### **Richard Deutsch**

rdeuts@artic.edu

Richard Deutsch is a painter and adjunct associate professor in the Painting and Drawing department.



### **Peter Fagundo**

pfagun@artic.edu

Peter Fagundo is an adjunct assistant professor in the Contemporary Practices and Painting and Drawing departments and the Continuing Studies program.



### **Steve Heyman**

sheyma@artic.edu

Steve Heyman is an adjunct assistant professor in the Contemporary Practices department. He is also a National Endowment for the Arts fellowship recipient.



### **Eric Leonardson**

eleona@artic.edu

Eric Leonardson is an adjunct associate professor in the Department of Sound. He is a composer, radio artist, sound designer, instrument inventor, and improviser.



### **Anita Welbon**

awelbo@artic.edu

Anita Welbon received her PhD from Vanderbilt University. She is an adjunct assistant professor and has taught literature and essay writing in the Department of Liberal Arts and MFA Writing program since 1993.

# FOR MORE INFORMATION

## SAIC Academic Advising

Sullivan Center  
36 S. Wabash Ave., suite 1204  
Chicago, IL 60603  
312.629.6800 | [studenthelp@saic.edu](mailto:studenthelp@saic.edu)